



THE ORCHID SCHOOL

## CODE OF CONDUCT WHILE USING THE BUS

**The Orchid school**

**Baner, pune**

**Circular No.** TOS/FRO/CIR/FS/11-12/10

**Subject:** CODE OF CONDUCT WHILE USING THE BUS

Only for children using school Transport

**Date:** 23-11-2011

In the PTA Meeting held on 22-7-2011, the School Transport Committee was formed, with representatives from the school, PTA and the school transport providers.

In the first School Transport Committee meeting, matters related to the Govt. of Maharashtra school transport norms and the issue of students' misbehavior was discussed. The school is continually monitoring and reinforcing bus rules with students. Despite this the bus drivers and conductors have been facing difficulties in dealing with the students' behavior.

The committee has decided that from now on, since safety of the students is of the utmost priority, the below given code of conduct will be enforced strictly, in all circumstances. This is not a one-sided effort. While we are reiterating student conduct, similar communication has been made to the school bus service providers about their role, responsibility and code of conduct expected from them.

Parents, teachers and students need to ensure that they are well informed about this, and are also aware of the consequences that may follow if the rules are broken.

### **CODE OF CONDUCT-**

- 1) The bus conductor decides who sits where, according to the stop, age and other factors.
- 2) It is expected that adults and children are polite and listen to the given instructions.

3) Bags should be given to the bus kaka or kept on the children's laps/under the seat. It has been observed that adults and children often argue with the assistants and refuse to shift their bags or give space to others.

4) Arguing with the bus personnel or other children by students or parents will not be tolerated. If you have an issue to discuss or complain about, please meet the concerned driver at school. If we as adults treat the bus personnel respectfully, only then will the children do so and listen to them.

5) It has also been observed that parents often reprimand other children in the bus or at the bus stop. If you have a complaint about any child, please meet the bus kaka or one of the school representatives to resolve the matter.

6) Instruct your child to remain seated properly until the bus comes to a complete stop. This is for their safety in case the bus takes turn or stops suddenly. We have found children sitting on the handlebars of the seats, legs on the seat, refusing to sit down even when told to do so.

7) Damaging the bus, littering inside/outside the bus is not allowed.

8) Do not push or shove others while getting on or off the bus.

9) Please instruct your children to desist from putting their hands or heads outside the window when seated.

10) Children should not touch safety equipment's such as fire extinguishers or emergency exits on the bus unless it is an emergency.

11) Do not attempt to call the driver on their mobile while he is driving the school bus or picking up students at a bus stop. Contact the bus contractor or assistant if required.

12) Do not attempt to stop or slow a moving bus or prevent a school bus from proceeding on its designated route.

13) The adults and children should arrive at the bus stop at least five minutes prior to the scheduled pick-up time.

## **CONSEQUENCES-**

In the event that a student does not adhere to the above rules, the conductor or maushi is authorized to take disciplinary action, on the spot. They may isolate the child if necessary or stop the bus if any behavior is endangering the safety of others. On reaching the school, they will report the child to the School Authority who will give a remark in the student's diary. After every third remark, the student will be suspended from using the bus services. The duration of the suspension will depend on the nature of the misbehavior. In such instances, the parents need to make arrangements for dropping and picking up the child.

If any adult using the bus is found to do the same, the school management reserves the right to refuse transport services to the individual.

*Often, Children and adults exhibit very little regard and respect for the bus drivers, kakas and maushis while expecting them to shoulder all responsibilities for all that happens in the journey. We need to ensure that we co-operate with them and interact with them with a respectful attitude.*

Note: The above stated rules apply to buses and other transport systems "authorized" by the school transport committee.

***Thanking you for your cooperation.***

**School Transport Committee.**