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SCHOOL BUS TERMS AND BOOKING FORM 2017**

Dear Parents

Please find below the school transport terms and booking form for 2017.

The standard charge is £40 per journey (one way) per term. Therefore, if you request two mornings and three afternoons you will be charged £200, for the whole term, irrespective of whether this is the autumn, spring or summer term. Unfortunately, no refunds are available for non-use and one terms notice is required to cancel the service. Can you please complete the booking form and return it along with the signed service agreement. The forms can be returned by post or emailed to [transport@burgesshill girls.com](mailto:transport@burgesshill-school.com)

The East Grinstead route is operated by Regency Travel (29 seater) and the other routes are operated by the school’s minibuses which vary between 8 to16 seats. If your daughter does require school transport seats are allocated on a first come first serve basis.

Girls can also travel on an “ad-hoc” first come first serve basis at a cost of £5 per journey, which will be charged to your account. The daily sign-up sheet for students is in the Senior School reception and I will notify parents directly if there is any problem with seat availability.

Whilst all PM journeys booked will allow your daughter to use either the 1600hrs service or the 1815hrs Late Bus, I do need to know which service your daughter will be using. The Late Bus will drop your daughter as close to your home as possible or at an agreed drop point.

If your daughter wishes to cancel, add or change her journey please notify me before 13.00hrs on the day of travel or by 16.00pm the day before, for morning journey changes. I can be notified via email or telephone on 01444 241050 or via the forms in the Senior School reception (before 1300hrs) Senior students can also contact me via “google mail” at [miss.wiltshire@bhsfg.com](mailto:miss.wiltshire@bhsfg.com).

Due to the safeguarding of the Junior School girls, parents and guardians are to contact me directly to advise of any changes to their daughters’ journeys.

If you have any questions about the proposed routes or booking forms please don’t hesitate to contact me at [transport@burgesshillgirls.com](mailto:transport@burgesshillgirls.com)

Kind Regards

Sarah Wiltshire

Transport Manager

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**BUS JOURNEYS REQUIRED**

To reserve your daughter’s seat on a school bus please complete and return this form to the Senior School Reception attention Ms Wiltshire, or via email to [transport@burgesshill girls.com](mailto:transport@burgesshill-school.com).

In view of the **Late Bus** routes being arranged after 13.00hrs each day, drop off times are difficult to advise. If your daughter opts to take the Late Bus she can contact you with an estimated time of arrival. The driver is happy to contact you directly if your daughter requests this before the bus departs.

By completing this form the information provided gives me an indication of which route, pick up/drop point and which times are required. I do appreciate that your daughter’s journeys may change in the first couple of weeks whilst they settle into the new school year.

Please keep a copy of this form and notify me directly at [transport@burgesshillgirls.com](mailto:transport@burgesshillgirls.com) if you need to make any changes to your daughter’s journeys. The information below will be forwarded to accounts department.

Student’s name: ………………………………………… Year …………………………

Route……………………………………………………..

AM Pick up point…………..........................PM Drop off point…………………………….

Will your daughter be met from the Afternoon Bus?.....................................

Late Bus drop point…………………………………………

Will your daughter be met from the Late Bus?.....................................

**Please put an X in the boxes below relating to the journeys required.**

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

Pickup/drop off locations and times are subject to change during the school year.

I understand that a one term’s notice, in writing, is required to amend the bus journeys

booked and that no refunds will be made for unused journeys.

SIGNED ................................................................................... DATE ............................

(Parent/Guardian)

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**SCHOOL BUS SERVICE AGREEMENT**

This agreement covers the terms and conditions by which pupils may use the School Bus Service.

The School aims to provide an efficient bus service to and from School on term days for the benefit of pupils and their parents from a number of locations within the area as determined by the School. School minibuses are used on some routes and contractors hired for others. The School may vary which vehicle and driver is allocated to which route.

The girls’ safety and welfare is of paramount importance to the School, and great care is taken in the maintenance and upkeep of the school minibuses. All of our drivers are trained and are regularly assessed.

The utmost care is also taken in selecting our contractors who understand the School’s requirements and have proven reliability. However, it must be stressed that the School cannot be held responsible for the actions of the contractor or its employees except for death or injury arising from the School’s negligence.

1. **THE SCHOOL AGREES:**

* 1. That the Transport Manager will deal with the administration of the School Bus Service on a day to day basis.
  2. To make the necessary arrangements with the contractors and to require them to use all reasonable endeavors to enable pupils to arrive at school by 0820hrs.
  3. To supervise junior pupils waiting for the afternoon bus to depart at 1600hrs & 1815hrs.
  4. To instruct drivers not to start their journey until all passengers are seated and have engaged their seat belts.
  5. That in the event of inclement weather the Head and/or Bursar will decide whether the school minibuses will operate and will liaise with the contractors as to whether their services will operate. Every effort will be made to telephone or text parents on any route so affected.
  6. To make the necessary insurance arrangements. Copies of insurance documents

are available for inspection at the School.

2. **THE PARENT AGREES:**

* 1. 2.1 That the School’s responsibility for the supervision of pupils begins on arrival at School and ceases at the end of the school day or extra-curricular activity. Responsibility does not extend to the journey to or from home.
  2. That the School cannot be held responsible for the actions of the Contractors or their employees on the routes operated by the Contractor.
  3. To pay the fees calculated and billed termly in accordance with the School fee schedule.
  4. To make arrangements appropriate to the age of the child for transfer between the bus and home.
  5. To ensure the child arrives promptly at the bus stop in the morning. Drivers may use their discretion to wait a few minutes for late arrivals, but this cannot be guaranteed.
  6. That the School reserves the right to vary routes and stops as required.
  7. That in the event of cancellation for any reason beyond the reasonable control of either the School or the contractor, responsibility for arranging transport before and after school rests with the parents.
  8. To instruct their child in the importance of wearing a seat belt throughout the journey;

and not to unbelt before the destination is reached.

2.9 To affirm the School’s policy on maintaining good behaviour. On bus journeys this is particularly important in order to avoid distracting the driver and for the safety and well-being of other passengers.

In the event of unsatisfactory behaviour by pupils, drivers are instructed to stop and give the individual/group a warning and then resume the journey. The Head will be informed if such action has been necessary.

After consultation with parent(s)/guardian, the Head may withdraw the facility of using the school bus from a pupil due to unsatisfactory behaviour.

* 1. To provide the School with an emergency contact telephone number in case the School needs to make contact and/or requires that pupil to be collected.
  2. To give the School one term’s notice in writing to change your daughter’s requirements or that the use of the bus service is no longer required and thus terminating this agreement.