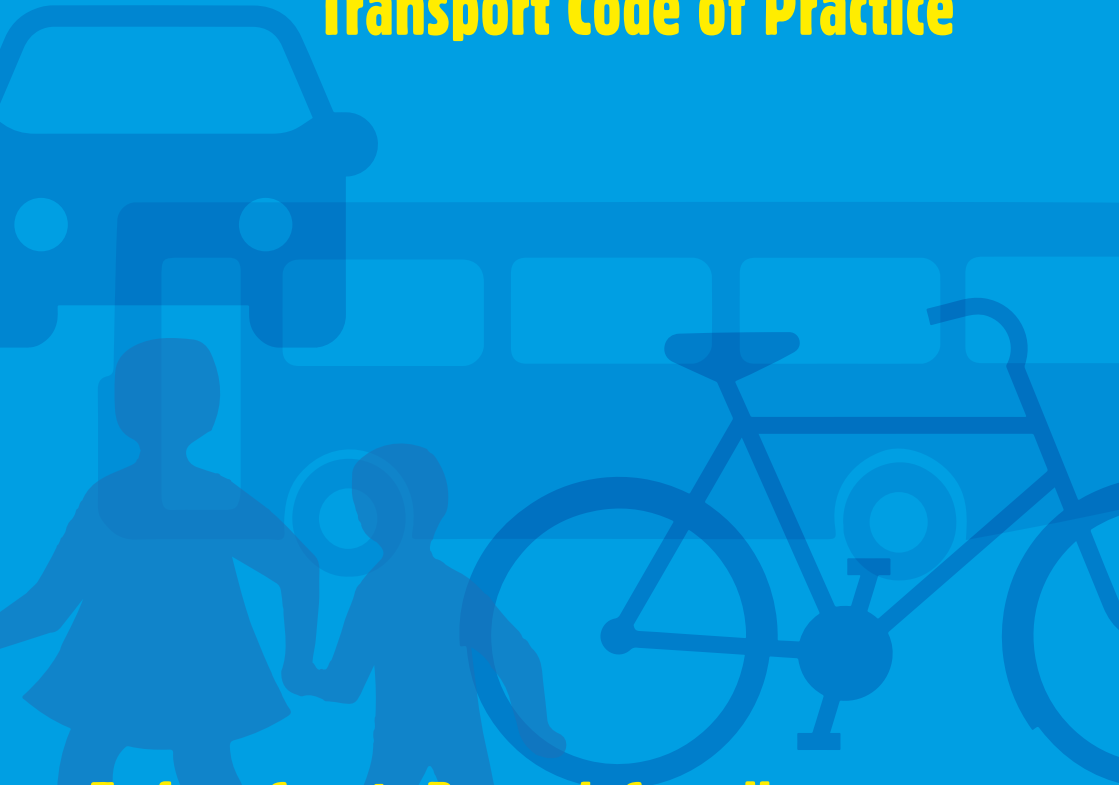


**Torfaen County Borough Council**

# Home to School/College

**Transport Code of Practice**



**Torfaen County Borough Council**

# O'r Cartref I'r Ysgol/Coleg

**Cod Ymarfer Cludiant**

# Transport Code of Practice Cod Ymarfer Cludiant

**The purpose of this code is to provide guidelines for parents, learners, schools, passenger assistants, drivers, operators and council staff to ensure the Council is able to provide a safe, efficient and reliable transport service.**

The Council has a statutory responsibility to comply with the requirements of the Learner Travel (Wales) Measure 2008 and to make available information about its policies, as well as the arrangements it puts in place to transport its learners.

The Learner Travel (Wales) Measure 2008 looks to improve safety on learner transport by tackling unacceptable behaviour through an All Wales Travel Behaviour Code. The Code looks to promote safe travel for all learners, by setting out the standards of behaviour required.

**Pwrpas y cod hwn yw rhoi canllawiau i rieni, dysgwyr, ysgolion, cynorthwywyr teithwyr, gyrwyr, gweithredwyr a staff y cyngor i sicrhau bod y Cyngor yn medru darparu gwasanaeth cludiant diogel, effeithlon a dibynadwy.**

Mae gan y Cyngor gyfrifoldeb statudol i gydymffurfio gyda gofynion Mesur Teithio gan Ddysgwyr (Cymru) 2008 a rhoi gwybodaeth am ei bolisiau, ynghyd â'r trefniadau sy'n bodoli i gludo ei ddysgwyr.

Mae Mesur Teithio gan Ddysgwyr (Cymru) 2008 yn ceisio gwella diogelwch ar gludiant dysgwyr trwy ddelio ag ymddygiad annerbyniol gyda Chod Ymddygiad Teithio Cymru Gyfan. Bwriad y Cod yw hyrwyddo teithio diogel i holl ddysgwyr trwy amlinellu'r safonau ymddygiad gofynnol.



# The Council's Commitment Ymrwymiad y Cyngor

- It is the Council's intention to work in conjunction with operators, schools, parents and learners over transport arrangements in order to ensure the health, safety and welfare of passengers.
  - The Council ensures that parents, learner's schools and contractors have access to school transport advice and guidance during normal office hours. Monday - Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm Tel: 01495 766919/766920 Email: ITU@torfaen.gov.uk
- Bwriad y Cyngor yw gweithio gyda gweithredwyr, ysgolion, rhieni a dysgwyr ar drefniadau cludiant er mwyn sicrhau iechyd, diogelwch a lles teithwyr.
  - Mae'r Cyngor yn sicrhau bod gan rieni, ysgolion, dysgwyr a chontractwyr fynediad at gyngor a chanllawiau cludiant ysgol yn ystod oriau swyddfa arferol. Llun- Iau 8.30am i 5.00pm, Gwener 8.30am i 4.30pm Ffôn: 01495 766919 / 766920 Eboest : ITU@torfaen.gov.uk



- The Council will seek to ensure that most journeys will be no more than 45 minutes for primary learners and 60 minutes for secondary learners. ALN journeys may generally be longer because some schools are located out of County.
- The Council transports learners to and from a designated pick up point. Every effort is made to keep this distance from the home address as short as possible and it should not exceed 1 mile along a safe, secure route for pedestrians. ALN learners are generally transported to and from their home address.
- The Council will ensure that School journeys are planned in such a way to minimise journey times. There is also a need to balance considerations alongside the requirement to manage limited public resources and this may result in longer routes as vehicle occupancy levels are maximised.
- The Council will provide a passenger assistant on any vehicle conveying 30 or more primary aged pupils or where a vehicle conveys pupils with additional needs and a risk assessment has identified the need.

- Bydd y Cyngor yn ceisio sicrhau na fydd y rhan fwyaf o deithiau yn fwy na 45 munud ar gyfer dysgwyr ysgolion cynradd a 60 munud i ddysgwyr uwchradd. Efallai y bydd teithiau Anghenion Dysgu Ychwanegol yn hirach yn gyffredinol oherwydd bod rhai ysgolion wedi eu lleoli y tu allan i'r Sir.
- Mae'r Cyngor yn cludo dysgwyr i ac o bwynt casglu penodol. Gwneir pob ymdrech i gadw'r pellter hwn o'r cyfeiriad cartref mor fyr ag y bo modd ac ni ddylai fod yn fwy na milltir ar lwybr diogel, sicr ar gyfer cerddwyr. Fel rheol caiff dysgwyr Anghenion Dysgu Ychwanegol (ADY) eu cludo i ac o'u cyfeiriad cartref.
- Bydd y Cyngor yn sicrhau bod teithiau ysgol yn cael eu cynllunio er mwyn cael yr amser teithio lleiaf. Mae angen hefyd cydbwysu ystyriaethau ynghyd â'r angen i reoli adnoddau cyhoeddus prin, ac efallai y bydd hyn yn arwain at amser teithio hirach wrth wneud y mwyaf o'r nifer y mae cerbyd yn ei ddal.

- The Council will ensure that an Enhanced Disclosure and Barring Service check (DBS) is undertaken on all drivers and passenger assistants employed to operate school contracts on behalf of the Council. Once the Council has reviewed and is satisfied with the content of the DBS disclosure, the driver and passenger assistant will receive a letter of authorisation to work on behalf of the Council. To validate their identity, ID badges will be issued to all authorised personnel.
- The Council will terminate any contract where drivers or passenger assistants do not possess a valid and Enhanced DBS disclosure or not authorised by the Integrated Transport Unit to work on the Council's school transport.

- Bydd y Cyngor yn darparu cynorthwyydd teithwyr ar unrhyw gerbyd sy'n cludo 30 disgybl cynradd neu fwy neu lle mae cerbyd yn cludo disgybl gydag anghenion ychwanegol ac mae asesiad risg wedi adnabod angen am hynny.
- Bydd y Cyngor yn sicrhau bod archwiliad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS) yn cael ei wneud ar bob gyrrwr a chynorthwyydd teithio a gyflogir i weithredu contractau ysgol ar ran y Cyngor. Unwaith y mae'r Cyngor wedi arolygu ac mae'n fodlon gyda chynnwys yr archwiliad DBS, bydd y gyrrwr a'r cynorthwyydd teithio yn derbyn llythyr yn eu hawdurdodi i weithio ar ran y Cyngor. I ddilysu eu hunain, bydd bathodyn adnabod yn cael ei roi i bob aelod staff awdurdodedig.



- The Council will ensure contracts are monitored on a regular basis to confirm that operators are complying with the Council's terms and conditions of contract and any other guidance issued by the Council.
- The Council will identify, and where required, arrange for training to be provided to operators and or their staff.
- The Council asks operators as far as reasonably possible to avoid changes in drivers and passenger assistants.
- The Integrated Transport Unit will record and investigate all complaints received in respect of any accidents and or incidents that may arise and take further sanctions in accordance with the Travel Behaviour Code where appropriate.

- Bydd y Cyngor yn terfynu unrhyw gontract lle nad oes gan unrhyw yrrwr neu gynorthwydd teithio Ddatgeliad Manylach dilys DBS neu os nad ydynt wedi eu hawdurdodi gan yr Uned Cludiant Integredig i weithio ar gludiant ysgol y Cyngor.
- Bydd y Cyngor yn sicrhau bod contractau yn cael eu monitro'n rheolaidd i gadarnhau bod gweithredwyr yn cydymffurfio â thelerau ac amodau contract y Cyngor ac unrhyw ganllawiau eraill a gyhoeddwyd gan y Cyngor.
- Bydd y Cyngor yn adnabod anghenion hyfforddiant, a lle bo angen yn trefnu hyfforddiant i weithredwyr a/neu eu staff.
- Mae'r Cyngor yn gofyn i weithredwyr osgoi newid gyrwyr neu gynorthwywyr teithwyr cyn belled ag y bo'n rhesymol bosibl.
- Bydd yr Uned Cludiant Integredig yn cofnodi ac yn ymchwilio i unrhyw gŵyn a dderbynnir mewn perthynas ag unrhyw ddamweiniau a/neu ddigwyddiadau ac yn pennu sancsiynau pellach yn unol â'r Cod Ymddygiad Teithio lle'n briodol.



# Schools Ysgolion

**Schools have an important role to play and as part of their responsibilities to ensure the provision of a quality school transport service, schools are asked to:-**

- Support the operators to ensure no unauthorised passengers board vehicles and co-operate with the Council by monitoring school transport.
- Promote knowledge and awareness of the Travel Behaviour Code and incorporate the Travel Code into the school's overarching school behaviour policy.
- Include the use of school transport and the journey to school in the school curriculum through assemblies and other classroom time.
- Have in place a Traffic Management Risk Assessment which includes the site management of school buses.
- Ensure learners understand the rules of behaviour and the need for safety on school transport. Reporting any Incidents of bad behaviour to the Integrated Transport Unit and actively participate in any joint investigated by determining the appropriate course of action to be taken.

**Mae gan ysgolion rôl bwysig i'w chwarae ac fel rhan o'u cyfrifoldebau i sicrhau gwasanaeth cludiant ysgol o ansawdd, gofynnir iddynt:-**

- Gefnogi'r gweithredwyr i sicrhau nad oes unrhyw deithwyr heb awdurdod yn mynd ar y cerbydau a chydweithredu gyda'r Cyngor trwy fonitro cludiant ysgol.
- Hyrwyddo gwybodaeth ac ymwybyddiaeth o'r Cod Ymddygiad Teithio ac ymgorffori'r Cod Teithio o fewn polisi ymddygiad cyffredinol yr ysgol.
- Cynnwys defnyddio cludiant ysgol a'r daith i'r ysgol yng nghwricwlwm yr ysgol yn y gwasanaeth ac ar adegau eraill yn y dosbarth.
- Meddu ar Asesiad Risg Rheoli Traffig sy'n cynnwys rheoli bysus ysgol ar y safle.
- Sicrhau bod dysgwyr yn deall rheolau ymddygiad a'r angen am ddiogelwch ar gludiant ysgol. Adrodd am unrhyw achosion o ymddygiad gwael i'r Uned Cludiant Integredig a chymryd rhan mewn unrhyw gyd-archwiliad trwy benderfynu ar y camau priodol i'w cymryd.

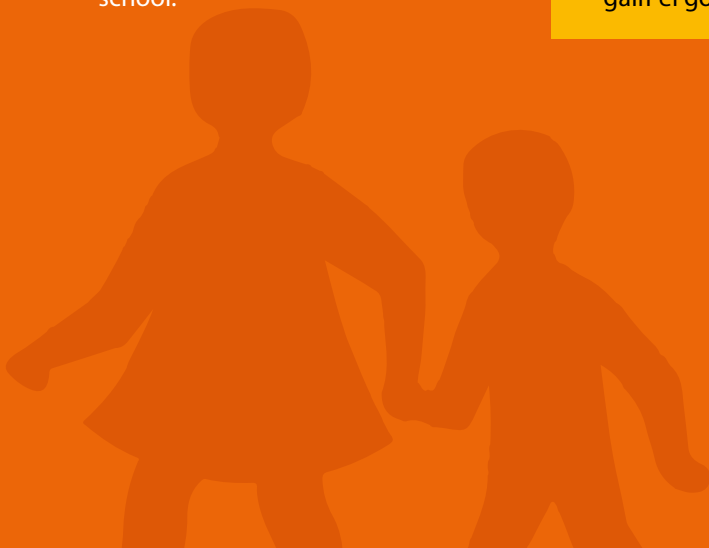
# School Ysgol

- Cooperate and liaise with the Integrated Transport Unit identifying those involved in incidents of bad behaviour.
  - Make learners aware of an appropriate member(s) of staff who learners should contact to report incidents of bad behaviour that occur on home to school journeys.
  - Ensure staff supervise arrival and departure of pupils by school transport whether on, outside, or near the school premises.
  - Resolve parking issues within the school site which may have an impact on school transport and or learner safety and report any parking problems outside of the school site to the Council or the appropriate agency.
  - Contact the Integrated Transport Unit should a vehicle fail to arrive. **Schools should not contact the bus operator in the first instance.**
- Cydweithredu a chysylltu gyda'r Uned Cludiant Integredig wrth adnabod y sawl sy'n cymryd rhan mewn achosion o ymddygiad gwael.
  - Sicrhau bod dysgwyr yn gwybod am aelod(au) staff priodol y dylid cysylltu â nhw i adrodd am achosion o ymddygiad gwael ar deithiau ysgol.
  - Sicrhau bod staff yn goruchwyllo pan fydd disgyblion yn cyrraedd a gadael ar gludiant ysgol boed ar, y tu allan i neu'n agos at dir yr ysgol.
  - Datrys problemau parcio ar safle'r ysgol a allai effeithio cludiant ysgol a/neu ddiogelwch dysgwyr ac adrodd am unrhyw broblemau parcio y tu allan i safle'r ysgol i'r Cyngor neu'r asiantaeth briodol.
  - Cysylltu â'r Uned Cludiant Integredig os nad yw cerbyd yn cyrraedd. **Ni ddylai'r ysgol gysylltu â gweithredwr y bws yn y lle cyntaf.**



- Inform the Integrated Transport Unit of any complaints they may receive from learners and their parents regarding transport and keep a record of all complaints.
- Share any concerns regarding school transport, including safeguarding matters with the Integrated Transport Unit.
- Provide written notification to the Integrated Transport Unit of the proposed inset and school closure days at the commencement of the academic year, or 10 school days in advance at the latest. The Integrated Transport Unit will advise the operators in advance, thereby avoiding unnecessary expenditure. Failure to provide sufficient notice will incur additional expenditure, which will be re-charged to the school.

- Hysbysu'r Uned Cludiant Integredig o unrhyw gwynion maent yn eu derbyn gan ddysgwyr a'u rhieni am gludiant a chadw cofnod o'r holl gwynion.
- Rhannu unrhyw bryderon ynglŷn â chludiant ysgol, gan gynnwys materion diogelu, gyda'r Uned Cludiant Integredig.
- Rhoi hysbysiad ysgrifenedig i'r Uned Cludiant Integredig o unrhyw ddyddiau hyfforddiant mewn swydd a dyddiau pan fydd yr ysgol ar gau ar ddechrau'r flwyddyn academaidd, neu 10 diwrnod ymlaen llaw o leiaf. Bydd yr Uned Cludiant Integredig yn hysbysu'r gweithredwyr ymlaen llaw, gan osgoi unrhyw wariant di-angen. Bydd methu â rhoi digon o rybudd yn achosi gwariant ychwanegol, a gaiff ei godi ar yr ysgol.



# Parents/Guardians Rhieni/Gwarcheidwaid

**Parents/guardians of learners travelling on school transport have an important role to play not only in respect of their own responsibilities but in also ensuring that their children understand their responsibilities and rights as detailed within this Code of Practice.**

Parents are required to:-

- Notify the Integrated Transport Unit of any changes to their circumstances e.g. change of address that may affect entitlement to transport. Entitlement to transport will need to be re-assessed and if appropriate changes may need to be made to transport arrangements.
- For secondary age children, ensure that your child leaves home with their bus pass every day. The Council, with support of the secondary schools and the operators, enforce a NO PASS NO TRAVEL policy. Learners will be refused transport without a valid pass and must then make their own way to or from school, without exception.
- Ensure that their child knows what action to take if the bus is late, or does not arrive.

**Mae gan rieni/warcheidwaid dysgwyr sy'n teithio ar gludiant ysgol rôl bwysig i'w chwarae, nid yn unig o ran eu cyfrifoldebau eu hunain ond hefyd o ran sicrhau bod eu plant yn deall eu cyfrifoldebau a'u hawliau fel y nodir yn y Cod Ymarfer hwn.**

Mae gofyn i rieni:-

- Hysbysu'r Uned Cludiant Integredig o unrhyw newid yn eu hamgylchiadau e.e. newid cyfeiriad a allai effeithio'r hawl i gludiant. Bydd angen ail-asesu'r hawl i gludiant ac os yw'n briodol, efallai bydd angen newid trefniadau cludiant.
- Ar gyfer plant ysgol uwchradd, sicrhewch bod eich plentyn yn gadael gyda'u tocyn bws bob dydd. Bydd y Cyngor, gyda chymorth yr ysgolion uwchradd a'r gweithredwyr, yn gorfodi polisi DIM TOCYN DIM TEITHIO. Gwrthodir cludiant i ddysgwyr heb docyn dilys a rhaid iddynt wedyn drefnu eu cludiant eu hunain i'r ysgol, yn ddi-eithriad.
- Sicrhau bod eu plentyn yn gwybod beth i'w wneud os yw'r bws yn hwyr, neu os nad yw'n cyrraedd.



- Contact the Council should their child lose or misplace their bus pass or public service provider for season ticket. Please be aware a charge may be made for any replacement ticket provided.
  - Make sure your child is ready to be picked up at home or at the pick-up point 10 minutes before allocated time.
  - Ensure that appropriate supervision arrangements are put in place, and particularly for primary school learners, that your child is taken to and collected from the nominated pick-up points by a responsible adult.
  - Be aware that drivers and passenger assistants are instructed not to wait longer than five minutes after the arranged times. Any delays can have a significant effect on other learners on the same vehicle.
- Cysylltu â'r Cyngor os bydd eu plentyn yn colli eu tocyn bws neu'r darparwr gwasanaeth cyhoeddus am docyn tymor. Byddwch yn ymwybodol y gellir codi tâl am unrhyw docyn newydd a ddarperir.
  - Sicrhau bod eich plentyn yn barod i gael ei godi o'r cartref neu'r pwynt codi 10 munud cyn yr amser a bennwyd.
  - Sicrhau bod trefniadau goruchwyllo priodol yn bodoli, ac yn arbennig ar gyfer dysgwyr cynradd, bod eich plentyn yn cael ei hebrwng i a'i gasglu o'r man codi penodol gan oedolyn cyfrifol.
  - Bod yn ymwybodol bod gyrwyr a chynorthwyrwyr teithwyr wedi eu cyfarwyddo i aros dim mwy na phum munud ar ôl yr amser a drefnwyd. Gall unrhyw oedi gael effaith arwyddocaol ar ddysgwyr eraill ar yr un cerbyd.

- Make alternative travel arrangements should your child miss the vehicle for whatever reason. It is a parental responsibility to ensure your child attends school and no additional transport will be provided.
- Where transport is arranged by taxi, or the pick-up is from the learner's home address, notify the operator as soon as possible if your child is ill or unable to attend school.
- Notify the driver and or passenger assistant in advance if a person(s) unknown to them are to collect the child(ren) on their behalf. Please be aware transport staff are instructed not to release any children to any unfamiliar person(s).

- Gwneud trefniadau teithio eraill os bydd eich plentyn yn methu'r bws am unrhyw reswm. Cyfrifoldeb y rhiant yw sicrhau bod eich plentyn yn mynd i'r ysgol ac ni ddarperir unrhyw gludiant ychwanegol.
- Lle trefnir cludiant gyda thacsi, neu lle mae'r plentyn yn cael ei godi o'r cyfeiriad cartref, hysbyswch y gweithredwr cyn gynted ag y bo modd os yw eich plentyn yn sâl neu'n methu mynd i'r ysgol.
- Hysbyswch y gyrrwr a/neu'r cynorthwydd teithio ymlaen llaw os yw person(au) nad ydynt yn eu hadnabod yn nôl y plant ar eu rhan. Byddwch yn ymwybodol bod staff cludiant wedi eu cyfarwyddo i beidio â rhyddhau plant i unrhyw berson(au) nad ydynt yn eu hadnabod.



- A responsible adult is at home to receive your child for all ALN and primary aged learners. A child will not be allowed to leave the vehicle unless a responsible adult comes to collect them from the vehicle.
- Drivers will not wait for a parent/guardian who does not arrive on time to collect their child. In this situation the driver will not leave a child at the agreed drop off point and will continue the route with the child on board. When the route is completed the driver will return to the drop off point. If the parent/guardian cannot be contacted, the Social Care Department or the police will be contacted and the child will be taken to a safe place.
- Ensure that your child understands the requirement to wear a seatbelt (excludes public service) whilst travelling on school transport.
- Ensure that your child is aware of the need for good behaviour whilst travelling on school transport and support the operators, drivers, passenger assistants, the Integrated Transport Unit and the schools in ensuring that your child complies with the Welsh Assembly Government's Travel Behaviour Code, copy enclosed within transport application pack.

- Bod oedolyn cyfrifol yn y cartref i dderbyn eich plentyn ar gyfer holl ddysgwyr anghenion dysgu ychwanegol neu ddisgyblion cynradd. Ni fydd y plentyn yn cael gadael y cerbyd oni fo oedolyn cyfrifol yn dod i'w nôl o'r cerbyd.
- Ni fydd gyrrwyr yn aros am riant/warcheidwad nad yw'n cyrraedd ar amser i gasglu plentyn. Yn y sefyllfa hon ni fydd y gyrrwr yn gollwng y plentyn yn y fan a gytunwyd, a bydd yn parhau gyda'r daith gyda'r plentyn ar y bus. Pan fydd y daith wedi ei chwblhau bydd y gyrrwr yn dychwelyd i'r man casglu. Os na ellir cysylltu gyda'r rhiant/warcheidwad cysylltir â'r Adran Gofal Cymdeithasol neu'r heddlu a bydd y plentyn yn cael ei gludo i le diogel.
- Sicrhau bod eich plentyn yn deall y gofyniad i wisgo gwregys diogelwch (ac eithrio gwasanaeth cyhoeddus) wrth deithio ar gludiant ysgol.
- Sicrhau bod eich plentyn yn ymwybodol o'r angen i ymddwyn yn dda wrth deithio ar gludiant ysgol a chynorthwyo'r gweithredwyr, gyrrwyr, cynorthwywyr teithio, yr Uned Cludiant Integredig a'r ysgolion i sicrhau bod eich plentyn yn

- Be aware that persistent misbehaviour may result in your child being excluded from school transport in accordance with the All Wales Behaviour Code. In such cases, parents/guardians will be responsible for ensuring their child's attendance at school.
- Advise the Integrated Transport Unit of any concerns you have about the transport provided for your child.
- Be aware that they will be held responsible for any vandalism caused by their child(ren). Where it is proven that their child has caused damage to a bus (or bus shelter), they will be required to pay for that damage in full and legal action may be taken.

**Note:**

Passengers are permitted to stand on a bus if the bus is licensed to carry 'standees' (Public Service Provision). A notice will be displayed at the front of the bus clearly stating how many passengers are allowed to be standing during a journey.

cydymffurfio â Chod Ymddygiad Teithio Llywodraeth Cymru, copi o'r hwn sydd i'w weld yn y pecyn gwneud cais am gludiant.

- Bod yn ymwybodol y bydd camymddwyn cyson yn medru arwain at wahardd eich plentyn o gludiant ysgol yn unol â Chod Ymddygiad Cymru Gyfan. Mewn achosion o'r fath, bydd rhieni/gwarcheidwaid yn gyfrifol am sicrhau bod eu plentyn yn mynychu'r ysgol.
- Hysbysu'r Uned Cludiant Integredig o unrhyw bryderon sydd gennych ynglŷn â'r cludiant a ddarperir ar gyfer eich plentyn.
- Bod yn ymwybodol y byddant yn gyfrifol am unrhyw fandaliaeth a achosir gan eu plentyn. Lle gellir profi mai eu plentyn nhw sydd wedi achosi difrod i fws (neu loches bws), bydd gofyn iddynt dalu'n llawn am y difrod ac efallai y cymerir camau cyfreithiol.

**Nodyn:**

Caiff teithwyr sefyll ar fws os yw'r bws wedi ei thrwyddedu i gludo rhai sy'n sefyll (Darpariaeth Gwasanaeth Cyhoeddus). Bydd hysbysiad yn nhu blaen y bws a fydd yn datgan yn glir faint o deithwyr sy'n cael sefyll yn ystod taith.

# Bus Passes

## Tocynnau Bws

- A bus pass or season ticket is issued to all secondary school learners who are entitled to travel on school transport. Learners must carry their bus pass and present it to the driver each time they board the vehicle. This process ensures only learners entitled to transport have access to the vehicle and prevents overloading.
- The Council, in conjunction with the schools and the operators, enforces a NO PASS NO TRAVEL policy. Any learner attempting to board a vehicle without a valid pass will be refused transport and will need to make their own way to or from school, **without exception**.
- If you have lost or damaged your pass you must obtain a replacement. The Authority will only supply one replacement bus pass free of charge. There will be an administration fee of £5.00 for additional replacements. You can obtain a replacement pass by telephone 01495 766919/766920 Email: ITU@torfaen.gov.uk
- Learners and or their parents/ guardians should report any lost season tickets to the relevant bus company who should advise them on how to obtain a replacement. Please note a charge may payable for any replacement tickets provided.
- Rhoddir tocyn bws neu docyn tymor i bob disgybl ysgol uwchradd sydd â hawl i deithio ar gludiant ysgol. Rhaid i ddysgwyr sicrhau bod y tocyn ganddynt a'i gyflwyno i'r gyrrwr bob tro maent yn mynd ar y bws. Mae'r broses hon yn sicrhau mai dim ond dysgwyr sydd â hawl i deithio sy'n cael mynd ar y bws ac yn rhwystro gorlwytho.
- Mae'r Cyngor, ar y cyd ag ysgolion a gweithredwyr, yn gorfodi polisi DIM TOCYN DIM TEITHIO. Bydd unrhyw ddysgwr sy'n ceisio mynd ar y bws heb docyn dilys yn cael ei wrthod a bydd gofyn iddynt drefnu mynd i'r ysgol eu hunain, **heb eithriad**.
- Os ydych chi wedi colli neu dorri eich tocyn, rhaid i chi gael un newydd. Dim ond un tocyn newydd a roddir gan yr Awdurdod yn ddi-dâl. Bydd ffi weinyddol o £5 am unrhyw docyn wedi hynny. Medrwyd gael tocyn newydd trwy ffonio 01495 766919/766920 Ebo: ITU@torfaen.gov.uk
- Dylai dysgwyr a/neu eu rhieni/ gwarcheidwaid adrodd am unrhyw docynnau tymor coll i'r cwmni bws perthnasol, a ddylai eu hysbysu sut i gael un newydd. Nodwch y gellir codi tâl am unrhyw docyn newydd a ddarperir.

# Transport Operators

## Gweithredwyr Cludiant

**Operators who undertake contracts on behalf of the Council have a duty to ensure that they comply with all statutory legislation relating to school transport and with the Council's terms and conditions of contract to ensure the health, safety and welfare of any learners conveyed by them.**

As part of their duties and responsibilities, operators must:

- Ensure they comply with all aspects of the terms and conditions of contract and any other any guidance issued by the Council.
- Co-operate with the Council, schools, parents and pupils relating to transport arrangements in order to ensure the health, safety and welfare of learners.
- Hold the relevant Operator license(s) and have in place suitable insurance cover.

**Mae gan weithredwyr sy'n ymgymryd â chontract ar ran y Cyngor ddyletswydd i sicrhau eu bod yn cydymffurfio gyda'r holl ddeddfwriaeth statudol mewn perthynas â chludiant ysgol a chydag amodau a thelerau'r cyngor i sicrhau iechyd, diogelwch a lles unrhyw ddysgwyr sy'n cael eu cludo ganddynt.**

Fel rhan o'u dyletswyddau a'u cyfrifoldebau, rhaid i weithredwyr:

- Sicrhau eu bod yn cydymffurfio â phob agwedd o amodau a thelerau contract ac unrhyw ganllawiau eraill a gyhoeddir gan y Cyngor.
- Cydweithredu gyda'r Cyngor, ysgolion, rhieni a disgyblion mewn perthynas â threfniadau teithio er mwyn sicrhau iechyd, diogelwch a lles dysgwyr.
- Meddu ar y drwydded/trwyddedau gweithredu perthnasol a chael yswiriant addas.
- Sicrhau bod yr holl gerbydau wedi eu trwyddedu (lle'n berthnasol) a bod ganddynt dystysgrif MOT/ prawf cyfredol a threth car.





- Ensure all vehicles are licenced (where applicable) and have a current MOT/test certificate and road tax.
- Provide a vehicle that is maintained in a fit and road worthy condition, is clean, adequately heated and ventilated, in a proper state of repair and in good running order at all times.
- Ensure drivers possess a current valid DVLA driving licence and hold all necessary driving qualifications relating to the type of vehicle they operate.
- Only use drivers and or passenger assistants who possess an Enhanced DBS check and who are authorised by the Council.
- Ensure that any employee is available for and attends any training deemed necessary by the Council.
- Notify the Council should any member of staff leave their employment and when a new member of staff is recruited to enable the Council to conduct its vetting process.

- Darparu cerbyd sydd mewn cyflwr addas i fod ar y ffordd, sy'n lân, wedi ei wresogi a'i awyru yn ddigonol, mewn cyflwr trwsiadus addas ac yn rhedeg yn dda bob amser.
- Sicrhau bod gan yrwyr drwydded yrru ddilys gyfredol gan y DVLA a bod ganddynt yr holl gymwysterau gyrru sy'n angenrheidiol ar gyfer y math o gerbyd maent yn ei yrru.
- Dim ond defnyddio gyrrwyr a/neu gynorthwywyr teithio sydd wedi cael archwiliad DBS Manylach ac sydd wedi eu hawdurdodi gan y Cyngor.
- Sicrhau bod unrhyw weithiwr ar gael ar gyfer ac yn mynychu unrhyw hyfforddiant a dybir yn angenrheidiol gan y Cyngor.
- Hysbysu'r Cyngor os bydd unrhyw aelod staff yn eu gadael ac aelod newydd yn cael ei recriwtio, i alluogi i'r Cyngor ymgymryd â'r broses ddilysu.
- Sicrhau bod gyrrwyr a chynorthwywyr teithio yn gyfarwydd â'r llwybr a'r manau codi a gollwng perthnasol.

- Ensure drivers and passenger assistants are familiar with their route and the relevant pick up and drop points.
- Ensure that all services are operated according to the agreed route and schedule and ensure any routes are not altered without the prior approval of the Council, unless in an emergency situation.
- Ensure that their vehicle(s) will arrive at their destination by the start of the morning session, but not more than 10 minutes before unless by prior approval from the Council. In the afternoon the Service Provider shall ensure that their vehicle(s) will arrive prior to the end of the afternoon session unless by prior approval from the Council.
- Establish contingency plans for dealing with emergency situations such as vehicle failures and staff unavailability.
- Ensure that they and all staff comply with the All Wales Behaviour Code.
- Any incidents are immediately reported to the Council and or the school to which transport is being provided.

- Sicrhau bod yr holl wasanaethau yn cael eu rhedeg yn unol â'r llwybr a'r rhaglen a gytunwyd a sicrhau nad yw llwybr yn cael ei newid heb gymeradwyaeth y Cyngor ymlaen llaw, oni fo argyfwng.
- Sicrhau bod eu cerbyd(au) yn cyrraedd yr ysgol erbyn dechrau sesiwn y bore, ond ddim mwy na 10 munud cyn hynny oni cheir cymeradwyaeth gan y Cyngor ymlaen llaw. Yn y prynhawn, bydd y Darparwr Gwasanaeth yn sicrhau bod eu cerbyd(au) yn cyrraedd cyn diwedd sesiwn y prynhawn, oni cheir cymeradwyaeth ymlaen llaw gan y Cyngor.
- Bod â chynlluniau wrth gefn ar gyfer delio gydag unrhyw sefyllfaoedd o argyfwng megis cerbyd yn torri i lawr neu staff heb fod ar gael.
- Sicrhau eu bod nhw a'r holl staff yn cydymffurfio â Chod Ymddygiad Cymru Gyfan.
- Dylid adrodd am unrhyw ddigwyddiad ar unwaith i'r Cyngor a/neu yr ysgol i'r hon y mae cludiant yn cael ei ddarparu.

# Contact Details

# Manylion Cyswilt

**This leaflet aims to provide information to schools, parents and learners who use transport services provided by Torfaen County Borough Council.**

Please contact us for further information:

By telephone: **01495 766919 /01495 766920**

By writing: **Integrated Transport Unit  
Neighbourhood Services  
Torfaen County Borough Council  
Ty Blaen Torfaen  
Panteg Way  
New Inn  
Pontypool  
Torfaen NP4 0LS**

**Nod y daflen hon yw rhoi gwybodaeth i ysgolion, rhieni a dysgwyr sy'n defnyddio gwasanaethau cludiant a ddarperir gan Gyngor Bwrdeistref Sirol Torfaen.**

Cysylltwch â ni i gael rhagor o wybodaeth:

Trwy ffonio: **01495 766919 /01495 766920**

Trwy lythyr: **Uned Cludiant Integredig  
Gwasanaethau Cymdogaeth  
Cyngor Bwrdeistref Sirol Torfaen  
Tŷ Blaen Torfaen  
Ffordd Panteg  
New Inn  
Pont-y-pŵl  
Torfaen NP4 0LS**



