

# ANDREWS OF LEICESTER LTD

*12 Slatebrook Close, Groby, Leicester, LE6 0EE.*

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*0116 2877017*

Thank you for expressing an interest in using our bus services from the Glenfield and New Parks area to The Martin High School and Cedars Martin Sixth Form.

## **Registering a seat:**

Arrangements have been made to accommodate all learners that wish to travel on the school buses however **we can only guarantee seats until 1<sup>st</sup> August 2019**, so please return this application as soon as possible so it can be processed. After this date, vehicles will be allocated to the routes and any remaining seats will be issued on a first come first served basis and unfortunately you will not be guaranteed a seat.

## **Behaviour:**

All learners are expected to behave appropriately whilst onboard our buses and any anti-social behaviour may result in the learner being removed from the bus service. Parents and learners are encouraged to report incidents of anti-social behaviour or any concerns they may have to us as soon as possible so that we can deal with any issues. CCTV images and audio are now recorded on our school buses for increased learner safety.

## **No pass no travel:**

Please be aware that we do operate a **NO PASS NO TRAVEL** policy on all of our school buses both in the morning and in the afternoon. This is due to a number of reasons:

- Our contracts are a paid service for learners and carrying a valid bus pass proves that you are up to date with your payments.
- Our school bus services are a 'closed' service and are not open to the general public, carrying a valid bus pass proves you are entitled to travel on that vehicle.
- For insurance reasons we can only carry learners that are officially registered with us on a specific contract. If an incident occurs, we are able to contact the parents of those learners that travel on that vehicle. However, if a learner attempts travels without a valid bus pass, they will not be registered with us hence we will not be able to account for them.
- Learners may have had a bus pass removed for anti-social behaviour or bullying.

Our drivers will not know the reason a learner does not have a valid bus pass and so to protect the interests of all those travelling learners without a valid bus pass will be refused travel. This is company policy and it is not the driver's fault if a learner is refused travel due to not having a valid bus pass. The learner remains the responsibility of the parent until they are accepted onto our vehicle for travel. Please ensure learners have their bus pass.

## **Bus passes:**

Replacement bus passes can be obtained at a cost of **£10.00**.

Please contact us or alternatively inform the school office that you require a replacement. Temporary bus passes can be obtained from the school office during the school day and includes a section for a return morning journey to the school. Temporary bus passes must only be used by the learner named on the ticket. Any attempt to misuse the temporary bus pass will result in the learner no longer having access to this system.

If a learner finds they have lost a bus pass before a morning journey please call our office and we may have time to notify our drivers to allow the learner to travel that morning.

If a learner is found to be abusing their bus pass by lending it to another learner, using another learner's or attempting to use a fraudulent bus pass then they will be removed from our school bus service immediately.

## **Payments:**

The price is **£2.35** per learner per day.

The total price for the 2019/2020 academic year is **£446.50**.

A non-refundable deposit of **£35.00** is required to secure your seat and must be sent with your initial application.

We offer a choice of payment options for the remaining balance:

### **Option 1:**

Pay the total cost for the year up front for a £15.00 discount:

The payment of **£396.50** for the year is due on **1st September 2019**.

*(£2.35 x 190 school days - £35.00 deposit - £15.00 discount = £396.50)*

### **Option 2:**

Set up a monthly standing order direct to our account:

*(£2.35 x 190 school days - £35.00 deposit = £411.50)*

You will need to set up 10 monthly payments from September 2019 to June 2020 inclusive. The first payment of **£42.50** will be due on **1st September 2019**.

Then 9 further monthly payments of **£41.00** on the 1st of each of the following months.

If you select this option, we will send you our account details and a reference to put on your standing order so we can identify your payments.

### **Option 3:**

Pay by cheque in half term instalments as they are due:

<u>Date:</u>	<u>Amount:</u>
Deposit	£35.00
Thursday 29 <sup>th</sup> August 2019	£71.50
Monday 21 <sup>st</sup> October 2019	£70.00
Monday 6 <sup>th</sup> January 2020	£70.00
Monday 24 <sup>th</sup> February 2020	£70.00
Monday 20 <sup>th</sup> April 2020	£65.00
Monday 1 <sup>st</sup> June 2020	<u>£65.00</u>
Total: 190 school days x £2.35 =	£446.50

When paying by cheque please make cheques payable to 'Andrews of Leicester Ltd' and post it to us at the address on the front page of this information pack. Please ensure that you write the learner's name on the back of the cheque.

### **Days off:**

Unfortunately, we cannot refund bus fares for days off the learners may have or for any unforeseen closures i.e snow days.

### **Cancelling your subscription:**

If you find that you no longer need to use our bus service you must give us at least 5 working days notice that the learner will be leaving the bus and return their bus pass to us.

**Application form:**

**1. Fill in the form at the bottom of the page.**

Please select your payment option.

Providing us with an email address is optional but allows us to send you confirmation that we have received your application and send you information relevant to your subscription. (Please check spam boxes for emails before contacting us.)

**2. Provide us with a passport sized photograph of the learner for a bus pass.**

By signing the form below, you agree that a copy of this photo will be securely stored by us to identify the learners travelling with us and also for use if the learner requires a replacement bus pass.

**3. Sign the form below.**

By signing this form, you give permission for us to carry the learner named on the form to and from Martin High School on our vehicles and also agree to the subscription payments for our service that we have detailed in this information pack.

**4. Return this form, the non refundable deposit of £35.00 and a photo to us at:**

Andrews of Leicester Ltd, 12 Slatebrook Close, Groby, Leicester, LE6 0EE.  
Please make cheques payable to 'Andrews of Leicester Ltd'  
Please do not send cash via the post.

**Data protection:**

Your privacy is of the upmost importance to us and we are committed to abiding by data protection laws that protect your privacy. A copy of our latest privacy policy can be found on our website: [www.andrews-coaches.co.uk](http://www.andrews-coaches.co.uk). Alternatively, please contact us if you require a paper copy.

**Did you know?**

If you currently receive income support and are eligible for free school dinners you may also be entitled to free school bus transport. If you think you may qualify for this then please do contact Leicestershire County Council School Transport Section to enquire.

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**MARTIN HIGH SCHOOL**

Learner's name: .....

Learner's year group in 2019/2020 academic year: .....

Parent / Carers title: (Mr, Mrs, Ms, Other: please state): .....

Parent / Carers name: .....

Address: .....

: .....

Postcode : .....

Telephone number: .....

E-mail address: .....

Payment Option:    Option 1        Option 2        Option 3   

Signature of Parent / Guardian: .....

**ATTACH A  
PASSPORT  
SIZED PHOTO  
HERE**