

Responsibilities of parents and carers of children and young people who travel to / from school by bus

Parents and carers are responsible for assessing the risks associated with their own child's journey to school, key considerations include:

1. Deciding when your child can make their way to and from the collection/drop off point independently.
2. Ensuring that your child knows that they must show their travel pass to the driver, pay the appropriate fare or use their travel enabled National Entitlement Card.
3. Ensuring that your child knows that they must take a seat and not distract the driver unless it is an emergency.
4. Reminding your child that they should follow the instructions of the driver if something unexpected happens (e.g., breakdown, accident, severe weather).
5. Putting a contingency arrangement in place for when a bus fails to arrive, is running late or if your child misses their bus.
6. Discussing with your child what they would do in different scenarios.
7. Ensuring that your child behaves responsibly on their journey to and from school.
8. Encouraging your child to use seatbelts where they are fitted.

When travelling to school:

1. Ensuring that your child is at the collection point in good time, has their travel pass ready, the appropriate fare or their travel enabled National Entitlement Card
2. Waiting with your child until the bus arrives if they require supervision at the collection point.
3. Ensuring your child knows to stand well away from the kerb and to give the driver a clear signal for the bus to stop.
4. Ensuring your child knows to wait until the bus has come to a stop at the school before exiting.

When travelling from school:

1. Ensuring that your child knows that they must get to their bus promptly and either show their travel pass to the driver, pay the appropriate fare or use their travel enabled National Entitlement Card.
2. Agreeing with your child where they are going to get off the bus and rehearse the arrangements for getting home or to an alternative address.
3. Ensuring your child knows what to do to give the driver sufficient advance warning to stop (e.g. press the bell or alert the driver).
4. Meeting your child at the bus drop off point if they require supervision after exiting the bus, giving the driver a clear signal for the bus to stop.
5. Ensure your child knows to wait until the bus has moved away before crossing the road.
6. Ensuring that your child knows that they must stay on the bus and alert the driver if they miss their stop, realise they are on the wrong bus or are distressed for any other reason. If any of these situations occur, the driver will contact their supervisor who will liaise with Council staff as required.
7. If your child is not on the bus as expected, contact the school in the first instance, or if there is no response, call Education Services on 03451 55 55 55 Ext 444160. Staff will be available until 5pm.
8. If the bus does not arrive as scheduled or your child has left items on the bus, please call the relevant bus company.

For further information:

- [School transport | Fife Council](#)
- [School bus timetables | Travel Fife](#) - to see bus routes, timetables and bus company details.