

School Closures

Parents/carers will be notified of emergency closures via groupcall messages, these may also be broadcast via radio.

During severe weather, drivers will use their discretion to decide whether a road is passable.

If schools close early because of bad weather, contractors will try to take children home early, if possible.

Delays & Disruptions

If a bus breaks down, is held up in traffic or a road becomes impassable the bus company should notify the school direct that there is a delay or a disruption to the service. Where possible, parents/carers will receive a groupcall message from the school.

Parents/carers should have a plan in place with their child so that they know what to do in these situations.

If the bus breaks down, the bus company will make alternative arrangements.

Travel Passes

Pupils entitled to travel to school by bus will receive a travel pass from the Council. Travel passes are colour coded to manage seating capacity and prevent

overcrowding. Your child should travel on the bus they have been allocated and show their travel pass to the driver when they board the bus. Pupils who have been issued with travel passes do not need a National Entitlement Card (NEC) to travel for free on a school bus.

If your child loses or damages their travel pass a new one can be requested from the school office.

If your child is not entitled to receive a travel pass issued by the Council, you can apply for a travel enabled National Entitlement Card (NEC) which will allow them to travel for free on any local bus service. Apply via:

[freebus.scot/how-to-apply](https://www.freebus.scot/how-to-apply)

Timetable information

School bus timetables are available via the Travel Fife website:

www.travelfife.com/travel-fife/journey-planning

Contact Information

Any issues or queries relating to your child's transport entitlement should initially be raised with your child's school.

School transport information, related documents and contact details can be accessed via the Fife Council website: www.fife.gov.uk/schooltransport

School Transport Information

A helpful guide for
Parents & Carers



Entitlement

Fife Council Policy is to provide transport to the catchment school for:

- Primary aged pupils who live more than 1 mile from their catchment school.
- Secondary aged pupils who live more than 2 miles from their catchment school.

If your child is entitled to school transport, they will be given the best option available. Where this is by bus, a travel pass will be issued and sent to their home address during the summer holidays and via schools at other times of the year.

Details of any transport provision provided by taxi or minibus will be sent to parents/carers during the summer break and via schools at other times of the year.

You can check transport entitlement by clicking on the maps available via the following link:

www.fife.gov.uk/schooltransport

If you have a successful placing request for your child to attend a school outwith their catchment area, they will not be entitled to school transport. You can check your child's catchment area school via the Fife Council website:

www.fife.gov.uk/schoolcatchment

Parent/Carer Responsibilities

Parents and carers need to think about potential risks when their child is travelling.

Key responsibilities are to:

- Decide if your child can get to and from the pickup/drop off point on their own.
- Make sure your child knows to sit down and not distract the driver unless it's an emergency.
- Remind your child to follow the driver's instructions if something unexpected happens, like a breakdown, accident, or bad weather.
- Teach your child the importance of behaving well.
- Encourage your child to use seatbelts if they are available.
- Have a backup plan in case something goes wrong, for example, if the bus doesn't come, is late or your child misses it.

When travelling to school:

- Ensure that your child is at the collection point in good time, has their travel pass, appropriate fare or NEC card and knows that they must show this to the driver.
- If your child requires supervision at the collection point, wait with them until the transport arrives.

- Ensure your child stands well away from the kerb until the bus arrives, and gives the driver a clear signal for the bus to stop.
- Remind your child to wait until the transport has come to a stop at school before exiting.

When travelling from school:

- Make sure your child knows to get to their transport quickly and has their travel pass, appropriate fare, or NEC card ready to show the driver.
- Teach your child how to let the driver know when they are approaching their stop, such as using the bell.
- Agree on where your child will get off the bus and the plan for getting home or to another location.
- Meet your child at the drop-off point if they need supervision.
- Make sure your child knows to wait until the transport has left before crossing the road.
- Ensure your child knows to tell the driver if they miss their stop, are on the wrong bus, or are upset for any reason.

