

Contract Bus Service

Application Form 2019/2020

HARLOW COLLEGE

ROUTE ONE – BLUE

Great Dunmow – Takeley – Hatfield Broad Oak – Hatfield Heath – Sawbridgeworth – Harlow College

ROUTE TWO – RED

Saffron Walden – Newport – Quendon – Ugley – Elsenham – Stansted Mountfitchet – Stansted Airport College – Bishop's Stortford – Harlow College

Student Details

Surname:	Forename:	Title:	D.O.B:
Home Address:			
			Post Code:
Email:	Telephone:	Mobile:	
Student Number: (if known)	Course Title:		

Parent/Guardian Details (if under 18)

Surname:	Forename:	Title:
Address (if different from above):		
		Post Code:
Email:	Telephone:	Mobile:

Travel Information

Blue Route(1) / Red Route (2):	Pick Up Point:
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Payments

A deposit* of £50.00 will be required for each learner to secure a seat on the bus. This Payment will need to be made via WisePay. For new learners, this will be available once you have received your WisePay login details in your enrolment pack. (at the end of July)
*Refundable up until 16/09/19

I would like to pay for the remaining £450.00 for the 2019/2020 College Bus Service using the following method of payment:

a. Full payment via WisePay Payment required by 23/09/19	
b. Payment via Direct Debit – 9 payments of £50.00 collected on the 23 rd of each month. (from September 23 rd) Please complete additional Direct Debit form.	

Are you applying for travel support through the 16-19 Bursary Fund?

The cost of this service may be fully funded or partially funded depending on the bursary criteria met.

DECLARATION: I confirm that above information to be correct and I confirm that I have read and agree to the terms and conditions for use of the College Bus Service.

Student Signature _____ Date _____

Parent / Guardian Signature _____ Date _____
(if under 18)

Please return this form to the Star Agency
or email to bursary@harlow-college.ac.uk

CODE OF CONDUCT

Please read before completing the Application Form.

1. Students' cards/bus passes must be shown at all times. Any student without Student ID and bus pass will not be permitted to travel.
2. Students are only permitted to travel on their allocated college days
3. Replacement cards will be charged at £5.00 from the STAR agency
4. Any student not at the collection point at the allocated time will not be collected
5. Students must keep the college informed of any change of mobile number so updates can be sent.
6. All buses are non-smoking at all times
7. Damage to seats or any other fittings or equipment will be regarded as damage to College property and appropriate action will be taken
8. Alcohol and other intoxicating substances are not allowed on any College bus. Students considered to be under the influence of such substances will not be permitted to travel on College buses.
9. Students are expected to behave responsibly and the college / driver can refuse travel to any person that is not adhering to code of conduct.
10. No items are to be thrown or trailed out of the bus windows or doors. Littering is an offence.
11. Students are required to exercise due care and attention when boarding and alighting buses and have due regard for the safety of others. Opening of vehicle doors or tampering with any emergency equipment will be considered an act of Gross Misconduct
12. Any damage at all to the vehicle will not be tolerated.
13. Any student failing to comply with any points of this Code of Conduct will be subject to standard College disciplinary procedures.
14. The college reserves the right to withdraw a bus pass at any time if the code of conduct is not adhered to. No refunds will be issued.
15. The College reserves the right to refuse travel to any person that, in the opinion of the driver or other College official, may cause a nuisance or offence to other College bus users
16. The drop off points is indicated in the timetable, no additional requests to stop will be permitted.
17. In the event of a vehicle breakdown, a service vehicle or replacement vehicle will be sent ASAP. Please follow the driver's instructions. The College cannot take responsibility if you choose to make your own way.
18. The College Bus service is a private contract and a College Bus Pass cannot be used on public buses.
19. Pick up and drop off points are as per the timetable and no request stops are allowed.
20. Students must inform the College if they change their mobile number, so updates can be sent.
21. The College does not tolerate any bullying, dangerous behaviour, criminal activity etc. If any person observes, or is the subject of such behaviour whilst travelling on College Buses, they can confidentially contact a member of the STAR agency or Safeguarding Team by text, telephone or email.

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