



# BURGESS HILL

## — GIRLS —

### **Transport Charges and Terms and Conditions**

Please find details on the transport arrangements below.

The transport charges are based on students taking three to five AM and PM pre booked journeys a week, which are billed in arrears. All transport entries are booked through the CHQ system once the pickup and drop off point has been confirmed with Ms Wiltshire at [transport@burgesshillgirls.com](mailto:transport@burgesshillgirls.com)

Our transport booking system allows parents to pre book seats on the buses for a morning or an afternoon on 3 to 5 days for a whole term. The 3-5 days will be broken down into 6 options as set out below:

**Option 1.**

3 X Mornings = £126.00 for the term

**Option 2.**

3 X Afternoons = £126.00 for the term

**Option 3.**

4 X Mornings = £168.00 for the term

**Option 4.**

4 X Afternoons = £168.00 for the term

**Option 5.**

5 X Mornings = £210.00 for the term

**Option 6.**

5 X Afternoons = £210.00 for the term

If an afternoon bus is booked your daughter can use either the 16.10 or Late Bus. The PM bus service required must be confirmed before 13.30 in the CHQ system on the day of travel.

The transport charges advised are for the whole term, irrespective of whether it's the autumn, spring or summer term. Unfortunately, no refunds or journey swaps are available for non-use and one term's notice is requested to cancel the service.

#### **Ad-Hoc Journey**

One off and set CHQ bookings for less than 3 journeys a week will be treated as ad-hoc at £6.00 per journey. Transport bookings can be made into the CHQ system at the start of a term but can be removed if plans change. This is a flexible booking option and whilst this will still guarantee a regular weekly seat on the bus the pick-up and drop off point will have to fit along the set route. Route priority is given to students who are confirmed for the full term.



# BURGESS HILL

## — GIRLS —

### **School Transport Service Terms and Conditions**

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 the routes. However, contractors may be hired on occasions. 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.
  - 2.7.1 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.
  - 2.7.2 All passengers must wear headphones whilst listening to music or podcasts. All mobile phone conversations must be kept short to avoid disturbance.
- 2.8 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 and Driver with an emergency contact telephone number in case the School or Driver 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 cancel your daughter's requirements or that the use of the bus service is no longer required and thus terminating this agreement.