



BURGESS HILL

— GIRLS —

SCHOOL BUS TERMS AND BOOKING FORM 2018/2019

Dear Parents

Please find below the school transport terms and booking form.

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 term's notice is required to cancel the service. Can you please complete the booking form and return it by post or email to transport@burgesshillgirls.com

The routes are currently operated by the school's minibuses which vary between 8 to 16 seats. If your daughter does require school transport seats are allocated on a first come first served basis. The new summer term bus routes are attached.

Girls can also travel on an "ad-hoc" first come first served basis at a cost of £5 per journey, which will be charged to your account. The daily sign-up sheet for students in Year 7 and above is in the Senior School reception and I will notify parents directly if there is any problem with seat availability. Junior School parents can call or email me directly regarding their daughter's journeys.

Whilst all PM journeys booked will allow your daughter to use either the 16.10hrs service or the 18.30hrs 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 13.30hrs on the day of travel or by 16.00hrs 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 13.30hrs) Senior students can also contact me via "google mail" at 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

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@burgesshillgirls.com.

In view of the **Late Bus** routes being arranged after 13.30hrs 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 take into consideration the extracurricular activities available. The list of clubs will be available on the school website for you to review.

Please keep a copy of this form and notify me directly at 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 16.10hrs departure Afternoon Bus?.....

Late Bus drop point.....

Will your daughter be met from the 18.30hrs departure Late Bus?.....

Cello transportation is required on

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.



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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:

- 1.1 That the Transport Manager will deal with the administration of the School Bus Service on a day to day basis.
- 1.2 To make the necessary arrangements to enable pupils to arrive at school by 0820hrs.
- 1.3 To supervise junior pupils waiting for the afternoon bus to depart at 1610hrs & 1830hrs.
- 1.4 To instruct drivers not to start their journey until all passengers are seated and have engaged their seat belts.
- 1.5 That in the event of inclement weather the Head and/or Bursar will decide whether the school minibuses will operate. Every effort will be made to telephone or text parents on any route so affected.
- 1.6 To make the necessary insurance arrangements. Copies of insurance documents are available for inspection at the School.

2. **THE PARENT AGREES:**

- 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.
- 2.2 To pay the fees calculated and billed termly in accordance with the School fee schedule.
- 2.3 To make arrangements appropriate to the age of the child for transfer between the bus and home.
- 2.4 To ensure the child arrives 5 minutes prior to departure 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.
- 2.5 That the School reserves the right to vary routes and stops as required.
- 2.6 That in the event of cancellation for any reason beyond the reasonable control of the School, responsibility for arranging transport before and after school rests with the parents.
- 2.7 To instruct their child in the importance of wearing a seat belt throughout the journey; and not to unbelt before the destination is reached.
- 2.8 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.

- 2.9 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.
- 2.10 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.