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Travel to school - information for schools

Information for teachers and school staff. For details of school transport please visit generationm.co.uk, our website for younger passengers.



West Yorkshire's safety record for students using public transport is excellent, whether the transport is provided on dedicated bus services (My bus), or on public bus services.

In order to maintain and improve that good record, it's vital that everyone involved – students, parents, schools and operators – works together to keep children safe.

Quick guide to school buses

Standard practices

We recommend schools have the following practices in place:

1. A single member of staff is responsible for school transport.
2. A school bus management plan is made available in the school office. This should contain contact details of relevant organisations, as well as procedures relating to school transport.
3. Procedures relating to school transport included in the staff handbook.
4. A team of staff to supervise students boarding the buses at the end of the school day.

Late buses

If any dedicated school service fails to arrive within 15 minutes of the expected time at the end of the school day, please contact Metro and arrange for students to be kept safely until an alternative arrangement has been made for them.

Contact Metro: on 0113 348 11 22

Managing behaviour

If you observe any unacceptable behaviour while supervising boarding of the buses, please take immediate action and report the incident to your school transport representative.

If a driver or student informs you of any incidents of poor behaviour or bullying on the journey to or from school by public transport, please report it immediately to your school transport representative.

Bus drivers right of refusal

Bus drivers are instructed to follow strict guidelines in the interests of everyone's safety – including that of your students.

If the behaviour of anyone – regardless of age – is, in the driver's opinion, likely to endanger the safety of the vehicle or other passengers, the driver has the right to refuse travel.

Public Transport in the curriculum

The theme of public transport provides opportunities for learning about the impact of transport on the environment, public transport in the local area, and being a responsible citizen.

Metro has developed 'Get On' - a cross-curricular set of free resources for KS3 students with links to PSHE, Citizenship, English, Maths and ICT.

The free resources pack has been developed by curriculum experts to communicate important messages to this age group about the world of public transport.

[Find out more about Teaching Resource on generationM](#) - Metro's website for younger passengers.

Travel Alerts

- [Bus alerts](#)

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