



CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

COLLEGE TRANSPORT: - SUPERVISION OF STUDENTS POLICY

Five coach operators transport over seven hundred students to and from college each day, using twenty-one coaches. In addition several private taxis' deliver and collect approximately fifteen students with special transport needs. Many parents and staff choose to drive students to college in their own vehicles. There is a one-way road system in operation with a designated bus loop and parking areas for minibuses, visitors, staff and Sixth Form drivers. At busy times there is some overlap of parking sites. It is important that the college transport arrangements are properly supervised with student safety of paramount importance. One member of staff has responsibility for co-ordinating these arrangements – currently Paul Dew. There is a duty team for each day of the week, led by a member of the Leadership Team and supported by Paul Dew. Luminous jackets are available from the Admin block for the duty staff.

A.M. Arrival

Launceston Road Entrance: Buses park in the bus-loop and members of staff supervise students alighting from the buses. Buses should arrive before 8.25 a.m. Staff duties commence at 8.05 a.m. and finish at 8.35 a.m. – one member of staff from 8.05 a.m. to 8.20 a.m. and four members of staff from 8.20 a.m. to 8.35 a.m.

P.M. Departure

1. Coronation Road: One member of staff supervises the area around the car park gate – from 2.55 p.m. to 3.10 p.m.
2. Launceston Road/Urban Terrace: Four members of staff supervise the departure of the buses from the bus loop and surrounding areas from 2.55 p.m. to 3.10 p.m. as follows:
 - One oversees the loading of students onto the last bus.
 - One directs traffic away from the main drive and directs students around the loop to board buses or down the drive to walk home.
 - One supervises students and traffic at the Urban Terrace gate.
 - Paul Dew and the team leader roam, ensure the duty team are in place, deal with any problems and give permission for the buses to leave the site at 3.10 p.m. or when they are satisfied that all students have boarded.

The planned supervision segregates moving vehicles and pedestrians as far as possible. Students are only allowed to approach stationary buses. The buses are expected to be on site by 2.55 p.m. although daily traffic and weather conditions may prevent this.

Fixed signs are in place directing visitors to a specific car park and informing drivers that no movement of vehicles is permitted between 2.55 p.m. and 3.15 p.m. These notices are reinforced by members of the duty team. A portable no-entry sign is used to prevent visitor cars proceeding past the bus-loop entrance. Signs in the bus-loop require any vehicles parked here to be moved out by 2.30 p.m.

In the event of a bus arriving late the bus operator is expected to notify the college office, who in turn, informs the duty team leader. If there is no notification of lateness the duty team leader or Paul Dew contacts the School Transport Officer, Mr C. Etchingham or the particular bus company. If a bus is late the team leader decides who, and how many staff should remain on duty. Students are supervised on the asphalt hard-standing at the front of the college or in the main hall in the case of inclement weather.

The majority of students leaving on foot exit from the Urban Terrace or Coronation Road gate. A few students who travel north on foot leave via the Launceston Road gate. There is no crossing patrol provided. This remains a potential hazard.

The following extract is taken from the student planner given to all students at the start of the academic year:

Buses

Many students are transported to and from college on buses provided by the Local Authority. **You are reminded that the discipline of the College applies to all students between home and college.** The provision of transport may be withdrawn if you offend against standards of good behaviour. Specifically, attention is drawn to the fact that students should:

- Wait on the paved area at College prior to boarding buses.
- Wait at pick-up points in a manner such as to bring credit to themselves and to the College.
- Show proper courtesy to others when boarding buses.
- Extend to the driver of all buses proper courtesy and respect, and act upon reasonable requests promptly.
- Abide by the College rules concerning smoking, eating, language and general behaviour.
- Treat the bus with proper regard to property.
- Only travel by the correct bus.
- Wait until the bus is stationary before boarding or leaving.

The bus drivers have a responsibility to report misbehaviour to the Headteacher. They will refuse to let you on the bus without the appropriate pass or if your behaviour is unsatisfactory. Always carry your bus pass.

What do I do if I have a concern about my bus?

- Discuss your concerns with an adult.
- Decide if your concern can be dealt with by the College or the Education Authority Transport Officer - Mr C. Etchingham, Student Transport Service, The Camel Building, County Hall, Truro, Cornwall, TR1 3AY.
- Contact either your tutor or Mr Dew at the College or telephone Mr Etchingham on 0300 1234222.

Any failure by a student to maintain good behaviour on the buses is referred to Mr Dew who has a variety of sanctions at his disposal, including withdrawal of the right of a student to travel on college transport.