

PREP SCHOOL TRANSPORT TERMS & CONDITIONS

1. **Age Restrictions.** The lower age limited for travel by bus is 6 years, but the final decision will be at the discretion of the School. All pupils must wear a seat belt. Failure to wear a belt may result in pupils not being allowed to travel by school bus.
2. **Route Amendment.** Occasionally it may be necessary to amend bus routes from time to time (road works, capacity, demand etc). Any changes to the routes will be considered providing it is safe and there is not a delayed arrival at school. Any changes will be in consultation with parents and must be authorised by the Bursar. The School reserves the right to alter the timetable to provide the most cost effective service for all Pupils and the school.
3. **Arrival at Picking-up and Dropping-off points.** The arrival and departure timings will be adhered to using the bus tachograph clock, which is integral to most, if not all, of West Buckland School buses. The tachograph clock is connected to the GPS system 'via the cloud' and is accurate to a few seconds. In the morning, drivers **will not** leave earlier than the times given. Parents should arrange to be at the pickup and dropping point before the timetabled time to avoid holding up the bus. Any disputes about timings will be resolved by interrogating the tachograph data which is held on cloud based system for the required statutory period.
4. **Pupil Misses stop.** If by mistake a young pupil forgets to get off and misses their stop, the bus driver will complete the full route and then retrace the route to ensure the young pupil is dropped at the correct bus stop. If possible, the driver will try to phone the school and the parent.
5. **Changing bus or Additional Passenger requests.** Any Boarders wishing to travel on the buses must have permission in writing from their Houseparent and collect a temporary bus pass from the Bursary. Day pupils wishing to change routes must ask their parents to provide prior written permission to travel on a different bus route and collect a temporary bus pass from the Bursary (email feesecretary@westbuckland.com). Temporary bus passes will only be issued if there is space on the bus.
6. **Cost & refunds for absences.** Refunds will be made for continuous absences lasting more than one week. It is the responsibility of parents to let the Bursary know before the end of each term. No reduction will be made for absences of less than a week.
7. **Contractors.** The contractors for buses have been allocated as follows:

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| <u>Routes 1 – 9</u> | <u>Routes 10 - 11</u> |
| TT Coaches Limited | Filer's Travel |
| Barnstaple 01271 859533 | Ilfracombe 01271 863819 |
8. **School contact numbers.** The School contact numbers are as follows:

Duty Master 01598 760127 / Urgent Message Board 01598 760121
Headmaster 01598 760281 / Bursar 01598 760270
9. **Severe Weather.** In the event of severe weather, parents should listen to Radio Devon or Local Radio for announcements of bus alterations or cancellations. If severe weather conditions occur during the day, parents will be informed by phone if the school shuts early and bus timings are brought forward.
10. **Obligations & Expectations.** The School aims to provide a high quality and punctual bus service to and from School. Any disputes that arise should be addressed to the School in the first instance and not with bus drivers at the bus stop. We would strongly discourage any 'heated discussions' and encourage the maintenance of cordial relations and good manners in keeping with the ethos of the School. Any complaints will be dealt with very seriously and any transgressions will be dealt with accordingly.