

Code of conduct for students: Transport Service

The college provides a transport service to support you as a student in travelling to college in the morning and returning home in the evening. If you choose to travel on the service **in return we expect you to:**

- Show your ID card to the driver and scan it on the card reader
- Treat the drivers and fellow passengers with respect
- Take your litter with you or use the bins provided
- Respect the needs of anyone with a disability
- Wear seat belts if fitted for safety and legal requirements
- Not smoke whilst inside the vehicle – this includes the use of e-cigarettes and vaping (smoking is against the law for everyone in vehicles)
- Not use offensive language
- Keep noise, including music, to a minimum
- Not damage the vehicle – if you do, you will be responsible and will have to pay for the damage.
- Not to take part in boisterous behaviour, which could distract the driver or cause offence to other passengers or members of the public

If you are unable to meet these expectations, we will take disciplinary action which could lead to a formal warning, a behaviour contract, exclusion from the college transport service, or even permanent exclusion from college.

CCTV is also in use and you may be recorded on your journey to and from college.

Always check that you have your validated ID card when leaving home as you won't be able to travel without it. Wearing lanyards and ID visibly in college is compulsory.

If you have any queries, problems or concerns about travel on the college transport service please report this to reception or to your tutor, or ring **0808 100 3626**.

Accepting this code of conduct is a condition of attending college. You have confirmed your understanding of this by signing your learner agreement.