

The Education and Libraries (NI) Order 1986 places a legal responsibility on the Education Authority to provide transport assistance for the purpose of facilitating the attendance of pupils living beyond specified maximum distances from school i.e. primary school pupils living more than 2 miles and post primary pupils living more than 3 miles from their nearest suitable school.

Statutory school transport assistance is provided by a variety of means including Translink, Authority Bus, Private Operators & Taxis, in compliance with relevant transport legislation and directions/guidelines issued from time to time by the Department of Education.

## On the Bus/Taxi



Pupils are required to adhere to Authority school transport policies by:

- remaining seated with the seat belt fastened (where fitted)
- behaving sensibly and safely at all times
- treating the driver and fellow passengers with respect by following reasonable instructions, avoiding confrontation or the use of abuse or inappropriate language or gestures
- not smoking (the Authority operates a NO SMOKING POLICY on all funded transport)
- not interfering with equipment in the vehicle e.g. fire extinguishers, emergency doors etc.
- storing bags and belongings safely
- not standing in the stairwell of the bus.

It should be noted that in cases of extreme or persistent misbehaviour, the Education Authority and Translink reserve the right to suspend free travel facilities. School transport arrangements will then become the responsibility of the parents.

It should also be noted that the Transport Provider may seek redress for criminal damage.

## Pupils



## Responsibility

- Mobile Phones should only be used in an emergency and must not be used to photograph or record fellow passengers.
- If you have to cross the road after getting off the bus always allow the bus to move off before attempting to cross.
- Always walk on the pavement if there is one.
- If you are with younger children set them a good example.
- Do not let some one else persuade you to do something unsafe.
- Always be conscious of your personal safety especially when boarding and alighting vehicles.



## Parents



## Responsibility

Please remember that ultimately the safety of a pupil on any part of the journey to or from school not undertaken in a bus/taxi funded by the Authority, is the responsibility of the parent or guardian. Only by working with the Authority and its contracted transport providers can the highest possible level of safety be maintained for the whole journey.

- Make sure your child arrives at the pick up point in plenty of time so that they do not have to rush. Be punctual.
- Make sure your child knows what to do if the bus is late or does not arrive.
- Teach your child about road safety, how to act sensibly on and around buses and how to cross the road to and from the bus stop.
- Instruct your child to do as the driver says and not to misbehave. You may be held responsible for any vandalism to the bus/taxi caused by your child.
- A designated responsible adult should be at the drop off point to receive your child.
- Wait for your child on the side of the road where the bus sets them down on the return journey.
- Make sure your child can be seen by other road users. By wearing or carrying something bright or fluorescent your child is more easily seen in poor daylight conditions. When it is dark use reflective materials which can be seen up to three times as far away as non-reflective materials

**Always avoid having to call your child across the road to you**

## CCTV



The management of the CCTV equipment and images must comply with the Data Protection Act 1998, Human Rights Act 1998 and any other relevant legislation.

Transport Services use Close Circuit Television images to:-

- Provide a safe and secure environment for pupils and staff
- Protect pupils and staff
- Manage challenging behaviour
- Assist in child protection issues
- Assist in the investigation of road incidents.

## Contact Details

### SAFE SCHOOL TRANSPORT Education Authority

#### Armagh Office

Tel: 028 3751 2200

#### Ballymena Office

Tel: 028 2566 2276

#### Belfast Office

Tel: 028 9056 4000

#### Dundonald Office

Tel: 028 9056 6200

#### Omagh Office

Tel: 028 8241 1411



## Stop the Bullies

Bullying can make young people feel lonely, unhappy and frightened. It happens at school, at home, on the streets and also when travelling to and from school.

### Stamp Out Bullying

School passes may be withdrawn from anyone involved in any form of anti social behaviour, including bullying, on a bus or in the bus station.

### What to do if you feel bullied

- Don't ignore it – it won't go away and may get worse
- Tell someone you trust - such as a teacher, parent or friend
- Remember - it's not your fault - no one deserves to be bullied
- Keep a record of any nasty texts or emails that you have been sent
- Try to stay away from the bullies
- Ask your friend to look out for you
- Don't retaliate - you could get into trouble or get hurt
- Contact your school and they will help with your concerns.



# SAFE SCHOOL TRANSPORT

A guide for safe travel  
to and from school  
for pupils and parents

Education Authority