

# MAHADEVI BIRLA WORLD ACADEMY

## 17 A, DARGA ROAD, KOLKATA - 700017

### Code of Conduct

The Guardian and student should ensure they have read and understood this document, which is to be adhered to for the safety of the bus driver, attendant and all students travelling on the school bus.

I, \_\_\_\_\_ (student), of \_\_\_\_\_ (class/sec) agree to abide by the behavioural expectations described below:

- When I am a seated student, I will remain in my seat for the whole journey.
- I will not eat on the bus or throw anything inside or out of the bus.
- If I am a standing student, I will stand quietly and not push or move around in the bus.
- I will respect other students and their property at all times (this includes pushing, verbal or physical abuse, or any other behaviour that may distract the driver).
- I will use socially acceptable language when conversing with the driver, attendant and other students and I will not speak at a volume that may distract the driver.
- I will respect the property of the bus at all times (e.g. refraining from standing on seats or vandalising the vehicle in any way).
- I will not engage in any behaviour that could put the driver, attendant or other students at risk.
- I will observe the requirements and instructions of the bus attendant and the teacher/s responsible for bus duty at all times.
- I understand that any damage I cause to the bus will result in my guardian being billed for the cost of repairs.

The safety and comfort of everyone on the bus depends on a standard of behaviour and consideration for others that is expected in the classroom. We hope that the guardian will support the school in maintaining these standards of behaviour.

#### **Guardian's Responsibility :-**

- One family member will be present at the Pick up/Release spot with the students' escort card failing which we will pick up or drop the child to or from school.
- We will not request for any change in the Pick up/Release spot under any circumstances.
- We will give full co operation to the school in case of any delay of the bus.
- We will not enter school buses to see off and receive their wards.
- We will not argue with the teachers present in the bus or the driver /attendant. If there is any problem, a written complaint to the Transport department/ School Office will be given.
- We will not make any phone calls to the driver of the bus driving or after duty hours.
- We will not give any tips to the driver or attendants.

#### **IF THIS CODE OF CONDUCT IS BROKEN:**

- The student will be placed on daily observation for one week and the guardian will be notified immediately
- If no improvement is evident after one week, an interview will be arranged between the student, guardian(s), and school.
- In extreme cases of misbehaviour the privilege of travelling on a school bus could be withdrawn immediately.
- **Withdrawal of bus facilities will be at the sole decision of the school authority.**

#### **AGREEMENT**

I agree to abide by the conditions of this contract and understand the consequences if I do not.

(Signed) \_\_\_\_\_ (Guardian) (Signed) \_\_\_\_\_ ( Bus Department)

(Signed) \_\_\_\_\_ ( Class Teacher) (Signed) \_\_\_\_\_ (Principal/Head Mistress)

Date: \_\_\_\_\_

## Safety Tips

### Getting on the bus

1. Wait at the designated stoppage – well back from the road.
2. Wait until the bus has stopped before getting on.
3. Carry your bag in front of you so it does not get caught in the door.
4. If seated, put your bag (and anything else you are carrying) on your or under the seat in front of you.
5. If there are no empty seats, fill the bus from the back first. Put your bag on the floor and and hold on to a seat back or handrail.

### Getting off the bus

1. Wait until the bus has stopped.
2. Carry your bag in front of you so it does not get caught in the door.
3. Get off the bus carefully without pushing.
4. Wait well back from the road until the bus has moved on.
5. If you need to cross, find a safe place, wait until the bus has moved away and you can clearly see up and down of the road, then cross.

## Expected behaviour of the students using School buses

Student who travel by bus may continue to do so while they behave in a reasonable and safe manner. The following behaviour is expected of students using buses to help make sure the bus is a safe place for everyone:

1. Seated students to sit down straight away and remain in their seats for the whole journey.
2. Standing students to stand quietly behind the driver at all times, and do not push or move around in the bus.
3. Students are not to throw objects inside or out of the bus.
4. Students to use socially acceptable language when talking to the driver, attendant and/or other students, and speak quietly so that they do not distract the driver.
5. Student to respect the bus property at all times (e.g. refrain from standing on seats or vandalising the bus in any way).
6. Students are not to harass, bully other students or the driver and attendant in any way, either verbally or physically.
7. Student to respect others' property and not to interfere with it in any way.
8. Students must follow the instructions of the bus attendant monitors and teacher/s on duty at all times.
9. Students must not engage in any behaviour that could put other students, driver/ attendant, or themselves at risk.

For any type of complaint or suggestion please mail us at [info@mbwa.org.in](mailto:info@mbwa.org.in)

**Students who choose to behave in an unsafe and/or unacceptable manner risk losing their place in the school bus!**
