

TERMS AND CONDITIONS OF REASEHEATH COLLEGE TRANSPORT

1 - General

Reaseheath College aim to provide safe and reliable ways for students to access their learning at the college. Students must complete an application form to reserve their bus pass.

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.

Bus passes must be applied and paid for, they are to be paid for termly or yearly. There will be no refunds if the bus pass has been used at any time during the relevant term.

The bus service is provided on a payment for use basis. Students found using the service without paying will be stopped from travelling and charged for the period they had been using the service.

If the service is no longer required, the Transport Office must be notified via email to transport@reaseheath.ac.uk.

Students must only travel on the route that they have paid for, any changes must be authorised by the Transport Coordinator.

Students must take full responsibility for their bus pass at all times and must have them on display when on college transport.

Whenever students board college transport, they must show the driver a valid bus pass and their student ID card.

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 the 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.

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.

2 - Lost Passes

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

3 - 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 to or from college.

4 - 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.

5 - 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 look after their luggage at all times and will be responsible for any items.

6 - 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.

7 - 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.

8 - Data Protection

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

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