

Unacceptable behaviour classification

No incidents of unacceptable behaviour could be classified as low risk as any type of disruptive behaviour has the potential to cause an accident. So the following incidents of unacceptable behaviour are categorised under the two headings below:

HIGH RISK	
ASSAULT	Assault to drivers and other passengers which also includes spitting
CRIMINAL DAMAGE	Any damage to the vehicle interior or exterior, including arson broken windows seats, graffiti, etching, masking, damaging cameras or safety equipment and incidents of a similar nature
THEFT/DECEPTION	This is any theft of personal property; any dishonesty; theft of money from the driver; theft of property integral to the vehicle such as 'breaking windows' hammers and fire extinguishers
INCIDENT	<p>Smoking</p> <p>Harassment/Bullying</p> <p>Any incident where the driver or passenger assistant on the vehicle at the time would deem to be serious enough as to summon immediate assistance</p> <p>Breach of PSV Regulations including, but not limited to, standing in non-designated areas of the bus opening any of the doors, tampering with any equipment on the vehicle</p>
MEDIUM RISK	
GENERAL MISBEHAVIOUR	General misbehaviour would include disruptive behaviour when loading/unloading and during the journey itself

In addition, food and drink (other than water) is not permitted on any home to school transport journeys and access to the vehicle may be denied if a child/young person attempts to carry these onto transport.

RESPONDING AND REPORTING INCIDENTS

It is acknowledged that any operator has the right to exclude any passenger from travelling under their conditions of carriage. However, this guidance sets out a suggested partnership approach to managing such incidents in which the school has the leading role, in collaboration with parents/carers and the Local Authority unless there is to be a formal prosecution.

Responding to incidents of poor behaviour will depend into which risk category the behaviour falls. In each, there are possible recommended sanctions which can be applied to the offending pupil(s) although each case will depend upon its own circumstances.

The responses to the two risk categories are set out below. **Unacceptable behaviour on transport may result in the withdrawal of assisted space on a vehicle operating to the child/young person's place of education.**

Repeated misbehaviour could well mean that the conduct of the pupil is automatically transferred to the higher category regardless of the specific incidents involved.

The responses to the two risk categories are set out below:

HIGH RISK			
	Reported by	Report to	Potential Outcome
ASSAULT CRIMINAL DAMAGE THEFT/DECEPTION SPONTANEOUS SERIOUS INCIDENT	Operational staff	Operator	Withdrawal of space on assisted transport and offer of parental payment travel solution
	Educational establishment	Educational establishment	Cost of damage to be met by parent/carer
	Parent/Carer	Local Authority	School Sanction
		Parent/Carer	
MEDIUM RISK			
	Reported by	Report to	Potential Outcome
GENERAL MISBEHAVIOUR	Operator - incident report	Educational establishment	Single warning
	Educational establishment - incident report	Operator	Withdrawal of space on assisted transport and offer of parental payment travel solution
		Local Authority	School Sanction

APPENDIX A

BEHAVIOUR CHARTER

The behaviour charter set out below is a condition of allocated space on a home to assisted transport provision organised by the Local Authority.

Non-compliance with the expectations contained within this charter may result in the withdrawal of assisted transport provision and replaced with a parental payment travel solution.

As a passenger on assisted home to school/college transport children and young people MUST:

1. **not** assault or verbally abuse any other passenger or the driver.
2. **not** commit or cause any damage to the vehicle including graffiti.
3. **not** steal any item from other passengers or equipment from the bus.
4. **not** smoke while on the bus.
5. **not** harass any passenger or the driver or passenger assistant
6. **not** engage in spitting.
7. **not** open emergency doors or throw items from the bus.
8. **not** use foul language or abusive gestures to other passengers, the driver, passenger assistant or occupants of other vehicles.
9. **not** commit any other anti-social behaviour which could cause distress to other passengers or the driver.

APPENDIX B

e-mail: R&E-PassengerTransport@rotherham.gov.uk

RMBC TRANSPORT INCIDENT REPORT SHEET

PLEASE USE THIS SHEET TO REPORT ANY INCIDENT YOU HAVE WITNESSED, SUCH AS CHILD BEHAVIOUR, MEDICATION OR STAFFING ISSUES, PARENT/CHILD ABSENT, ETC.

Date/Time of Occurrence:	
Name of Passenger:	
Operator Name:	
Route Name & Code:	
Driver Name:	
P.A Name: (where applicable)	
Location of Occurrence:	
Witness Details: (Where Appropriate)	

IF THERE IS A CAUSE FOR CONCERN, BUT YOU HAVE NOT WITNESSED AN ISSUE, FOR EXAMPLE SAFEGUARDING, YOU MUST FILL IN A CONCERN REPORT SHEET

OCCURRENCE TYPE: (Please Highlight)

Parent Absent

Child Absent

Child Late

Child Behaviour

Medication Issue

Staffing Issue

School Issue

Vehicle Late

Vehicle Failure

Other Issue

Road Traffic Collision (with passengers)
Equipment Issue

Vandalism to Vehicle

If 'Other Issue' please provide a description:

Please use the space below to indicate immediate corrective action.

Please use space below to provide a statement of facts, including all information and actions taken. Failure to provide full, clear details could result in this form being returned to you to resubmit further details.

Driver/Assistant/Operator Signature:

Received By: _____ Date: _____

Time: _____