

# Eastbourne College and St Andrew's Prep

## Home to School Minibus Service

### Terms & Conditions

#### Background

The Home to School Minibus Service is managed by Eastbourne College on behalf of Eastbourne College and St Andrew's Prep. Reference in this document to the '**College**' refers to Eastbourne College and St Andrew's Prep.

The College owns its fleet of minibuses and employs its own drivers.

The minibus service runs at Eastbourne College from Monday to Saturday mornings and at St Andrew's Prep from Monday to Friday mornings. Both schools run services from Monday to Friday evenings.

The morning bus timetable is planned to ensure pupils arrive at school before registration.

Departure times from Eastbourne College are at 6.00pm and from St Andrew's Prep at 5.45pm. Departure is prompt and drivers will leave on time.

#### Payment and refunds

A priority booking period is given to parents who book for regular termly or annual weekly return or one-way journeys. A regular journey is 3 or more single or return journeys each week throughout a term. Parents can also book ad hoc, occasional journeys. Booking is operated on a first come, first served basis and is subject to availability of seats.

Bookings MUST be paid for in advance of travel via the online transport booking service ([eastbournecollege.vectare.co.uk](http://eastbournecollege.vectare.co.uk)). Once paid for, parents will receive confirmation from the online booking service.

Pupils should not arrive at their pick up point without having prior booked and paid for their journey. If there is availability on the bus the pupil will be accepted for travel and recorded as a passenger by their driver.

An additional administrative fee of £10.00 is charged for every journey taken where advance booking and payment is not made.

Refunds will not be given for any journeys not undertaken. There are no exceptions to this rule.

#### Cancellation policy

A full term's notice is required to cancel an annual or termly booking. Refunds will not be granted for any journeys not undertaken.

In the event we are unable to collect a pupil in the morning and take them to the school due to poor weather conditions or unforeseen events, a refund for the journey will be issued, as will a refund if we cannot provide the return journey.

In the event of vehicle breakdown on a journey, we will ensure pupils get to school or home using one of our back-up vehicles or an approved transport operator.

#### Running times and routes

Routes are planned by the busing team. Drivers do not have authority to change their routes.

We endeavour to adhere to our timetabled running times, however, in some circumstances, events or situations outside the control of the driver or the school, e.g. heavy traffic congestion, may result in the late arrival of a bus.

The College reserves the right to alter routes, pick-up points, times, drivers, if required, due to any adverse conditions outside of our control. Notice of such changes will be communicated to parents/pupils, where possible.

The College reserves the right to amend or adjust routes at any time during the year in order to ensure the service operates efficiently and continues to meet the needs of parents, pupils and the schools. In addition, the College reserves the right to cancel a route or a specific journey time during the opening booking period if demand for the route or specific journey time is deemed to be low.

### Pick up and drop off arrangements

Parents are asked to ensure their child/children arrive at the morning pick-up point AT LEAST five minutes before the published departure time. Drivers will only wait until the time of departure for pupils to arrive.

School minibuses drop off pupils in safe locations around the Eastbourne College site and local streets. St Andrew's Prep pupils are dropped off at either the front or back of the school and are collected by staff. Pupils get on the minibuses on school grounds at both schools for the afternoon service.

Drivers will drop off at evening designated stops as close to the published time as possible, subject to traffic conditions. Parents must take responsibility for their child once they leave the bus, as it continues its journey.

### Safety and behaviour

All pupils must wear a seat belt when traveling on school transport. Failure to do so will result in a pupil being reported to their school and they may face the prospect of school sanctions. Serious breaches of road safety may result in a pupil being denied access to the service.

Eating/drinking is not allowed on any vehicle operated by the school (or its operators). Please also be aware that the College has a 'no nut' policy and all pupils are asked to be vigilant should they be bringing any food into school.

Pupils are expected to be courteous to their driver and their fellow pupils during each journey. Sixth formers are expected to set appropriate standards of behaviour and to lead by example. College pupils will be expected to modify their behaviour when younger pupils, particularly those from St Andrew's Prep, are travelling on a minibus.

The school does not accept responsibility for loss or damage to personal property of pupils travelling on school minibuses.

### Boarding pupils

Subject to availability, boarding pupils can book a seat on a Friday evening minibus to travel home for the weekend and Saturday morning and Monday morning minibus to travel back to the College.

In addition, a Sunday service on designated days from Clapham and Tunbridge Wells is available (please check details for dates and times of the Sunday service). Please check dates and details when this service is available. Spaces are subject to availability.

The school reserves the right to cancel the Clapham and Tunbridge Wells Sunday service if there is no demand and term has entered the final week prior to the service running.

All boarding journeys must be booked one week in advance and can be booked on an ad hoc or termly basis, subject to availability.