

Bolton School – Pupil passenger rules for all pupils travelling by coach to and from School

Effective from the Autumn term 2021

General Rules

You must abide by your school's Behaviour Policy and school rules at all times.

You must make yourself familiar with the content of the two below videos that can be found on our school website using the link below:

1. Tyrer's Vehicle Fire procedure (passengers)
2. Tyrer's coach information video (passengers)

<https://www.boltonschool.org/school-services/coaches/informational-films-for-parents/>

Timetables and route maps showing stop locations are on our website, please follow the link below:

<https://www.boltonschool.org/school-services/coaches/>

Face Masks **must** be worn at all times.

Seat numbers will be allocated by the end of the first full week of term. You will be advised of the process in due course.

Procedures for boarding your coach at your home stop

Arrive at your bus stop at least 5 minutes earlier than the pickup time.

When waiting for your coach you must queue in an orderly fashion.

When boarding you must go to the seat number allocated to you. Please make sure that you help younger pupils who may be struggling to find their allocated seat.

Procedures for boarding your coach at school

When waiting for your coach in School, you must queue in an orderly fashion and follow the instructions of those members of staff supervising the procedure.

You should walk, not run, to board your coach and you should help younger pupils who may be struggling to find the coach or allocated seat.

On All Journeys

You must never attempt to board a moving coach.

You must remain in the seat number allocated to you. Seat numbers will be clearly marked.

You must wear your seat belt throughout your journey.

You must remain seated whilst the coach is in motion.

You must not consume food or drink on the coaches.

You must take your litter off the coach.

You must not take any photographs or videos on a school coach unless you have specific permission from a member of staff to do so.

You must behave sensibly whilst on the coach. Do not distract the driver. Do not shout. Do not throw objects.

You must alert member of staff as quickly as possible if you notice that any pupil is in trouble or distress.

Be aware that CCTV is in operation on your coach.

You must only travel on the coach you have been allocated and you must only get on and off the coach at your own stop.

You must not ask the driver to board or alight in an unofficial place.

You must not invite friends or extra passengers on the coach, for example if they are visiting your house.

Procedures for morning arrivals

Senior Boys, Senior Girls and Hesketh House pupils should all enter the school via the Riley Quad.

Park Road & Beech House pupils arriving by coach will be dropped off at the bus lay-by on Chorley New Road adjacent to Beech House. The lay-by will be supervised by a Sergeant from 8.10am – 8.50am.

Beech House pupils will be led through the pedestrian gate that leads directly to Beech House by a member of the Beech House staff.

Park Rd pupils will be directed via the Zebra Crossing on Park Rd to school.

Procedures for after school departures

All coaches will be parked outside in the same position every day at the front of school. The coach number and destination will be clearly visible on each coach. No coaches will be parked in the Quads. The exact parking position of each coach can be seen on our website by using the link given above for the videos.

The School runs 20 routes. As a maximum number of 14 coaches can be accommodated at the front of School at any one time, the remaining 6 vehicles will arrive once the first 14 are released.

The first 14 coaches will start boarding at 4pm and aim to leave School at 4.10pm. The last 6 coaches will start boarding at 4.10pm and aim to leave School at 4.20pm.

Senior Girls must leave promptly via the Girls' Division link corridor and exit via the Riley Quad to board their coach.

Hesketh House girls will be led through the Girls' Division link corridor to the Riley Quad. A member of staff will supervise them at all times until they board their coach.

Senior Boys are to leave via the Boys Quad.

A member of their school staff will escort Park Rd and Beech House pupils to the Boys Quad ramp.

They will cross Park Rd and Dobson Rd with the assistance of a Sergeant and make their way along the footpath at the front of the Boys' Division Senior School. A Sergeant will be at the Quad ramp to supervise boarding. A member of staff will supervise all Park Rd and Beech House pupils at all times until they board their coach.

Pupils who are on one of the last 6 coaches will assemble in six designated bays in the Riley Quad for Senior Girls, Hesketh House girls and Beech House pupils and in the Boys Quad for Senior Boys and Park Rd pupils. Here they will await boarding instructions from the school Sergeants. In bad/cold weather, pupils will be led into the A corridors within their respective Divisions to wait.