



For Academic year 2024/2025 Information Pack & Booking Form

Introduction

This pack contains information regarding the travel arrangements for the next academic year.

Booking Terms & Commitment

Thank you for your enquiry regarding the school travel service. This information pack can be downloaded from our website. To guarantee a place we MUST receive it by Monday 1st July 2024, by completing the application form you are making a commitment to book the seat for the full academic year. If you cancel at any time after the Start of the contract the full amount is payable. It is important that you complete the booking form with all the relevant information paying particular regard to the contact telephone numbers. These are kept on file and not copied or distributed to our drivers but are referred to in the event of any emergency. Please read the terms and conditions enclosed, as these are particularly important to the smooth operation of the service and especially the contingency plans for severe weather conditions.

No refunds or cancellation of contract will be accepted after the contract start date.

Timetables & Reservations

We make every effort possible to accommodate all those who wish to use the service, however we do process requests strictly in the order of receipt. A finalised timetable and travel pass will be issued prior to the commencement of the new academic year. **Please note that some pick up and drop off points may change from previous years, please refer to the timetable issued with your travel pass to confirm arrangements for September onwards.**

Limited Service

In the morning when bad weather causes problems, we will attempt to operate a reduced or later service where possible. In such cases, we will send out a text message to make you aware of the situation. You can familiarise yourself with the Limited Service Routes which are available on our web site. We may have to run the service later, in which case we will send out a text advising the start time. Check the timings so you know how long the bus will take to get to your stop. Updates if necessary, will be sent by text message. The return journey will run as normal unless we advise otherwise.

Daytime Snow or other unforeseen problems

See Terms and Conditions for further details. We do not cancel the afternoon service if we have run the morning service. We may however have to run early or follow the Limited Service route home.

Cancellation of Service

If cancellation is unavoidable due to snow or other unforeseen circumstances a text message will be sent to the mobile numbers you have provided on the application form. Please inform us of any changes to your mobile numbers. Regular updates are posted on our web site. If a morning service is cancelled due to weather, the afternoon service will not run.

CCTV

Video recording equipment is used on the vehicles. Only authorised members of staff have access to any saved images and these are not copied or distributed to any third parties. They may however be copied to the Police, School or our insurers if an incident occurs where the images would help any investigation.

Data Protection Act

Please note that the information contained on the booking form will be stored on a computer database. Only authorised staff within Travel Xpress Ltd has access to the database. This information is not circulated or passed to any other third party or company. By completing the booking form, you accept and agree to the information you have given being held on a computerised system at the premises of Travel Xpress Ltd. and School Bus Services Ltd.

M23 & M24 North Halifax Grammar Bus Club

Operated by Travel Xpress on behalf of School Bus Services Ltd

Annual Seat Reservation Form 2024/2025

The cost for the full academic year is £1,400 per passenger.

Please complete in Block Capitals. - Passenger Details

Forename(s)	Surname	School Year	Date of Birth	M23 or M24
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Pickup Point _____ Drop off Point if different _____

Parent / Guardian and Emergency Contact Details

Name _____ Tel. No. 6.00pm to 8.00am _____

Address _____ Tel. No. Daytime _____

_____ Tel Mobile & Text Contact _____

_____ Tel Mobile & Text Contact _____

Post Code _____

Please supply contact names for any of the above if different from the named Parent / Guardian.

E-mail _____ (We usually use E-mail and Text to contact you)

I have read and agree to the School Bus Services Ltd. Bus Club terms and conditions a copy of which I received with the travel pack. I agree to purchase the above reservations for the full academic year.

I understand this contract is for one full academic year, ending July 2025 and that if I cancel early the full amount is still payable and that no refunds will be given if the service is cancelled.

Parent / Guardian Signature _____ Date _____

Please complete and return this form with a **recent photograph** for each passenger.

Please see the payment methods and indicate your preferred choice.

Your place will not be reserved until we have received your deposit payment and completed application form.

Post or email all application forms with photos to admin@travelxpress.co.uk

Payment Methods – M23 & M24 North Halifax Grammar School - Bus Club

We are now able to offer a choice of payment methods so you can choose the most suitable way to pay. All the prices quoted are per person, for the full academic year. Please note that you are booking a place for the full year and must keep to the terms you select from the options below. **Please tick your choice below.**

<u>Per Passenger</u>	<u>Payment Options</u>
£100	Deposit with booking – Non-refundable
£700	By 1 st August 2024
£600	By 1 st February 2025
<input type="checkbox"/> Cheques	Two post-dated cheques dated as above
<input type="checkbox"/> Bank Transfer	Two payments by the above dates
<input type="checkbox"/> Cash	At our office by above dates
<input type="checkbox"/> Monthly Payment Plan	
	Monthly Payments are available with an additional cost of £50 for the year for admin costs. Deposit of £100 then £135 per month, by the 1 st of each month August 2024 to May 2025. Please set up a regular payment with your bank to be paid to the following account :-

School Bus Services Ltd. Sort Code – 60-83-71 Account Number 62666396

Please quote surname as payment reference

Please send in your application form and photo and select the relevant payment method in the options.

Failure to make payment on time will incur a £20 late payment charge and if payment is made late more than twice then the easy payment plan will be ended and full payment will be required.

I confirm that my preferred choice of payment is by _____

I will be paying by _____ My total cost for the service is _____

I understand that I am purchasing the Travel Pass for one full Academic year at the fixed price per passenger of £1,400.

I have made a non-refundable deposit payment by bank transfer or attached a cheque with this form in the sum of £100

Signed..... Date.....

Post or email all application forms and photos to schoolbusservicesltd@gmail.com

School Bus Service Ltd

The Coach Depot, Otley Road, Shipley, BD17 7HP

Bus Club Terms & Conditions 2024/2025

- 1** To reserve a child's seat on the coach a completed seat reservation form must be returned along with confirmation of payment method and a passport size photograph of each passenger. A non-refundable deposit is required to reserve a seat for the full academic year. By accepting a place on the service, you are accepting a contract for the full academic year.
- 2** Children will be issued with a travel pass, which they must carry with them, as they will be asked to produce this pass by the driver. Failure to produce a valid travel pass may result in refusal to board the coach.
- 3** The afternoon service will depart from School promptly at the time stated on the published timetable. If a child anticipates being late, he/she should ask a fellow passenger to inform the driver. The driver will not wait more than a couple of minutes in this event. It is impossible to have a head count on either the morning or afternoon run. Individuals have therefore to be responsible for their own time keeping.
- 4** Each child should be instructed on how to contact a parent/guardian should a problem arise at any time i.e. missed the bus. A contingency plan is strongly advised.
- 5** The travel company will endeavour to act responsibly and to contact schools before the end of the school day should there be a delay in the bus arriving for the afternoon departure. The school will then direct the children accordingly, either to wait together at the pickup point or contact parents/guardians in any event deemed necessary.
- 6** The organisers reserve the right to amend the routes, pick up points and times for passengers at any time in order to make best use of the vehicles.
- 7** There is NO parental supervision on the vehicles other than the driver. Children MUST remain seated at all times for their own comfort and safety, and the safety of their fellow passengers. All vehicles are fitted with seatbelts. All passengers must wear seat belts at all times. Failure to do so is not the responsibility of the driver or vehicle operators.
- 8** Seats may not be reserved or occupied with bags. Any passenger is entitled to remove bags from a seat and occupy it.
- 9** Children are expected to behave in a proper manner and to have regard to common courtesy to the driver, fellow passengers, and the vehicle. The partaking of snacks is allowed at the discretion of each individual driver please ensure any rubbish is retained until disembarking from the vehicle, a bin is provided, usually at the front of the bus. Any child found to be making a deliberate mess will be asked to clean it up if necessary, at the vehicle depot.
- 10** Incidents of unruly or disruptive behaviour will NOT be tolerated and will be firmly dealt with. NB: Any child/children involved in an incident on the coach, which is reported by the driver to the company office, will be issued with a warning. Punch holes will be made in the child's pass to show they have had a warning. Please check your child's pass regularly to see if any warnings have been issued. Should a child's behaviour continue to cause disruption to fellow passengers to such a point that three warnings have been issued then they will be excluded from the bus for 2 weeks. A replacement pass will only be issued by providing a new photograph and collecting the pass in person from the offices of Coach Travel Services Ltd. Incidents of a serious nature or that endangers passenger safety may result in an immediate exclusion for a period longer than 2 weeks. NO REFUNDS WILL BE MADE to excluded passengers. Prefects and senior pupils do have authority over ALL children on the coach and will report unacceptable language or behaviour to the appropriate school authorities.
- 11** It is the children's responsibility to look after their own belongings. Any lost property may be collected provided that it has been handed in. Please contact our office to check it has been found. A handling charge of £3 per item may be incurred. Replacement travel passes are charged at £5 each.
- 12** MORNING SNOWFALL CANCELLATION. In the event of heavy snow, the decision to cancel the morning service will be taken at 6:45am. There will be no return service on any day that the morning service is cancelled. School closure notice is usually given over local radio stations. When it is decided to cancel the service a text message will be sent to all those who have registered a mobile phone number on their application form. Phone calls will not be answered before 6:45am. Some services may run depending on the route. Regular updates will be posted on our web site. Please check our web site and avoid calling our office to keep lines available for drivers to report problems.
- 13** MIDDAY SNOWFALL. The decision to close the school early and to send the vehicles out early will be made by either the heads of the respective schools or the coach company. Parents are usually informed by text and information available from our web site. Every attempt will be made by the coach company to get the children back to their respective drop off points. If this is not possible parents may well have to get themselves to a designated central point to meet the coach if the weather so demands.
- 14** The actions and behaviour of the children on the vehicle, or the consequences thereof, shall not be the responsibility of the operating company. Parents are asked to ensure their children know exactly what is expected of them on the bus journey.
- 15** The responsibility for the children prior to boarding or after leaving the vehicle shall not be the responsibility of the operating company. Parents are advised that passengers who request unscheduled drop off points do so entirely at their own risk.
- 16** The operating coach company shall be responsible operators and carry full insurance cover for public liability, as required by law.
- 17** **You have entered into a contract for the full academic year.** The full amount of this agreement must be paid in full regardless of how often you use the service or how many days the school bus runs are operated. The total amount is due at the commencement of the contract or at other times based on the payment terms you have selected.



In Association with School Bus Services Ltd.



The Coach Depot
Otley Road
Baildon
Shipley
BD17 7HP

Tel: 01274 598833

Emergency contact: 07958622120

Academic Year 2024 / 2025

Service M23/M24 Frizinghall, Shipley, Cottingley, Bingley, Keighley, Oakworth, Haworth, Oxenhope, Crossroads, Cullingworth, Denholme - North Halifax Grammar

Towards North Halifax

Keighley Road A650, Bradford Road A650, B6265 Bradford Road, Bingley Main Street, Ferncliffe Road, Sir Fred Hoyle Way, Cavendish Street, North Street, Oakworth Road (Holycroft Surgery), Providence Lane, Victoria Avenue, Mytholmes Lane, Rawdon Road, Sun Street (Haworth), Marsh Lane, Moorhouse Lane, Mill Lane, Station Road (Oxenhope), Keighley Road, Hebden Road, Haworth Road, Halifax Road, Haworth Road, Halifax Road, Roydwood Terrace, Greenside Lane, Halifax Road, Manywells Brow, Keighley Road A629, Main Road, New Road, Halifax Road, Smithy Hill, Halifax Road, Causeway Foot, Keighley Road, Pavement Lane, Green Lane, Illingworth Road, Riley Lane, Moor Bottom Road.

Route operates in reverse in afternoon

Morning Timetable – Passengers should be at their stop 5 minutes before times stated below

06:55	Greggs – Keighley Road, Frizinghall
06:57	Ring O'Bells – Bingley Road / Kirkgate – Shipley
07:03	Cottingley Bar – Bradford Road / New Road Bus Stop
07:04	Bradford Road / Beckfoot School
07:18	Holycroft Surgery, Oakworth – Keighley
07:25	Providence Lane / Manor Park Bus Stop
07:30	Rawdon Road / Mytholmes Lane Bus Stop
07:35	Mill Lane Bus Stop, Oxenhope Station
07:42	Lees Primary School - Crossroads
07:50	War Memorial, Royd Wood Terrace - Cullingworth
07:55	New Road / Station Road – Denholme
08:05	North Halifax Grammar School

Afternoon Departs School at 15:10

Please note:

Passengers must display their travel pass to the driver in order to get on the bus. Friends cannot be brought on the bus without prior agreement with our office.

A charge of £5 per guest will be payable when pre-booking friends and they must travel with the sponsoring passenger.

Seat belts must be worn by all passengers whilst on the bus. This is a condition of travel, for the safety of all passengers. Failure to comply may result in suspension from the bus service.

Any changes to the route or timetable due to weather conditions or road works will be notified to parents via our text message service. Please update our office if you change your mobile number or address.

If parents are aware of any road works or road closures that may affect the service, please notify our office to help keep everyone aware of changes to the bus times and routes.

To book a place on the bus please contact School Bus Services Ltd by email – schoolbusservicesltd@gmail.com