

*School Transport*

**Information for Parents & Pupils**



**Falkirk Council**  
*Development Services*

## 1. Introduction

Each day, Falkirk Council transports approximately 3,500 pupils to and from school using around 120 vehicles costing over £2.3 million a year.

## 2. Getting To/From the Pick-Up Point

Parents are **solely responsible** for getting their child to/from the pick-up/set-down point. Parents should make any unaccompanied pupils aware of a safe route between their home and the pick-up point.

Pupils should be at the pick-up point at least 5 minutes before the expected arrival time of the school transport vehicle. Parents should advise their child of an alternative transport arrangement if the transport vehicle does not arrive.

## 3. Travel Passes

All pupils who are entitled to receive free school transport by bus will be issued with a school travel pass. This must be shown to the driver each time they board the bus.

**Pupils who do not have their pass with them will need to pay the appropriate fare to travel. Pupils who lose their pass will need to pay the appropriate fare to travel until a replacement pass is issued.**

Defaced, damaged, or split passes will be invalid and a replacement will be required

**School travel passes** are issued by Falkirk Council and are only valid for the school service, and operator, printed on the pass. They can only be used between the boarding points shown on the pass.

Replacement passes for **ALL** school travel passes, including those for school services operated by First, are charged at £10.00 per issue and can be obtained by calling 01324 504966 / 504724.

Most school buses are available for fare paying pupils.

**First commercial season tickets** are issued by First for pupils travelling on local commercial services. These passes are valid on any appropriate First service between the points shown on the front of the pass. Replacement commercial passes are charged at £10.00 per issue and can be obtained by calling First on 01324 602200.

## 4. Safety and Behaviour

Misbehaviour on school transport can cause a risk to the safety of all passengers being transported as well as other road users and pedestrians.

Parents are responsible for the behaviour of their child at all times whilst travelling on a school transport vehicle.

When travelling to/from school pupils must:

- Always wear a seatbelt if one is available
- Remain seated at all times when the vehicle is in motion
- Never distract the driver
- Never touch the vehicle door controls
- Never touch any emergency equipment inside the vehicle (including the emergency exit) unless an emergency occurs on the journey
- When getting off the bus, wait for the vehicle to leave before crossing the road. **Never cross in front of the bus.**
- Use a booster cushion if one has been provided (taxis)

**Smoking on any school transport vehicle is illegal** and any person caught smoking will be subject to appropriate actions.

CCTV is fitted to a large number of school transport vehicles. Any person caught misbehaving, endangering safety, tampering with CCTV equipment or vandalising the vehicle will be reported to the school and in some cases the Police and could be prosecuted. Parents of pupils caught vandalising vehicles will be asked by the transport operator to pay for any repairs necessary. Use of CCTV is strictly governed by the Data Protection Act 1988 and operators/drivers must adhere to the law at all times.

In the event of misbehaviour, pupils may be banned from school transport and parents may be required to attend a meeting at their child's school.

**In the event of a transport ban, parents are responsible for getting their child to/from school.**



**School Transport Helpline**  
**01324 504966 / 01324 504724**

## 5. Accidents and Breakdowns

In the event of an accident or breakdown pupils will be instructed to stay on the vehicle until alternative transport arrives. If the situation is deemed to be dangerous the children will be guided to a safe place by the driver.

## 6. Adverse Weather

The driver will use his discretion about the safety of any road during adverse weather conditions. If a morning journey is abandoned the driver will return all pupils to their pick-up point. In snowy or icy conditions the school bus may not operate on some estate roads.

## 7. Travel Outwith Normal School Times

Pupils who require transport outwith normal school times should visit their school office to enquire about being issued with a travel voucher. These will only be issued to pupils entitled to free school transport.

## 8. Change of Address

If you change address, your current travel pass **will not** be valid for transport to/from school and should be returned to the address below. You **must** re-apply for school transport from your new address to the school.

## 9. Contact Information

Parents should ensure that their children know how to contact them in the event of any operational problems or an emergency.

## 10. Monitoring of Transport and Feedback

The Transport Planning Unit monitors contractor performance and pupil behaviour on school transport through inspections and liaison with schools, the Driver and Vehicle Standards Agency, the Council's taxi licensing team and the Police.

**We welcome feedback from parents and pupils about school transport issues.**

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**Falkirk Council, Development Services,  
Abbotsford House, David's Loan, Falkirk, FK2 7YZ  
Tel. 01324 504966 / 504724**