

## Ivybridge Community College Transport Terms and Conditions and Code of Conduct for 2019-20

The College, at its entire discretion, contracts an operator to provide a number of bus services to bring students to and from the College, on a daily basis, in College term time from areas local to the College which are outside of Ivybridge and which are not otherwise served by buses operated by Devon County Council. **You hereby confirm and agree that you wish to book a seat for your child on one of these buses in consideration for the payment of the fee as agreed with the College, and upon the following terms and conditions of use:**

### 1. Pick-Up Points

Students may only join and leave the bus at the designated pick-up point on his/her pass unless otherwise agreed with the College. Should you wish to change your designated pick-up point, you must request this in writing at least **10 days** in advance of the proposed change, but the College cannot guarantee such a change can be made during the academic year.

If a student wishes to travel on an alternative bus, parental approval is required. Where there is capacity on the bus a temporary pass will be issued by the Finance Office.

### 2. Bus Passes

Once you have confirmed your agreement to the terms and conditions of use, and paid the deposit, or first instalment if paying by standing order, the College will issue your child with a bus pass. The College operates a "NO PASS NO TRAVEL" policy. Students should have their bus pass with them for each journey and show the bus driver the pass on boarding the bus. Students will normally be refused access to the bus if they have forgotten their pass.

The College reserves the right to refuse a student access to a bus if they do not have a valid bus pass, or their loss of the pass becomes, in the College's opinion, a regular occurrence (no more than three times), or the student is found to be misusing the pass including, without limitation, loaning it to other students.

### Replacement Passes

Should your child lose their bus pass, you should contact the College through [buses@ivybridge.devon.sch.uk](mailto:buses@ivybridge.devon.sch.uk) or contact the Finance Office as soon as possible so that the College can cancel the original pass and arrange a new one. Please be advised that there is a **£5 charge** each time the College has to re-issue a bus pass.

### 3. Fees and Payments

The annual fee for the bus service for the 2019-20 academic year ending 17 July 2020 is £636.50. The charge will be added onto your ParentPay account and the payment deadlines are as follows:

Term	Amount £	Payment Deadline
Autumn Deposit	76.50	9 August 2019
Autumn Final Balance	170.00	4 October 2019
<b>Autumn Total</b>	<b>246.50</b>	
Spring	180.00	6 February 2020
Summer	210.00	14 May 2020
<b>Total</b>	<b>636.50</b>	

Alternatively you have the option to pay by monthly standing order with the following payment dates:

Payment No	Amount £	Payment Date
1	63.65	1 August 2019
2	63.65	1 September 2019
3	63.65	1 October 2019
4	63.65	1 November 2019
5	63.65	1 December 2019
6	63.65	1 January 2020
7	63.65	1 February 2020
8	63.65	1 March 2020
9	63.65	1 April 2020
10	63.65	1 May 2020
<b>Total</b>	<b>636.50</b>	

Please set up the standing order directly with your bank, our bank details are:

Bank	Lloyds Bank
Account name	Ivybridge Community College – School Fund
Sort Code	30-94-58
Account number	25142960

Please note that the College does reserve the right to terminate your child's right to use this bus service with immediate effect if sums owing are not settled by the given dates. The College also reserves the right, at its entire discretion, to take such legal actions as may be necessary to pursue as a debt, any monies owing at the end of any term.

#### 4. College Expectations on the bus

Whilst using the bus service, your child must abide by the College's Transport Code of Conduct. Please be aware that if your child does not conform to this Code of Conduct and our normal College expectations, **the College reserves the right to cancel this agreement and withdraw your child's bus pass temporarily, or indeed, permanently.**

#### Code of Conduct - How to be a good passenger

- Treat the bus driver and your fellow passengers with respect
- Do as the driver asks
- Stay in your seat and keep your seat belt on
- Look after your possessions and the bus
- Take any litter home with you
- Keep noise to a reasonable level
- If you see someone behaving badly always report it to the driver or your College
- Don't distract the driver except in an emergency
- Don't carry real or replica weapons
- Don't throw things
- Don't eat, drink, chew gum or smoke
- Don't use bad language
- Don't damage the vehicle – if you do your parents or carers will have to pay for the damage

If any student behaves in an unacceptable or anti-social manner or does not follow the Code of Conduct, the normal College behaviour systems will be applied;

- The incident will be reported to the College by the witness and/or bus driver
- The student must meet with the designated College representative to discuss the allegations
- If the allegations are deemed to be unfounded, the student will continue using the bus
- Unacceptable behaviour will result in the demerit system being applied
- The College has the right to move to a temporary or permanent bus ban for any student who's behaviour meets the 'high tariff' in accordance with the College's Behaviour Policy

**Remember – The College has the authority to ban students who do not behave properly**

## **5. Responsibility For Safety and Attendance**

Please note that it is your responsibility to ensure that your child travels safely to and from the pick-up/drop off points. You must make such arrangements as you feel are necessary to deliver or pick up your child to and from the bus. Neither the bus driver nor the College are responsible for your child if you are not there to deliver them to the bus or to meet them from the bus and you should make alternative arrangements in the event that you are going to be delayed or unable to meet them.

As a rule, the buses leave College at 3.25pm. It is your child's responsibility to ensure that they catch the bus on time. If they miss the bus you will need to make alternative arrangements to pick up your child from College, please discuss arrangements with your child in the event that this occurs.

If there is severe weather, listen to the local BBC Radio Station and check the College website before setting out. Full details of school closures in the area can be found at <http://www.devon.gov.uk/schools/closure/>.

Please note that notwithstanding the arrangements set out in this agreement, it is your responsibility under the Education Act 1996 to ensure your child attends school regularly.

Should the bus be delayed for any reason during the course of its journey, any student already on the bus must remain on the bus at all times. Students not already on the bus should wait at their pick-up point until the bus arrives or until the College notify you that the bus has been cancelled or an alternative source of transport has been arranged by the College.

Should your child cause any wilful damage to the bus of whatsoever nature, including, without limitation, damaging seats or seat-belts, you will be obliged to pay for the reasonable costs of repairs to the bus. You will be charged these costs in addition to the daily bus fee.

Subject to clause 7 below, the College cannot give any refunds for non-use of the bus for whatever reason. Should you have any concerns regarding payment, please email [buses@ivybridge.devon.sch.uk](mailto:buses@ivybridge.devon.sch.uk)

## **6. CCTV**

As a rule CCTV cameras will be operation on each of the bus services operated by the College your child/ren catches to and from College. These cameras will be employed primarily for safeguarding and general safety reasons. The cameras will normally be situated on the front and rear windscreens of the bus and will record constantly whilst it is in service. The cameras will also be recording audio on the bus.

The footage recorded from these cameras will be encrypted on to an SD card. This footage can only be accessed by the ICT staff at the College and two members of staff at the bus operator in order to ensure the cameras are functioning correctly. The drivers have no access to the cameras or footage and are forbidden to tamper with the cameras.

These procedures for using the cameras are in accordance with the CCTV Code of Practice set out by the ICO (Information Commissioner's Office) and in line with GDPR requirements. The WeST and bus operator's (Tally Ho! Coaches Ltd, unless otherwise advised) hold valid data protection registration with the ICO.

Examples of where the College may make use of the footage include; as part of an investigation into potential behavioural issues on the bus, or in the event of any damage caused to property on the bus, or in the event of an accident in which the bus is involved.

The footage will only be viewed where a potential incident is reported to the College. Any such incident must be reported to the College within ideally 24 hours of the event, as the cameras only store footage for 72 hours before it is overwritten.

## 7. Termination

Should you wish to cease using this service at any time before the end of the academic year, you must email [buses@ivybridge.devon.sch.uk](mailto:buses@ivybridge.devon.sch.uk) with at least two week's notice in writing. The College will write to you to acknowledge receipt and to confirm the cessation date. You will remain liable for the cost of your child's use of the service at your daily fee date for two weeks from the date of the acknowledgement letter irrespective of whether they do use the service or not.

Name of Student:		Tutor Group:	
Parent email:		Allocated Bus Number:	
<b>Student Agreement</b>			
By signing this agreement the above student is agreeing to follow the Transport Code of Conduct as outlined.			
Student Signature:		Date:	
<b>Parent/Carer Agreement</b>			
By signing this agreement the parent/carers is agreeing to follow the Terms and Conditions and will support the Transport Code of Conduct as outlined.			
Parent/Carer Signature:		Date:	

**Data Protection** - West Country Schools Trust is a data controller registered with the ICO. Personal data is protected by GDPR Legislation. Full details of how your data will be used are detailed on the College website [here](#).