

SUBMIT SCHOOL TRANSPORT BOOKING FORM

Terms and Conditions

1. Bookings are accepted on a first come, first served basis. Every effort will be made to accommodate all students who wish to travel by the school coach, but no guarantee of availability can be made.
2. Coach fares are invoiced per term and are payable in advance at the time of booking.
3. **Fares are only applicable for return journeys taken for a full term. One-way or single fares are not available.**
4. If you are travelling from a different bus stop mornings & afternoons (including the shuttle bus stops), **the full fare to be paid is for the further stop.**
5. **One full term's notice** must be given in writing to change requirements or if the bus service is no longer required and thus terminating this agreement. (coaches@mounthouse.org.uk)
6. Students must be at the nominated bus stop **at least 5 minutes** before the scheduled time.
7. Students are required to tap on/off using the Kura card (the first card will be issued by the school, but in the event a card is lost, £5 will be charged to replace it).
8. We may need to alter the coach arrangements due to unforeseen circumstances and therefore, reserve the right to alter routes, pick up points, times and coach provider used. We will endeavour to keep changes to a minimum and only make changes where absolutely necessary.
9. All coach routes are offered subject to demand.

School Coach Protocols

**PLEASE REVIEW THE FOLLOWING PROTOCOLS, WHICH ALL STUDENTS MUST FOLLOW.
FAILURE TO COMPLY WILL RESULT IN THE STUDENT'S PLACE ON THE BUS BEING WITHDRAWN.**

Pick up and drop off procedures

- It is important that students arrive at their pick-up point at least five minutes before departure. The coach will leave at the time stated on the schedule, and drivers are instructed to wait at the pick-up point until the scheduled departure time.
- If your child misses the coach in the morning, it will be your responsibility to get them to school.
- Should your child miss the coach from school in the afternoon, they will be directed to Reception where we will contact you to arrange transport home.

Boarding and disembarking the coach

- Please do not crowd the coach entry.
- Students should wait for the vehicle sensibly. Reports of inappropriate behaviour at the pick-up and drop-off point and, on the coach, will be referred to the school and dealt with accordingly. Students should be mindful that while in uniform they are representing their school.
- Students are required to tap on and off the vehicle using the Kura card so that the School can track who is on the coach at any given time. Coach drivers will be using the Kura app on a device which has been provided by the school to register students boarding and disembarking the vehicle.
- When on board, students should immediately find a seat. Seat belts must be worn where provided. Students are not permitted to save seats on the coach or change seats when the coach is in transit.
- Students must remain in their seat until the driver has stopped the coach, opened the door and the front rows have disembarked.

Contact

Any transport queries should be sent to: coaches@mounthouse.org.uk

Emergency Number: Coach mobile phone in case of emergency only: **07842 243 570**