



Catholic Schools Bus Pass Information Pack

Attached to this letter you will find:

- General Instructions and Conditions
- Student Bus Pass Application Form 2013/2014
- Code of Conduct for School Transport Users
- HC1 and HC2 Timetables

Fares

Pay as you go Service - £2.00 per journey (£4.00 per day)

There is also an option of purchasing a **bus pass** based on **£3.00 per day** as follows:

Autumn Term Pass (71 days)	- £213.00
Spring Term Pass (59 days)	- £177.00
Summer Term Pass (60 days)	- £180.00

10% discount on the second and subsequent pass price is available for siblings travelling on the same route.

Please do not hesitate to contact us if we can be of any further assistance.

Kind regards

Herberts Travel
Tel: 01234 342 057

HERBERTS TRAVEL

General Instructions & Conditions

Student bus passes are valid for the dates shown and can only be used by the student whose name and photograph appears on the pass.

Term dates are as per Bedford Borough and Central Bedfordshire Council Academic Calendars. Individual school term dates may vary slightly, however the school year is 190 days.

Bus passes must be carried at all times and produced to the bus driver upon boarding the bus. Students without a bus pass may be required to pay in order to travel.

Bullying, vandalism, bad language and unruly behaviour will not be tolerated on any Herberts Travel route. Herberts Travel reserves the right to refuse travel to any person and will report incidents to the appropriate authorities.

Herberts Travel reserves the right to make claim for any damages caused by acts of vandalism.

The bus pass is valid only on the Route and on the dates shown on the bus pass. They can only be used for the journey that is stated on the bus pass. Any changes will have to be authorised by Herberts Travel and a new bus pass will be issued.

Comments, suggestions or complaints regarding the service should be made in writing to:

Herberts Travel
2 Cardington Gate
St Martins Way
Bedford MK42 0LF

or by email to booking@herberts-travel.co.uk.

Lost bus passes will incur an administration charge of £10.00 for the issue of a replacement. Defaced bus passes will not be accepted and will be taken from the student immediately and a new bus pass will be issued and will incur an administration charge of £10.00.

Please complete both pages of the form (we cannot process your application without both pages).

Please post your application and payment with two (2) passport size photographs to:

*Bus Pass Application,
Herberts Travel,
2 Cardington Gate,
St Martins Way,
Bedford MK42 0LF.*

We will accept emailed application forms and photos. Photos are to be saved as a jpeg file.

Please email your applications to buspassapplication@herberts-travel.co.uk.

Bus passes can be paid for using any of the following means:

Cash

Cheque - Please make all cheques payable to **Herberts Travel** with your name and address written on the back.

BACS - Please include Route Number and Surname in the description.

Royal Bank of Scotland

Account: 10020591

Sort Code: 16 13 07

HERBERTS TRAVEL

Student Bus Pass Application Form 2013/2014

Student bus passes are valid for one term and can only be used by the student whose name and photograph appears on the pass.

Lost Passes – If you lose your Pass there will be a £10.00 replacement fee.

Name of School:					
Surname:	First Name:				
Date of Birth:	Contact Telephone Number:				
Address:	Email Address:				
	Please tick the term you require a pass for				
	<input type="checkbox"/> Autumn Term				
	<input type="checkbox"/> Spring Term				
	<input type="checkbox"/> Summer Term				
I confirm that the above information is correct.	<table border="1"> <tr> <td>Term Pass No:</td> <td></td> </tr> <tr> <td colspan="2">(Applicable to renewals)</td> </tr> </table>	Term Pass No:		(Applicable to renewals)	
Term Pass No:					
(Applicable to renewals)					
Signature: (Parent or guardian if applicant is under 18.)	Date:				
	<input type="checkbox"/> Enclosed Cheque / Postal Orders (Made payable to Herberts Travel) <input type="checkbox"/> BACS				
Please post or email your application with two (2) up-to-date original passport photographs attached. We will accept emailed photos saved as a jpeg file.	Post to: Bus Pass Application Herberts Travel 2 Cardington Gate St Martins Way Bedford MK42 0LF Email to : buspassapplication@herberts-travel.co.uk				

Please allow 5 working days for your application to be processed.
 Herberts Travel reserves the right to withhold a pass if suspected of misuse.

HERBERTS TRAVEL

Code of Conduct for School Transport Users

When applying for a School Bus Pass, you must read and sign the Code of Conduct set out below. **If this part of the application form is not complete, your application will be returned to you.**

Catching the bus we ask that you:

- Be at your bus stop at least 5 minutes before the pick-up time.
- Have a valid bus pass.
- Treat fellow students, bus drivers and members of the public with respect.
- Act in a manner which does not endanger yourself or other bus users.
- Respect the bus driver's requests for co-operation, including waiting for your bus at school.

Once on the bus we ask that you do **NOT**:

- Distract the bus driver.
- Stand or move around the vehicle when it is moving.
- Use intimidating, inappropriate or aggressive language or behaviour towards other passengers or the bus driver.
- Act in any way that may cause danger to others.
- Leave litter on the bus.
- Smoke – cigarettes or electric cigarettes.
- Throw or trail items out of the bus windows or doors.
- Wear dirty clothing or footwear that may cause damage to the vehicle.

This Code of Conduct ensures that you and other passengers agree to enjoy safe and problem free journeys to and from school. Any student acting in an inappropriate manner, having full knowledge of the Code of Conduct, will be investigated and may be prevented from travelling on the vehicle without refund.

I confirm that I have read the Code of Conduct for Home to School Travel and agree that my child will abide by the conditions of travel.

Signed: _____
Parent/Guardian (if under 18)

Date: _____

I confirm that I have read the above Code of Conduct and agree to abide by the rules.

Signed: _____
Student

Date: _____

HERBERTS TRAVEL

Route: HC1

Willington to Bedford via Cople, Cardington, Shortstown

<u>SCHOOL(S) SERVED</u>	<u>TOWN/ VILLAGE</u>	<u>PICK-UP POINT</u>	<u>AM</u>	<u>PM</u>
St Joseph's RC Lower School Tel: 01234 352 062 St Gregory's RC Middle School Tel: 01234 268 649 St Thomas More RC Upper School Tel: 01234 400 222	WILLINGTON	Post Office	0740	1625
	COPLE	Church	0743	1622
	CARDINGTON	The Green	0747	1618
	SHORTSTOWN	NISA Shop	0752	1613
	BEDFORD	Harrowden Road Shops	0754	1611
		London Road / Barford Avenue	0757	1609
		Riverfield Drive / Bishops Road	0802	1604
		Norse Road / Hudson Road	0805	1601
		Church Lane / Wentworth Drive	0807	1559
		Putnoe Street / Bamburgh Drive	0809	1557
		Putnoe Lane (underpass Bus Stop)	0811	1555
		Tyne Crescent / Westrope Drive		
		ST THOMAS MORE RC UPPER SCHOOL	0816	1550
		ST JOSEPHS RC LOWER SCHOOL	0835	N/S
		ST GREGORY'S RC LOWER SCHOOL	N/S	1535

This service operates Monday to Friday on school days only.

For all enquiries regarding this service please contact Herberts Travel on
 Telephone: 01234 342 057 Email: booking@herberts-travel.co.uk

HERBERTS TRAVEL

Route: HC2

Cotton End to Bedford via Wilstead, Wixams, Elstow

<u>SCHOOL(S) SERVED</u>	Town / Village	AM	Town / Village	PM
St Joseph's RC Lower School Tel: 01234 352 062	Cotton End - The Bell PH	0732	Cotton End -The Bell PH	1630
	Wilstead - Crossroads	0738	Wilstead - Crossroads	1638
St Gregory's RC Middle School Tel: 01234 268 649	Wixams - Green Lane	0742	Wixams - Green Lane	1635
	Elstow - Post Office	0748	Elstow - Post Office	1630
St Thomas More RC Upper School Tel: 01234 400 222	Bedford - Elstow Road	0752	Progress Way Bus Stop	1627
	Amphill Road / Millbrook Road	0757	Hillgrounds Road Shops	1622
	Amphill Road / Vindis Garage	0801	Hillgrounds Road	1619
	Kempston - Orchard Street / Cherry Walk	0805	High Street / King William PH	1617
	Orchard Street / Chantry Road	0807	Williamson Road Shops	1615
	Williamson Road / Eugster Avenue	0810	Orchard Street / Chantry Road	1613
	High Street / King William PH	0812	Orchard Street / Cherry Walk	1611
	Hillgrounds Road	0815	Amphill Road / Vindis Garage	1608
	Hillgrounds Road Shops	0817	Amphill Road / Millbrook Road	1605
	Bedford Road / Spring Road	0820	Newnham Avenue	1558
			Polhill Avenue	1555
	St Joseph's RC Lower School	0835	St Thomas More RC Upper School	1550
	St Gregory's RC Middle School	N/S	St Gregory's RC Middle School	1535
	St Thomas More RC Upper School	0850	St Joseph's RC Lower School	N/S

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