

## Win a backpack crammed with freebies!!

Answer the questions below correctly and send off your entry to Metro to be entered into a prize draw to win one of our fantastic backpacks filled with freebies.

While waiting for the bus you should

- use the time to get in some last minute football/netball practice
- make sure you get the best seat by pushing your way on when the bus arrives
- wait sensibly away from the road

On the bus.

If there are no seats, you should

- stand downstairs and hold on to a hand rail
- stand on the stairs
- stand next to the driver

When getting off the bus you should

- Make sure the driver knows you want to get off the bus by constantly ringing the bell
- Ring the bell once – if some one else already has, you don't need to.
- Stand right next to the doors

Circle the answers to the above questions

1. a b c      2. a b c      3. a b c

Name \_\_\_\_\_

Age \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Now cut out this coupon and stick on a stamp and post.  
*Good luck!*



**METRO**

information



## An impartial travel advice service

Metro is committed to providing accurate, up to date and impartial information on all public transport services within West Yorkshire.

### Travel Information

For bus and train times in West Yorkshire please phone **METROLINE: 0113 245 7676** - open 0800 to 2000 daily (excluding Christmas Day, Boxing Day & New Years Day), or visit our web site at [www.wymetro.com](http://www.wymetro.com)

### Bus Station Travel Centres

At Bradford Interchange, Castleford, Dewsbury, First Leeds (the Corn Exchange, Leeds), Halifax, Huddersfield, Keighley, Leeds, Pontefract and Wakefield Bus Station for bus & train enquiries, prepaid ticket sales and concessionary permit issues. Opening times vary.

### Train Stations

Personal enquiries are welcome at Bingley, Bradford Forster Square & Interchange, Cross Gates, Dewsbury, Garforth, Guiseley, Halifax, Hebden Bridge, Horsforth, Huddersfield, Ilkley, Keighley, Leeds, Menston, New Pudsey, Shipley, Todmorden and Wakefield Westgate. Opening times vary.

If you would like to receive this in large print, audio tape or Braille, contact us on 0113 245 7676.

For deaf or hard of hearing:

Text phone 0113 242 8888.

Fax: 0113 251 7391

Typetalk friendly or use Metro's Journey Planner at [www.wymetro.com](http://www.wymetro.com).

40-50 Wellington Street, Leeds LS1 2DE

Telephone: 0113 251 7272

Local Travel	MetroLine Buses and Trains	0113 245 7676
OPEN 8AM TO 8PM - 7 DAYS A WEEK		
National Travel	traveline public transport info	0870 608 2 608
OPEN 8AM TO 8PM - 7 DAYS A WEEK		
Rail Travel	National Rail Enquiries	08457 48 49 50
OPEN 24 HOURS A DAY - 7 DAYS A WEEK		



**METRO**

Travelling to SCHOOL  
on PUBLIC TRANSPORT

# Student Guide



Metro. Here to get you there

Metro. Here to get you there

# What it's all about

Getting to and from school is an important part of the day for any student - and the day always starts better if the journey is enjoyable. After all, it's hard enough work once you are in school. Who needs stress on the journey?

Metro's safety record for transporting school students is brilliant but to maintain and improve it, everyone involved - students, parents, the school and the bus and train operators - must work together.

Your school has decided to become part of the West Yorkshire Schools' **SAFEMARK Awards** initiative. **SAFEMARK** is a partnership approach to behaviour, comfort and safety on school buses. To win an award, students and teachers must try their best to make sure travelling to school on public transport is as good as it can be for everyone involved.

This leaflet explains how you can play your part.

## CODE OF CONDUCT for travelling on public transport

### Some good advice

#### Waiting for the bus



- Queue sensibly, away from the road.
- As your bus approaches, hold your arm out to show you want it to stop.
- Don't push or rush towards the bus when it arrives.

#### On the bus



- Find a seat and stay seated for the journey. If there are no seats, make sure you can hold onto a rail.
- You are not allowed to stand next to the driver, near the doors, on the stairs or on the top deck.
- Show respect for the driver and follow instructions. Do not speak to the driver while the bus is moving unless there is



an emergency - lots of noise can disturb the driver, and could cause an accident.

- Show consideration for other passengers and make sure that your bags do not block the gangway.
- Never open emergency exits unless in a real emergency.
- Do not smoke, eat or drink on the bus.
- Do not damage the bus, graffiti, spit or leave litter on the bus.

### Getting off the bus



- When your stop is next, ring the bell **once**. If it has already been rung do not ring it again. Wait until the bus has stopped before moving to the front to get off.
- If you have to cross the road after you leave the bus, wait until the bus has moved off and you can see the road is clear both ways or go to the nearest available crossing.

### Waiting for the train



- Wait sensibly, away from the tracks and overhead power lines.

### On the train



- Find a seat and stay seated for the journey. If there are no seats make sure you can hold onto a rail.
- Show respect for the conductor and follow instructions.
- Show consideration for other passengers and make sure that your bags do not block the passageways.
- Never open emergency exits unless in a real emergency.
- Do not smoke, eat or drink on the train.
- Do not damage the train, graffiti, spit or leave litter on the train.

## Getting off the train

When your stop is next move towards the doors and wait for the train to come to a stop.

## Safety Rule

Bus drivers and train conductors are instructed to follow the simple rule below at all times, in the interests of everyone's safety - including yours:

If the behaviour of ANYONE - of whatever age - in the bus driver's or train conductor's opinion, is likely to endanger the safety of other passengers, they have the right to refuse travel.

*Any school student found breaking the code of conduct displayed in this leaflet will immediately be reported to their school. This can lead to withdrawal of their travel pass, a ban from travelling on public transport and possible prosecution.*

## Quick Guide

- Behave sensibly
- Remember your pass and/or fare
- Always report dangerous behaviour or bullying to a teacher

## Passes and fares



- If you have a pass always take it with you, and show it to the bus driver or train conductor. You are not allowed to travel unless you have a valid pass.
- If you pay a fare always make sure you have enough money with you **and** your Young Person's or Scholars PhotoCard. You are not allowed to travel unless you pay the fare.
- Remember: Look after your pass.
- Don't give it to anyone else to use.
- Don't use it after its expiry date.  
**or it will be taken away from you!**

## Types of pass



**A SchoolCard** – valid from the nearest bus stop to your home to the one nearest your school (or at your school). The journey to school must be made before 1200 and the journey home between 1200 and 1900 hours, by the most direct route.

**A School Plus Metro Card** – valid for unlimited bus travel throughout West Yorkshire. Must be used with a Metro Young Person's PhotoCard or a Metro Scholar's PhotoCard

**A BoardingCard or PriorityPass** – valid only on the bus number that is shown on the card.



**A Young Persons PhotoCard** – for 11 - 15 year olds. You need one to travel half price.



**A Scholar's PhotoCard** – for 16 - 18 year olds, in full time education and living in West Yorkshire. You need one to travel half price.

## Lost it?

If you lose your BoardingCard, you may be asked to pay the fare while you get a temporary pass from your school. You must apply to Metro for a new pass.

If you lose your PriorityPass, you must get a temporary pass from your school while you apply to Metro for a new pass.

If you lose your SchoolCard, you must pay the fare while you apply to Metro for a new pass.

If you lose your Young Person's or Scholar's PhotoCard, you must pay the full adult fare until you can buy a new one.

Stick  
postage  
stamp  
here

**Metro Prize Draw  
Education Transport  
Wellington House  
40/50 Wellington Street  
Leeds  
West Yorkshire  
LS1 2DE**