

ABINGDON, ST HELEN AND ST KATHARINE AND THE MANOR SCHOOL

JOINT BUS SERVICE

CONDITIONS

Name of Pupil: School:
Route Name (a.m.): Time:
Stop:
Route Name (p.m.):
Stop:
Saturday Route: Time:
Stop:
Departure location: Current Termly Cost: £
Effective From:

INTRODUCTION

1. Travel for pupils to and from School is organised jointly by the Joint Bus Service. St Helens School provide the co-ordination.
2. Bus routes are operated by reputable bus operators. We reserve the right to adapt them to match changing numbers, timings and roads. From experience, this is a complex problem and we make changes rarely and carefully, but once routes are agreed it is the operators' responsibility to convey pupils safely and efficiently.
3. Only pupils registered to travel may use the Joint Bus Service.
4. If timings or stops are revised, only those parents registered for the affected stops will be contacted.

USE OF BUSES

5. Pupils may only use the route shown on this agreement.
6. Pupils are advised to arrive at their morning pick up points 5 minutes **before** the advertised departure time of the bus.
7. In order to prevent delays, pupils must ensure that they are ready to board the bus when it arrives, not start to get ready to board on its arrival. They should be visible to the approaching driver at the bus stop.
8. The pupil remains the responsibility of the parent/guardian until placed on the bus.

9. The parent/guardian is responsible for meeting the pupil off the bus. Neither the operator nor the school can accept responsibility or be held liable if there is no one present at this time, as the bus driver cannot wait. Responsibility for the pupil ends at the designated bus stop.
10. Pupils must sit in their seats throughout the journey. It is a statutory requirement that pupils must wear the seat belts provided at all times.
11. Gangways and emergency exits must be kept clear at all times. Oversize items may be refused. Bicycles and kayaks will not be permitted in the bus hold.
12. Noise should be kept to a minimum and nothing done to distract the driver's attention.
13. Inappropriate behaviour, whether verbal or physical, will not be accepted. Such behaviour could lead to exclusion from all school buses.
14. Even in the most severe weather conditions it is probable that many people will be able to travel. The bus operators will take the decision whether to allow a bus to start on a route, and then it is the driver's responsibility whether he can continue along all sections of the route. He will endeavour to deliver safely as many pupils to School as possible. There will be staff available to receive them.
15. In the event that a personal item is left on the bus, the bus operator should be contacted as soon as possible to arrange recovery.
16. At the evening departure each of the school's coach parks all pupils must use the marked pedestrian pathways
17. Once pupils have entered the coach park they must board waiting coaches as quickly as possible. If buses are not already waiting pupils must wait/queue in an orderly manner mindful of the safety of others, specifically leaving the pedestrian walkways clear for other passengers to pass safely.
18. Under no circumstances must any pupil attempt to stop or board any bus once the coordinated departure has been signalled and the buses are moving. If it is necessary to attempt to stop the bus departures this is the responsibility of the supervising staff member.
19. Pupils will be made aware of any updates/changes to the Health and Safety procedures of the relevant coach parks and will be expected to comply with these notices.
20. Within the Health and Safety procedures every attempt will be made to ensure all pupils catch their designated coach but in the unlikely event that a pupil misses a bus the following procedures apply:-
 - Pupils will be escorted by the Abingdon School Coach Park Duty Master to the Abingdon School Common Room Secretary
 - The Common Room Secretary will provide shelter and assistance with telephone calls to parents/guardians/emergency contacts.
 - It is the parents/guardians/emergency contacts responsibility to make arrangements to collect any pupil who misses their bus.

- If pupils have not been collected by 6:30pm they will be transferred to the Abingdon School Sports Centre to await collection.
- The closest collection point for the Common Room Secretary's Office and the Sports Centre is the Abingdon School Coach Park off the Faringdon Road in Abingdon. Access to this car park is only permitted to private vehicles after 6pm. Prior to that time Abingdon School requests that parents use Park Crescent for collecting pupils.

UNUSUAL OCCURRENCES

21. Inevitably, there will be occasions when there are delays. They can be caused by heavy traffic, bad weather, staff sickness, breakdowns or other matters beyond the control of the bus companies. Parents should make contingency plans in case of long delays, especially in winter. The following guidance will reduce the inconvenience caused:
- If your bus is more than 5 minutes later than normal, ring the bus company direct (see contact numbers below). They are best placed to give the reason for lateness and the likely revised time of arrival for the bus or its replacement.
 - **Do not wait longer than 5 minutes before calling**, as your call may speed up the action needed. Always leave someone in a visible position at the stop if you move away to make a call, in case the bus arrives.
 - If necessary, the bus operator will arrange for a replacement bus, which will visit each stop. If passengers are not able to make alternative arrangements to get to School, they may wait for the bus. Parents must decide whether they wish their child to wait, but must be aware that it may be some time before a replacement can be arranged.
 - In the event that the operator is unable to access one or several route stops (whether it be on the inward or homeward journey) as a result of an emergency road closure, they will make every effort to collect or drop pupils at the nearest available stop. Parents should contact the operator directly on the telephone number provided to confirm the arrangements in these circumstances.
 - Only call the Co-Ordinator if you cannot get a reply from the bus operator. Telephones are not usually manned before 8.30 am or after 5.30 p.m. We may have been informed of delays, but cannot contact families to inform them.
22. Sometimes pupils miss a bus by a short time. If it is possible to get to the next scheduled stop, they may board it there. Drivers are forbidden to pick up or set down pupils other than at authorised stops, and under no circumstances should attempts be made to stop the bus for this purpose.
23. Should a bus break down when 'en route', pupils should remain on board until a relief bus arrives, unless the driver instructs them otherwise. The bus prefects should liaise with the driver and then inform the pupils of arrangements.

24. Buses are scheduled to leave St Helen's at 4.20p.m. and Abingdon School at 5:20p.m. They will leave promptly at that time.
25. If an evening bus is known to be late arriving at School, pupils should follow the supervising staff instructions. It is expected that passengers will inform parents of the delay.
26. Whilst the bus will always eventually come if the road is open, the school and/or the bus companies cannot be responsible for traffic delays caused by Abingdon Fair, roadworks, accidents, severe weather conditions or other matters beyond their control.
27. The bus prefects are responsible for monitoring the conduct of pupils on the buses and will report anyone who misbehaves or fails to comply with the conditions of travel to the appropriate Deputy Head.
28. Should a child wish to travel on a bus for which a place is not registered, he/she must first ask permission in advance from the Co-Ordinator as a seat may not always be available. If he/she is not a registered school bus traveller a charge of £5.00 is made. Bus prefects are asked to report any unregistered passengers.
29. Bus operators have radio or telephone contact between each vehicle and the bus garage. Should an accident or incident occur when pupils are on board, the contractor will notify School immediately. In the event of an emergency, someone will be fully briefed at School and able to give information over the telephone to parents who contact the School.
30. When severe weather conditions occur overnight, parents may wish to telephone the bus company to ascertain the travel situation. Whenever possible up to date information will be posted on www.jointbus.co.uk.
31. Both the Joint Bus Service and the operator reserve the right to refuse to allow a pupil to travel.

REGISTRATION AND CHARGES

32. Travel on buses is taken for the whole term, billed in equal amounts per term. Notice to change arrangements must be made in writing to the Co-Ordinator at least one full term in advance.
33. Pupils who become able to drive themselves to school may cancel bus travel from the start of the following term, by notifying the Co-Ordinator in writing.
34. The cost of travel will be charged through pupils' own School bills.
35. Priority will be given to pupils registering for travel full time.
36. One way or part time seats may be granted on a termly basis only.
37. If exceptionally places are allocated part time on different routes, charges of 60% will be applied for each route (TBA).
38. Where families have more than one child registered to travel, the following discounts will apply:

First child	Nil
Second child	25%
Third and subsequent children	75%

39. If a place is available, a pupil who has not travelled before may be allowed to do so for one term, as a “taster”. Continuation after this term cannot be guaranteed if a full time passenger requires the place.
40. **Bus passes will be issued to all girls who opt to travel late**, even for occasional use, and these must be collected from the St Helen’s School Bursary and shown to the Bus Driver. Travel will be denied to any unauthorised traveller. All occasional travellers, from whichever School, will be required to collect a pass, which will be date stamped authorising the travel.
41. Travel for exchange students is free, if a seat is available.

CONTACT NUMBERS:

42. Tappins – 01235 819323 / 01235 812127.
43. Service Co-ordinator – 01235 546565

[Occasionally a returning fixture bus is trying to arrive at School to match School bus departure times but is running late for various reasons. The School policy is that if the bus is within the Abingdon Town Boundary signs at the departure time ALL routes should await its arrival. If it is not, the buses will depart on time and any pupils on the other bus will have to make alternative arrangements to get home.]

Signed: _____ (parent) _____ (pupil)

Date: _____ Parent’s emergency contact number: _____