



**Please carefully read this document. By completing a Standing Order form and requesting a seat on one of the buses operated solely for Sir John Deane's Sixth Form College Students you are agreeing to the conditions of use set out below.**

#### **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, study leave 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 requirements**

- Arrive at the bus stop at least 5 minutes before the departure times.
- At all times the bus driver is the ultimate source of authority on the bus and must be respected as such.
- Students are advised to wear their seatbelt and are expected to remain seated throughout the journey.
- It is the responsibility of each student to take all their property with them when they leave the bus. Any lost property must be taken up directly with the bus operator.
- 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 Student Services office.

#### **Behaviour expectations**

- The college expects appropriate and positive behaviour at all times whilst waiting for and whilst travelling on the bus.
- Inappropriate behaviour or bullying will not be tolerated and anyone suspected of this will be immediately unable to use college transport until a full investigation is complete.
- Positive attitudes and behaviour particularly towards others, are expected at all times.
- Wilful damage to vehicles, their contents or any interference with 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.
- Do not play loud music whilst travelling on the bus.
- Smoking or the use of naked flames is not permitted including the use of e-cigarettes/vapes.

#### **Changes & Delays**

- The College accepts no responsibility for unavoidable delays and route changes due to forces outside its control - for example, roadworks & road closures, weather, road traffic accidents and traffic congestion.
- The College reserves the right to vary or consolidate routes, bus stops and timings for logistical reasons, safeguarding, health and safety, planned roads works and events.
- Students will be notified of any changes or on the day adjustments via the appropriate Teams bus channel, and it is the student's responsibility to act on this.

#### **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.
- Bus passes are allocated for a selected bus stop, travel is only valid to and from college using this stop.
- Multiple stops and multiple buses cannot be used unless payment with a full one-year financial commitment is made for two bus passes.
- If a bus pass is lost it is the student's responsibility to request a new one and collect this from Reception.