

Terms and Conditions of Reaseheath College Transport 2020 -2021.

1 - General

Reaseheath College aim to provide safe and reliable ways for students to access their learning at The College. Students must apply for and make the relevant payment to reserve their bus pass.

Students must always take full responsibility for their bus pass.

Student ID cards and bus passes **must** be visibly worn and shown to the driver when boarding Reaseheath College Transport.

Students must only board Reaseheath College Transport at their selected pick up point.

Non-compliance with above 2 points may result in the student not being allowed to use College Transport.

All College transport are an extension of College and behaviour will be recorded and disciplinary action taken if necessary.

If a student is in breach of these regulations, they may be removed from the bus and refused further travel.

Whilst every reasonable effort is made to continue the smooth running of transport services, there are circumstances beyond our control (such as bad weather and road closures) that could interrupt or disrupt the service at short notice for which College cannot be held liable.

Transport information is correct at the time of printing however costs, routes, and pick-up points may be reassessed at any time for operational and efficiency requirements.

The College reserves the right to take any other measures they consider necessary to protect the safety and comfort of other students and staff including temporary or permanently banning a student from travelling on college transport following an incident of misconduct.

The College and the bus operators cannot be held liable for any loss or inconvenience to students if they do not adhere to the terms and conditions of transport.

2 - Bus passes

Bus passes must be applied for and paid for prior to using Reaseheath College transport. They **must** be shown to the driver of the vehicle when boarding.

3 – Pick-up points.

Students only to embark Reaseheath College transport at their elected point. This is the pick-up point that has been selected on your application form and the relevant payments made.

4 - Lost Passes

If a student loses their College bus pass, they must replace it at a cost of £5.00.

5 - College Bus Services

If a student misses their bus, it is their responsibility to arrange alternative transport to and from College.

College Transport leaves promptly therefore students must ensure they are stood at their designated bus stop ten minutes earlier than departure time. The College will not be liable if a student misses their bus o or from College.

6 - Conduct of Passengers

Reaseheath College has a Behaviour Code for students using college transport which students must comply with.

The College reserves the right to refuse transport should we have reason to believe that a student is in breach of the Behaviour Code.

7 - Luggage

Some students are required to bring kits, equipment and small suitcases to College. These luggage items must be placed on the student's knee, in the luggage rack, under the seat or in consultation with the driver in the luggage hold of the bus. Luggage must not be placed on an empty seat.

Students must always look after their luggage and will be responsible for any items.

8 - Lost Property

If you find lost property on a bus, you must hand it in to the driver.

The College will do all that we reasonably can to locate and return any property left on a College bus.

To reclaim lost property from a College bus, students must go to the Transport Office.

If the lost property is perishable and not claimed within 24 hours of being found, it will be disposed of.

If the lost property is contained in a package, bag or other container, The College may open it and examine it in order to trace the owner.

9 - Complaints

The College welcomes suggestions and complaints because they help us to improve our services. We will handle complaints with consideration and will provide a response as quickly as possible aiming to respond within 10 working days of receipt.

10 - Data Protection

The College will only collect and process your personal data in accordance with the principles contained in the Data Protection Act 1998.

Please be aware that non-compliance with any above may result in a student's removal from College Transport.

All transport information is correct at the time of printing however costs, routes and pick-up points may be reassessed at any time for operational and efficiency requirements without notice.