

# COLLEGE OPERATED TRANSPORT CONDITIONS OF USE 2025-2026



**Please carefully read this document, before completing all required fields. By signing this form, you are agreeing to the conditions of use set out below.**

The completed document must be returned via post along with the required standing order by the deadline of **Friday 6<sup>th</sup> June**. Without these two forms completed correctly we will be unable to allocate you a seat.

## **One-Year Financial Commitment**

- A full one-year financial commitment is required
- The annual cost of the bus service is paid by ten monthly instalments and payment of **all** instalments will be required
- No refunds or reductions will be available for any reason. This includes students passing their driving test during the course of the year or if they are not using the bus every day due to their timetable or absence.
- If you wish to stop using the college bus during the year, the remaining portion of the annual cost will still be payable
- Failure to make payments on time with arrears accumulation will result in the cancellation of the bus pass
- We do not offer a pay-as-you-go service

## **General Conditions and Behaviour**

- Arrive at the bus stop at least 5 minutes before the departure times
- Smoking or the use of naked flames is not permitted including the use of e-cigarettes/Vapes
- Students are advised to wear their seatbelt and are expected to remain seated throughout the journey
- Reasonable standards of behaviour, particularly towards others, are expected at all times. Bullying will not be tolerated, anyone suspected of such behaviour will be immediately unable to use college transport until a full investigation is complete
- Wilful damage to vehicles or their contents or interference with anything provided in the interest of Health and Safety, is not permitted. Respect the vehicle and leave it clean and tidy and take your litter with you
- Do not distract the driver while the vehicle is in motion
- At all times the bus driver is the ultimate source of authority on the bus and must be respected as such
- It is the responsibility of each student to take all their property with them when they leave bus. Any lost property must be taken up directly with the coach operator
- The College accepts no responsibility for unavoidable delays and route changes due to forces outside its control - for example, road traffic accidents and traffic congestion
- The College reserves the right to vary routes and/or pick up points/times for organisational, Safeguarding, Health and Safety, planned roads works and events
- Users cannot be accompanied by other students who are not registered users unless prior arrangement has been made in advance of the journey via the Finance office.

## **Bus Passes**

- College bus passes will be issued during the first week of term to all the students who are eligible to travel
- The bus pass must be carried at all times and travel will not be allowed without it
- It must be presented to the driver on request, any student found to be travelling without a valid bus pass may be subject to the Colleges disciplinary procedure or refused travel.

**Please complete in BLOCK CAPITALS and return this form by post along with the completed Standing Order form**

**Bus route** \_\_\_\_\_

**Is a change in bus stop required** Yes / No **If yes, what is the new stop** \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Student Date of Birth** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parental email address** \_\_\_\_\_