



## PLYMOUTH COLLEGE TERMS & CONDITIONS FOR USE OF SCHOOL BUSES

September 2023

This document sets out the administrative Terms and Conditions relating to travel on school bus service journeys between school and home.

1. Our transport services are provided by Plymouth College's minibus fleet. Provision of services is managed according to demand which fluctuates during the year.
2. Places are sold on a termly basis, and are subject to availability. Travel options are either: return journeys, mornings only, or evenings only. The school is unable to offer travel on individual or select days. For new transport users, especially students joining the school mid-term, availability of a seat must be confirmed by the Transport Manager before using the transport service.
3. Charges are billed on a termly basis, and where sufficient notice is given, will be added to school fees bills. Otherwise, payment should be received in full by the Accounts Office (01752 505113) before the first day of term. Payments can be made by bank transfer or debit/credit card. The school does not issue refunds, except in exceptional circumstances, which would be assessed on an individual basis. School trips, Sport fixtures, Activities Week, work experience, short-term absences, study leave and holidays are not eligible for refunds.
4. Pupils in Early Years may not use school buses unless a second member of staff is on the bus with accepted responsibility for that child or children. This is in line with the advice received from the EYFS Safeguarding Lead at Plymouth Children's Safeguarding Board. Pupils in Years 1-6 wishing to use the school bus service may be subject to a personal contract between the school and the family, in addition to the standard transport T&Cs, which they are all required to sign. Factors such as sibling support, age, length of journey and suitable bus monitors will all be taken into account. Senior school pupils are deemed old enough to use all forms of school bus.
5. If a student no longer requires a place on the school bus, written or emailed notice (addressed to Plymouth College Transport Dept.) is required by the end of the previous school term. We will confirm receipt of your notice. Notice is not required for students leaving the Senior School after completion of Sixth Form, or where a term's written notice to leave the school has already been given to the Headmaster.
6. Students are expected to behave appropriately on the school buses, with any misbehaviour reported to parents or guardians in the first instance. Any costs incurred for damages will be charged on to their parents or guardians. If there are repeated instances of bad behaviour from one individual, we may have to consider the withdrawal of the student from the service. No refund would be given in this instance.
7. Students are required to be at the bus stops prior to the departure time to enable buses to keep to schedule. Parents/guardians are required to ensure that they make adequate provision for the collection of children from the bus or continued transport home or elsewhere; it will not always be possible for drivers to wait for children to be collected. For younger children requiring accompaniment, please arrange this directly with the Prep School.
8. Should students wish on the odd occasion to bring a fellow student as a guest on the bus, this must be by prior arrangement with the Transport Manager, as it is only possible to carry extra passengers if we can guarantee that there is a spare seat available on a specific journey. We cannot carry unexpected passengers. Please note there will be a charge for this service.
9. Students are required to wear seat belts **at all times** and it is their responsibility, together with the driver, to ensure that seat belts are securely fastened before departure and during the journey.
10. All other enquiries should be referred to Plymouth College Transport Dept, **tel: 07973 872676 email: [transport@plymouthcollege.com](mailto:transport@plymouthcollege.com)** or Estate Manager, Katie Plant (tel: 01752 505111).
11. **Please note: the driver has the authority to refuse travel to any person** if the behaviour of that person is considered disruptive or dangerous, or in any way compromises the safety of the vehicle or its passengers.

Pupil Name(s): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE; The College will, from time to time, introduce new rules for pupils in the use of school transport to meet with variations in regulation and guidance e.g COVID 19