

Transport Booking Form

| Name of pupil: |
| --- |
| Year group of pupil: |
| Transport route: |
| Designated collection point: |
| Emergency Contact Number: |

Please tick to indicate which days and journeys transport will be needed for:

|  | AM | PM |
| --- | --- | --- |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

*Please refer to the School Transport T&Cs, regarding minimum journeys.*

Please tick your preference below:

| I am happy for my child to be dropped off and to wait for me if I am not at the bus stop. |  |
| --- | --- |
| I am **not** happy for my child to be dropped off to wait for me if I am not at the bus stop. (Please note the procedure outlined in the letter if you choose this option) |  |

I confirm that the above data can be shared with the third party transport provider.

Parents signature: ……………………………………. Date: …………………………………………

Name: (please print)………………………………………………………………..

**Day Bus Transport Terms & Conditions**

**It is important that you read the following information**

**Booking**

The school currently offers dedicated bus routes, designed to be as accommodating as possible. These are reviewed annually. Only registered pupils who have completed a school transport booking form can travel on school transport. Several buses are at full capacity and a place can only be guaranteed if your child is registered to use the bus.

Could we please ask for your co-operation in following the guidelines below to enable us to run an efficient daily service for your child/children.

If, for any reason, your child is not going to be on the school transport in the mornings or evenings, could you please inform your driver on his mobile **before 7am** if at all possible.

Similarly, if your child is not going to be using the bus for more than a month, please inform the Transport Manager, [thorleyc@bredonschool.co.uk](mailto:thorleyc@bredonschool.co.uk)

**Minimum Journeys**

Priority will be given to pupils using the transport for all ten journeys in the week. If demand dictates we may request that your child move buses or seek alternative transport unless you choose to pay the full termly fare for a seat. This also applies to those who use two different buses on a split basis.

**Contact with the driver**

On the first day of travel please obtain the driver’s mobile telephone number. If you ring to inform them that you are, for example, stuck in traffic, they may be able to wait for a minute or two.

**Emergency Telephone Numbers**

The emergency number given on the booking form should be the one that we can contact you on in an emergency. By signing this you confirm you are happy for the driver to also have this number to inform you of any delays/holdups.

**If you are not at the stop to collect your child**

In the event you are not at the bus stop to collect your child in the evening and the drivers have been instructed to keep the child on the bus, to make contact with you and to drop them off on the return journey. Failing that, the child will be returned to school where they will be looked after until you can collect them.

**Requested changed to the bus**

Please do not ask the driver to make any private arrangements to change the bus route or alter timings of buses. Please contact the Transport Manager, [thorleyc@bredonschool.co.uk](mailto:thorleyc@bredonschool.co.uk) to discuss any such requests.

Children will not be permitted to get off anywhere other than their designated drop off point.

**Behaviour**

The minibus code of conduct, forms part of these terms and conditions.

**Complaints**

Any complaints regarding the service should in the first instance be addressed to the Transport Manager [thorleyc@bredonschool.co.uk](mailto:thorleyc@bredonschool.co.uk)

**Damages**

Parents will be charged for any deliberate damage or vandalism to the bus.

**Fares**

Fares are charged in accordance with the transport routes and costs chart displayed on the school website. The prices quoted on the School price list for transport shall be fixed for a period of one year. Payments are made termly in advance. The full fare must be paid regardless of days off due to school closures or absence of any sort.

Any accounts not settled by June will mean a place for your child on the transport in September of the same year will not be guaranteed.

By signing this contractual agreement, you understand this legally binds the person(s) signing the form to the conditions of this enforceable contract and signifies that the person(s) signing this form has (have) read and understood the conditions pertaining to this contract.

**Notice**

If you wish to stop using the school transport, please notify the Transport Manager [thorleyc@bredonschool.co.uk](mailto:thorleyc@bredonschool.co.uk).uk in writing, giving a half-term of notice.

**MINIBUS CODE OF CONDUCT FOR PUPILS**

Our minibus code of conduct has been written to make sure the journeys are as enjoyable and safe as possible for all pupils.

I understand that I will:

* follow normal school rules - inappropriate behaviour or language will not be tolerated;
* arrive at the bus stop in the morning 5 minutes prior to the pick-up time;
* arrive at the bus promptly at the end of the school day so that the bus can depart as soon as possible. I understand that the bus will leave no later than 4.45pm;
* queue sensibly away from the road;
* approach the bus only after it has come to a complete stop;
* board the bus calmly and not push others;
* find my allocated seat and remain seated in it for the entire journey;
* not stand during the journey;
* fasten my seatbelt – as I know that this is a legal requirement;
* not distract the driver unless an emergency arises;
* not damage the bus;
* not eat on the bus;
* only drink water on the bus;
* not leave any rubbish on the bus;
* not bring any large items such as bicycles onto the bus with me
* respect others and their property;
* store my bags sensibly and I will not place bags on seats which are required for other passengers;
* follow the instructions of the bus driver;
* leave the bus calmly;
* take all my belongings with me when I leave the bus;
* wait until the bus has moved away so that I can see the road clearly in both directions or go to the nearest available crossing, before crossing the road (if necessary).

Failure to observe these rules may lead to a temporary or permanent exclusion from the bus and fares cannot be refunded.

1. **Student Signature**

| I (Name):……………………………………………..…….Year:……….., have read and understood the Bredon School Minibus Code of Conduct, and will endeavour to follow the directions outlined conscientiously and to the best of my ability.  I understand that if I break any of these requirements, I may be temporary or permanently excluded from using the minibus and may also incur further sanctions depending on the severity of the incident(s).  Student Signature:….………………………………………………………………………  Date:…………/…………./ ………… |
| --- |

**The School’s Commitment**

1. To provide transport for all travel on the dates school children attend school. If, for any reason, the usual vehicle is not available, then a substitute will be sought at the earliest possible convenience.
2. To pick up pupils at the agreed times (traffic permitting) and transport them to school. The full timetable of timings and pick-up destinations are available on our website.
3. Bredon School is committed to operating its fleet as energy efficiently as possible through the use of low emission modern vehicles. To ensure that carbon emissions are minimised Bredon School reserves the right to modify the routes where an environmental efficiency can be achieved.
4. To review regularly all school transport routes including pick-up/drop off points to ensure all children are transported to school as quickly as possible in the most efficient manner. Where timetable amendments are made, the school will provide parents and pupils with a minimum of seven days’ notice of any changes to take effect. (While the school endeavours to provide a service that meets pupils needs, it is impossible to accommodate every individual preference for pick ups and drop offs.)
5. To provide (on request) copies of insurance certificates, transport certificates, licences or any other relevant documentation.
6. To ensure that, at all times during the operation of this contract, the vehicle(s) used complies with all relevant statutory provisions including regulations relating to the standards of condition, safety, construction and use of such vehicle and the licensing requirements of the appropriate authority.
7. To ensure that no person employed shall smoke or cause any substance to be inhaled that is deemed hazardous to health, on or around any vehicle used.
8. During bad weather and when roads are hazardous, any decisions whether or not to operate should be made with the safety of passengers in mind. The school shall inform the parents and pupils as soon as possible of a decision not to operate. Buses WILL be delayed in bad weather. This is due to the drivers ensuring your child’s safety but is MOSTLY due to major traffic delays. We have experienced traffic delays of 90 minutes in adverse weather conditions
9. The school shall ensure that all employees are, at all times, properly and sufficiently qualified, competent, careful, skilled, honest, experienced, instructed and supervised as the case may be with regard to the service provided.
10. The school shall ensure that, at all times, only fully qualified and suitable persons shall undertake the discharge of any responsibility under this contract or otherwise be responsible for (or be left in charge of) any passengers to be transported under this contract. In particular, but without prejudice of the generality of the foregoing provision the school shall not employ and shall take all reasonable steps so as not to employ or cause to be employed, any person with any conviction for offence against or involving children, disabled or elderly persons with any such passengers to be transported under this contract. For the avoidance of doubt this Clause is to be construed in the light of the rehabilitation of Offenders Act 1974, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and any provision amending, modifying or extending such provisions. All persons must satisfy a Disclosure and Barring check as approved by the school before working on a contracted vehicle.
11. The school shall require its employees, at all times while engaged in provision of the service, to be properly and presentably dressed in appropriate work wear.

**Health and Safety**

The school shall at all times comply with the requirements of the Health and Safety at Work Act 1974 and of any other Acts, Regulations or Orders pertaining to health and safety.

**Appendix 1: Transport Booking Costs 2024 / 2025**

| **Route 1 – Stratford** | **Postcode** | **Termly Cost** |
| --- | --- | --- |
| ***The Greenway Car Park, Stratford*** | **CV37 9LE** | **£797.48** |
| ***The Pleck, Bidford*** | **B50 4BB** | **£778.37** |
| ***Evesham Country Park*** | **WR11 4DS** | **£759.26** |
| ***Beckford Post Office*** | **GL20 7AD** | **£611.15** |
| ***Overbury Bus Stop*** | **GL20 7NT** | **£609.68** |
| ***War Memorial, Kemerton*** | **GL20 7JE** | **£609.68** |
| ***Carrant Road / Digby Drive, Tewkesbury*** | **GL20 8AH** | **£609.68** |
| **Route 2 – Upper Strensham** |  |  |
| ***Charles & Berry Hair Salon, Eckington*** | **WR10 3AW** | **£652.31** |
| ***Bus Stop, The Cross, Upper Strensham*** | **WR11 7ST** | **£643.86** |
| ***The Village Inn, Twyning*** | **GL20 6DF** | **£643.86** |
| **Route 3 - Pinvin** |  |  |
| ***St Nicholas CofE Middle School*** | **WR10 2ER** | **£739.78** |
| ***Hurst Rd /Station Rd Bus Stop, Pershore*** | **WR10 1NX** | **£699.20** |
| ***St James, Church, Birlingham*** | **WR10 3AB** | **£652.21** |
| ***Jockey Pub, Baughton Overflow Car Park*** | **WR8 9DQ** | **£643.86** |
| **Route 4 - Cheltenham** |  |  |
| ***Cheese Roll Cafe, Shurdington*** | **GL51 4XJ** | **£739.78** |
| ***Norwood Arms, Bath Road*** | **GL53 0AX** | **£707.81** |
| ***Bath Road / Montpelier Gardens Junction*** | **GL53 7JX** | **£675.83** |
| ***Bus Stop, Albert Road*** | **GL52 3JD** | **£675.83** |
| ***Tythe Barn, Bishops Cleeve*** | **GL52 8LU** | **£643.86** |
| ***Sapphire Road (end of shops / roundabout end)*** | **GL52 7YU** | **£643.86** |
| **Route 5 - M5 J13** |  |  |
| ***M5 Junction 13 Whitminster Inn*** | **GL2 7NY** | **£741.98** |
| ***A38 Bus Stop Before Quedgeley Feeder*** | **GL2 2RG** | **£643.86** |
| ***Newhaven Road (Lidl)*** | **GL2 2SN** | **£643.86** |
| ***Sainsburys, Hempsted*** | **GL2 5SA** | **£643.86** |
| **Route 6 - Cheltenham B & Q Park & Ride** |  |  |
| ***RAF Innsworth*** | **GL3 1HW** | **£652.31** |
| ***Cheltenham B&Q*** | **GL52 7YU** | **£611.15** |
| **Route 7 - Malvern** |  |  |
| ***Colwall Train Station*** | **WR13 6RN** | **£699.20** |
| ***Malvern Link, Link Top Car Park*** | **WR14 2TZ** | **£670.69** |
| ***Great Malvern Train Station*** | **WR14 3AL** | **£611.15** |
| ***The Swan Public House, Hanley Swan*** | **WR8 0EA** | **£588.74** |
| ***Hanley Swan, B4209 Opp Oakmere Park*** | **WR8 0DZ** | **£588.74** |
| **Route 8 - Toddington** |  |  |
| ***Winchcombe (32 Gretton Drive)*** | **GL54 5EL** | **£782.25** |
| ***Becketts Lane, Greet*** | **GL54 5NU** | **£772.12** |
| ***Toddington Shop*** | **GL54 5DT** | **£772.12** |
| **Route 9 - M42 J3** |  |  |
| ***Junction 3 M42 Becketts Farm Shop*** | **B47 6AJ** | **£772.12** |
| ***M5 Junction 5 Harvester*** | **WR9 7PA** | **£768.08** |
| **Route 10 - Worcester M5 J6** |  |  |
| ***M5 Junction 6 Rugby Club*** | **WR3 8ZE** | **£739.78** |
| **Route 11 - Worcester** |  |  |
| ***Queen's Road*** | **WR5 3ZZ** | **£707.07** |
| ***Callow End Post Office*** | **WR2 4TY** | **£652.31** |
| **Route 12 – Ledbury** |  |  |
| ***Trumpet Corner Tea Rooms, Ledbury*** | **HR8 2RA** | **£739.78** |
| ***Ledbury Train Station*** | **HR8 1AR** | **£611.15** |
| ***Three Counties Park*** | **WR13 6JW** | **£611.15** |
| **Route 13 - Cirencester** |  |  |
| ***Stratton Hotel, Cirencester*** | **GL7 2LE** | **£739.78** |
| ***Toby Carvery, Cross Hands, Brockworth*** | **GL3 4PH** | **£701.19** |