



Transport Service

Conditions of Carriage

1. Background

The School operates a number of its own mini-buses, along with vehicles from other coach operators, to offer a comprehensive home to school service. The transport service exists to provide St John's parents help in getting their children to and from school and is managed by the School's Transport Manager.

2. Timetable

The morning bus timetable is planned to ensure all children arrive at school before their registration time. In some circumstances, events or situations outside the control of the driver or school e.g. heavy traffic congestion, may result in the late arrival of a bus. Routes and stops may be changed when required due to any adverse road conditions on a particular route. Any changes to routes or stops will be communicated to the parents/pupils affected where possible.

3. Booking and Allocation of Places

Booking of the service must be for the whole term. Two night boarders will receive a 20% discount on the termly price. Weekly boarders can book the transport service on Monday morning and Friday evening for a £10.00 charge per journey.

It is the responsibility of the parent to book a space on the bus via our transport booking system. It is the School's objective to provide a place for each pupil wishing to use the transport service on a permanent basis. Wherever possible this will be the route and stop requested by the parent. If this is not possible then the pupil will be placed on a waiting list and allocated a space when one comes available.

Once a place is booked and allocated to a pupil, this space will remain with the pupil unless:

- The place is withdrawn in accordance with paragraph 6.
- Notice is given to cease using the service in accordance with paragraph 11.
- Demand for a particular route falls to such a point that is no longer economically viable for the School.

4. Pick Up and Drop Off Points

Minibus and coach drivers are only permitted to pick up or drop off at the School's published bus stops and are also forbidden from deviating from the schedule unless in an emergency situation. It is the responsibility of the parent to ensure their child arrives at the pick-up point in good time.

5. Pupil Behaviour

There are no supervisory staff on any of St John's School vehicles and instances of misbehaviour are rare. Nevertheless, drivers of school transport have the instruction to report any instances of misbehaviour to the Transport Manager. All such incidents will be treated very seriously and appropriate action will be taken (in accordance with the School's Behaviour Policy). Normally, the pupil will be warned once in the first instance and thereafter, if a repeat occurrence transpires, this will lead to the pupil's seat being withdrawn without a refund. If the incident is of a serious nature the pupil's seat on the transport could be withdrawn with immediate effect, without a refund being provided. We ask that pupils do not eat on board the coaches.

6. Safety

The safety of pupils using the School transport is of paramount importance. With this in mind, in the morning and afternoon all pupils need to be aware of moving vehicles in the School's pick up and drop off zone (outside the Science Centre). While travelling on school transport all persons occupying the transport need to be seated and must have their seatbelt on while the vehicle is moving; this is a legal requirement. Loud music must not be played and the driver should not be distracted unless it is an emergency.

7. Departure

All pupils need to be aware that the School's transport will not wait for them after the published departure time from the School's pick up point, unless previously agreed by the School. Pupils should aim to be at the pick up point five minutes before departure. In the evening, buses depart from outside the Science Centre at 5.35pm Monday to Thursday and at 4.40pm on a Friday. Please note that school transport will not wait for late comers. If a pupil misses a departure, we will contact the parent(s) to arrange an alternative form of transport. If a taxi is booked, the cost of this will be added to the termly bill.

9. Change to Routes

The School has the right to alter routes, pick up points, times and coach companies used by the School, if it so wishes. We will provide, where possible, adequate notice of any changes to the service to all parents affected.

10. Limitations

Only pupils from St John's School can use the transport service provided by the School, unless specific permission has been granted by the School.

11. Notice

The notice to cancel or amend the transport service provided by St John's School is one full term's notice. The notice must be given in writing and received by the Transport Department, no later than 12.00pm on the first working day of the start of a new school term. Notice is not required if the pupil is leaving at the end of the Upper Sixth. All correspondence to cancel should be sent to St John's School, Transport Department, Epsom Road, Leatherhead KT22 8SP or via email to transport@stjohns.surrey.sch.uk

12. Termly Charge

The termly charge is added to the fee invoice in advance. The termly charge will be adjusted each term depending on the number of weeks within that term. Subsequently, the termly fee will change to reflect this. Please note that transport charges are non-refundable.

13. Emergencies

In the event of a transport emergency e.g. a coach breakdown, the Transport Manager or a representative from St John's School will endeavour, where possible, to inform the parents of the pupils affected.