



Travel Code of Conduct for College Transport Services

To ensure the safety of all, learners using college transport must agree to the following:

- 1.** Learners who are entitled to a bus pass must carry their passes at all times and produce them whenever they are asked to. Failure to do so will lead to refusal to travel on the bus or a fare being charged.
- 2.** Face coverings must be worn at all times, when waiting for college transport, whilst travelling and when leaving the bus.
- 3.** When waiting for the bus, learners should adhere to the 2 metre social distancing rules and only enter the bus when advised to do so by the bus driver.
- 4.** Wash your hands for at least 20 seconds or sanitise your hands before getting on the bus and after arriving at your destination.
- 5.** When entering the bus, learners should move to the furthest seat at the rear and fill from the back.
- 6.** Learners are expected to respect the rights of other bus users, and any harassment or bullying will not be tolerated.
- 7.** Smoking is not allowed on college transport.
- 8.** Learners must not consume alcohol or be under the influence of alcohol on college transport.
- 9.** Learners must not be under the influence of, or be in possession of illegal drugs on college transport.
- 10.** Learners must not damage or deface any vehicle or fittings.
- 11.** Once the bus has arrived at college, learners must leave the bus from the front. Learners should not leave their seats until the person in front has left the bus.
- 12.** The bus driver has complete authority on the college bus. Failure to follow their directions will be treated as a serious offence.

Antisocial and bad behaviour on college transport will not be tolerated. Persistent and/or serious offenders will lose their right to travel on all college transport.

The college will monitor behaviour on buses and will exercise the college disciplinary procedures where necessary.