



February 2017

Dear Parent/Guardian

SCHOOL TRANSPORT 2017-18: RENEWAL & NEW BUS PASS APPLICATIONS

I enclose a copy of our Home to School Transport Information Pack for the 2017/18 school year.

Please be aware that, once again, we anticipate reaching full capacity on many of our routes. Students who are not successful in gaining a seat on the bus can, however, remain on the waiting list until a place becomes available for them.

Priority will be given to all existing pass holders **whose complete applications are received by Friday 28th April 2017. You must submit your renewal application as we do not operate an automatic renewal system.** After this date, we will allocate spaces on a first come, first served basis to new applicants whose complete applications have been received by us.

When returning the completed application form to us, please also enclose:

- **A £100 NON-REFUNDABLE deposit.** This can be paid by cheque, cash or credit/debit* card. Please date the cheque for the same date your application is submitted to us and make payable to Bennetts Coaches Limited.
- **Initial Payment**, either by:
 - **Cheque (post dated to 1st August 2017, payable to Bennetts Coaches Limited)**
 - **Standing Order Form**
 - **Debit/Credit Card*** (*See School Bus Information 2017-18 for more information*)
- **One passport size photograph** of the child.
- **A signed copy of the Parents' Charter.**

Your child will be guaranteed a place on the school bus once your £100 deposit cheque has cleared in our bank or your card payment has been taken by us. We do not acknowledge receipt of applications received.

Continued



Head Office: Eastern Avenue, Gloucester, GL4 4LP Telephone: **01452 527809** Fax: **01452 384448**
Email: info@bennettscoaches.co.uk Web: www.bennettscoaches.co.uk

Reg No. 07313076 Reg Office 4 Pullman Court, Gt. Western Road, Gloucester, UK, GL1 3ND VAT No. 987 2348 71

Only complete applications will be processed and upon receipt these will be date stamped and spaces on the bus will be allocated accordingly. Applications such as those **'with photograph to follow' will not be processed** and we cannot use a photograph left from the previous year. Incomplete applications will be returned to you, the consequence of which may be that the bus is fully allocated by the time you return the form to us again.

Year 11 Students: A payment option is available for students starting Year 11 in September 2017 as we are aware students will be on study leave from May 2018. If there are any discrepancies in birth year, we will require evidence of Date of Birth to be presented.

Sixth Form Students: If your child wishes to enter Sixth Form, but their place is grade dependent, you are advised to still apply for a bus pass. If, subsequently, they are not able to take up their Sixth Form place and you wish to cancel the bus pass application, we will give a full refund, including the £100 deposit upon proof of non-attendance.

We will transport your child to and from school from the bus stop indicated on your completed application form. Unfortunately, we are unable to accommodate different pick up and drop off points and are unable to guarantee your child travels with friends, unless they request the same stop. The route each bus takes will be determined by the bus stops requested and the numbers of children requesting that stop. Once routes are finalised, your child will then be able to board/alight the bus at any stop on that route that falls within the same pricing bracket, but please note that routes and timings are subject to change at all times.

Once completed applications are received by us, it can take several weeks to collate the information and produce route timetables. Please be assured we do our very best to accommodate all applications, however, we are unable to predict from year to year which areas may be oversubscribed. You will be contacted by us as soon as it becomes evident we are unable to offer your child a place on the bus. At that time, your child can be added to our waiting list as places can become available at a very late stage once GCSE results are known (24th August 2017).

Please note that we reserve the right to make adjustments to routes and timings at all times to ensure arrival at school in time for the beginning of the day and to accommodate as many children as possible with their transport to and from school.

Our vehicles will operate on school term dates only at the times advised by us. If any school chooses to close early (e.g. at the end of term or for open evening preparation) we cannot guarantee we will be able to pick students up at the earlier finish time.

Bus passes will be posted out to all successful applicants, along with the route timetable. Upon receipt of the bus pass, it is your responsibility to ensure the stop detailed on the pass is as you requested. If you believe this to be incorrect, please contact the office immediately.

Thank you in advance of your co-operation.

Yours sincerely



Peter Bennett
Managing Director

BUS PASS REGISTRATION APPLICATION 2017 - 2018

If you require a school bus pass for your child, please complete this form and return it immediately to:
Bennetts Coaches Limited, Eastern Avenue, Gloucester GL4 4LP

Renewal or New Application		
DETAILS OF STUDENT REQUIRING TRANSPORT		
School		
Surname		
Forenames		
Date of Birth		
Address		
Postcode		
Telephone Number (Home)		
Email Address		
Boarding/Alighting At See List Attached	Stop Number:	Stop Name:
IN CASE OF EMERGENCY Contact Name		
IN CASE OF EMERGENCY Telephone Number		
TYPE OF PASS TO BE ISSUED (Please tick option required) See 'School Bus Fares 2017/18' for prices		
Annual Pass (1 Payment)	<input type="checkbox"/>	Return this completed form with: ❖ £100 non-refundable deposit ❖ initial payment or Standing Order Form ❖ the signed Parents' Charter Form ❖ one passport size photograph (write child's name on rear of the photograph)
Annual Pass (9 Standing Order Payments)	<input type="checkbox"/>	
Annual Pass (Year 11 – One Payment)	<input type="checkbox"/>	
Term Pass (3 Payments)	<input type="checkbox"/>	
PAYMENT METHOD (Please tick or give details)		
Standing Order	<input type="checkbox"/>	Payment by Standing Order is only available for applications received by 30 June 2017
Cheque	<input type="checkbox"/>	
Cash	<input type="checkbox"/>	
Debit/Credit Card <small>NB: If paying by debit/credit card, the £100 non-refundable deposit will be added to your card payment and the full amount will be taken at the time of applying. An additional charge of 2.5% for credit card payments will be made. We do not accept American Express.</small>	Card Type:	Mastercard Debit <input type="checkbox"/> Mastercard Credit <input type="checkbox"/> Visa Debit <input type="checkbox"/> Visa Credit <input type="checkbox"/>
	Card Number:	
	Valid From:	
	Expires End:	
	Issue Number:	
	3 Digit Security:	<i>We will telephone you for your 3 digit security number</i>
I HAVE READ AND ACCEPT ALL STATEMENTS CONTAINED WITHIN THE HOME TO SCHOOL TRANSPORT PACK. (By signing this you are confirming your understanding of the Parents' Charter overleaf).		
Signed:	Date:	
FOR OFFICE USE ONLY	£100.00 DEPOSIT:	CASH SHEET NO:
2.5% CREDIT CARD CHARGE:	AMOUNT PAID:	CASH SHEET NO:
PASS NO. ISSUED:	ROUTE NO:	



PARENTS' CHARTER HOME TO SCHOOL TRANSPORT

FOR OUR PART

Bennetts Coaches is committed to providing daily Home to School Transport for specific schools originating from various residential areas of the county. That kind of service proposal requires understanding on our part to provide routes which are reliable in operation and beneficial to the user. A revenue generating bus service should always be capable of promoting what must essentially be a commercially viable interest for the travel operator to sustain operational safety standards and provide a quality arrangement that parents have a right to expect for their children.

FOR YOUR PART

We expect parents to support our efforts to reserve a worthy standard of behaviour and orderly form of conduct by all students who travel on school transport. Observance of this rule is a fundamental principal by which we transport your child and is central to the idea that you will accept responsibility for the actions of your child. If these deserving standards of behaviour are not met, disregarded or opposed in any way by your child, their bus pass will be withdrawn by the driver and a member of the management team will contact the parent/guardian and school if necessary to seek a remedy for the situation in hand. Failure on the part of the parent/guardian to accept this obligation could result in the company refusing to continue to supply conveyance for the offending student. The decision of the company will be binding on all parties to this agreement.

STUDENTS ARE INFORMED THE FOLLOWING CODE OF CONDUCT IS CALLED FOR

SEAT BELTS	Where these are provided for use on a coach these must be worn at all times whilst the vehicle is underway on the public highway.
BUS PASSES	Bus Passes must be prepaid and shown to the driver as proof of the student's right to travel at the commencement of EVERY JOURNEY .
WAITING STOPS	Students should form an orderly queue at the bus stop prior to the bus arriving and under no circumstances should they attempt to rush the bus entrance or make any attempt to board the bus before it is fully halted.
TIMETABLES	These are produced as a guide to show the expected time of the service at each stop along the route. These times are predetermined without redress to likely delays caused by road works, accidents or inclement weather. We suggest being at the bus stop FIVE minutes prior to times stated .
RUBBISH	Litter and rubbish on school buses has reached an unacceptable level. With everything from left over sandwiches and empty drinks bottles being strewn along the floors, we must now request students to remove all litter and take it with them before leaving the bus.
NO SMOKING	We operate a NO SMOKING POLICY on all school transport no matter what the student's age. Infringement of this rule will cause us to seek an immediate exclusion of the offending student.
BAD LANGUAGE	Swearing by students to other students or bus drivers will not be tolerated . The offence could result in a travel pass being confiscated.
NOISE LEVELS	Excessive noise on a school bus becomes a distraction for drivers. Students must keep noise levels to a minimum for the safety of themselves and other passengers. (e.g. no shouting, no loud music or videos played from mobile phones).
DAMAGE	Wilful damage or disfigurement of any fittings relating to the vehicle will not be tolerated and will result in the right to travel being withdrawn.

STUDENT'S NAME:	SCHOOL:
Parent/Guardian signature as acceptance of this charter:	Date:

PLEASE SIGN THIS FORM AND RETURN TO US ALONG WITH YOUR BUS PASS APPLICATION FORM



SCHOOL BUS INFORMATION 2017 – 2018

Thank you for considering Bennetts Coaches as a means of providing your child with their home to school transport requirements. We strongly recommend that you consider purchasing the ANNUAL bus pass, as this is the only way that conveyance of your child can be guaranteed for the whole school year.

PAYMENT OPTIONS

We require a **£100.00 non-refundable deposit** with your application form. This can be paid by cheque, cash or credit/debit card*. Please date cheques for same date your application is submitted to us and made payable to Bennetts Coaches Ltd. **We will also require either:**

- A) A **one off payment** prior to the start of the school year by credit/debit card*, cash or cheque made payable to Bennetts Coaches Limited, **post dated to 1st August 2017.**
- B) A **Standing Order Form completed for 9 payments commencing 1st August 2017.**
The final payment being **1st April 2018.**
This option is only available for applications received by 30 June 2017.
Please ensure you put your Bank or Building Society's full address on the application form together with your sort code and account number.
- C) **Termly payments** made **before** the start of the Autumn, Spring and Summer Term
i.e. **1st August 2017, 1st December 2017 and 1st March 2018.**

*If you choose to pay by debit/credit card, the £100.00 non-refundable deposit will be added to your card payment and **the full amount will be taken at the time of applying.** Please complete the box on the front of the application form indicating you wish to pay by card and we will contact you by telephone for your 3 digit security number when putting the card details through our payment machine. Payment will be taken as soon as we are able to offer your child a place on the bus. Please note paying by credit card will incur an additional charge of 2.5% to cover our charges. We accept payment by Mastercard Debit, Mastercard Credit, Visa Debit and Visa Credit. We do not accept payment by American Express.

Single fares are **subject to availability** and are payable to the driver at the time of travel. Single fares are only offered on routes that are **not up to capacity after bus pass holders have been allocated seats.** **Transport is not guaranteed and in most instances is unlikely to be available.**

Refunds will only be considered for students who have opted to pay for an Annual Pass and who will no longer be attending the school of their travel choice. Refunds will not be given to those who opt to pay Termly, by Standing Order or the already discounted Year 11 payment. Any decision taken by management regarding refunds is final.

PLEASE NOTE

Once route timetables and bus passes have been produced, these will be posted out to parents/guardians.

As a company we have taken steps to ensure that no child need be left stranded at a bus stop or at the school if a bus pass has recently been lost. Children who have lost their bus pass can request a form from the driver for a duplicate pass. However, it must be made clear that the child/parent is liable for the duplicate pass fee of **£5.00.** The scheme is for **EMERGENCIES** only, abuse of which will not be tolerated. Please ensure your child has his/her bus pass with them for each journey and that bus passes are kept in a presentable condition.

Existing applicants that are renewing should return their application by 28th April 2017.

New applications should be received by 30th June 2017. We cannot guarantee to process applications made after this date.



STANDING ORDER

BENNETTS COACHES LTD SCHOOL BUS PASS 2017-2018

TO	Bank PLC
BANK ADDRESS	
SORT CODE	
ACCOUNT CODE	
ACCOUNT HOLDER	
PLEASE PAY	£ Per Month
SIGNED (ACCOUNT HOLDER)	
DATE	
TO	Bennetts Coaches Ltd Lloyds Bank Montpellier Branch Cheltenham
SORT CODE (For Office Use Only)	
ACCOUNT NUMBER (For Office Use Only)	
WITH EFFECT FROM	1st August 2017
FINAL PAYMENT	1st April 2018
TOTAL NO. OF PAYMENTS	Nine Payments
RETURN FORM TO	Bennetts Coaches Ltd, Eastern Avenue, Gloucester GL4 4LP

APPLICATIONS MUST BE RECEIVED BY 30 JUNE 2017 IN ORDER FOR PAYMENTS TO COMMENCE AT THE BEGINNING OF AUGUST

FOR OFFICE USE ONLY: INSTRUCTION TO BANK

Please quote our reference	<i>(Surname & Pass Number)</i>
In case of query, please contact	Bennetts Coaches Ltd, Eastern Avenue, Gloucester GL4 4LP Telephone: 01452 527809

THE HIGH SCHOOL FOR GIRLS & SIR THOMAS RICH'S SCHOOL SCHOOL BUS FARES 2017 – 2018

SCHOOL	ROUTE / AREA	PAYMENT DUE WITH APPLICATION	ANNUAL PASS			TERM PASS		
			A1 ONE PAYMENT	A9* NINE PAYMENTS	YEAR 11 ONE PAYMENT	AUTUMN	SPRING	SUMMER
HIGH SCHOOL FOR GIRLS & SIR THOMAS RICH'S	Twyning	£100 PLUS Selected Payment Option →	£1,230	£148	£1,110	£560	£455	£345
	Bishops Cleeve Cheltenham Tewkesbury Charlton Kings Pittville Hatherley Leckhampton	£100 PLUS Selected Payment Option →	£980	£118	£885	£410	£370	£320
	Arle Court	£100 PLUS Selected Payment Option →	£820	£93	£750	N/A	N/A	N/A
NB: THE SERVICE BELOW IS FOR PATE'S GRAMMAR SCHOOL, SIR THOMAS RICH'S SCHOOL AND THE HIGH SCHOOL FOR GIRLS. IT WILL OPERATE TO THE PATE'S GRAMMAR SCHOOL TERM DATES AND TIMETABLE REQUIREMENTS ONLY.								
HIGH SCHOOL FOR GIRLS & SIR THOMAS RICH'S (Joint service with Pate's)	Stonehouse Whitminster	£100 PLUS Selected Payment Option →	£1,135	£137	£1,025	£505	£445	£315
	Quedgeley	£100 PLUS Selected Payment Option →	£980	£118	£885	£410	£370	£320
	Finlay Road Abbeydale Abbeymead Hucclecote Barnwood	£100 PLUS Selected Payment Option →	£690	£86	£620	£315	£285	£215

* The Standing Order Payment Option is only available for applications received by 30 June 2017
All payments detailed above are **plus** the £100 deposit.
An additional charge of 2.5% for credit card payments will be made. We do not accept American Express.

Fares 2017-2018

THE CRYPT & RIBSTON HALL HIGH SCHOOL SCHOOL BUS FARES 2017 – 2018

SCHOOL	ROUTE / AREA	PAYMENT DUE WITH APPLICATION	ANNUAL PASS			TERM PASS		
			A1 ONE PAYMENT	A9* NINE PAYMENTS	YEAR 11 ONE PAYMENT	AUTUMN	SPRING	SUMMER
THE CRYPT SCHOOL & RIBSTON HALL HIGH SCHOOL	Teddington	£100 PLUS Selected Payment Option →	£1,230	£148	£1,110	£560	£455	£345
	Cheltenham Bishops Cleeve Charlton Kings Leckhampton Shurdington	£100 PLUS Selected Payment Option →	£1,135	£137	£1,025	£505	£445	£315
	Arle Court	£100 PLUS Selected Payment Option →	£820	£93	£750	N/A	N/A	N/A
	Gloucester Longlevens Brockworth Hucclecote Abbeymead Abbeydale	£100 PLUS Selected Payment Option →	£690	£86	£620	£315	£285	£215

* The Standing Order Payment Option is only available for applications received by 30 June 2017.

All payments detailed above are **plus** the £100 deposit.

An additional charge of 2.5% for credit card payments will be made. We do not accept American Express.

Fares 2017-2018

PATE'S GRAMMAR SCHOOL SCHOOL BUS FARES 2017 – 2018

			ANNUAL PASS			TERM PASS		
SCHOOL	ROUTE / AREA	PAYMENT DUE WITH APPLICATION	A1 ONE PAYMENT	A9* NINE PAYMENTS	YEAR 11 ONE PAYMENT	AUTUMN	SPRING	SUMMER
PATE'S GRAMMAR SCHOOL	Stonehouse Whitminster Quedgeley	£100 PLUS Selected Payment Option →	£1,320	£157	£1,190	£590	£485	£365
	Finlay Road Abbeydale Abbeymead Hucclecote Barnwood Longford Longlevens	£100 PLUS Selected Payment Option →	£1,135	£137	£1,025	£505	£445	£315

* The Standing Order Payment Option is only available for applications received by 30 June 2017
 All payments detailed above are **plus** the £100 deposit.
 An additional charge of 2.5% for credit card payments will be made. We do not accept American Express.

Fares 2017-2018