



READ SCHOOL

DRAX

READ SCHOOL BUS SERVICE AGREEMENT

The School aims to provide an efficient bus service to and from School on term days for the benefit of pupils and their parents from a number of locations within the area as determined by the School. School minibuses are used on all routes. The School may vary which vehicle and driver is allocated to which route.

Pupil safety and welfare is of paramount importance to the School, and great care is taken in the maintenance and upkeep of the school minibuses. The utmost care is also taken in selecting our drivers who understand the School's requirements and have proven reliability.

This agreement covers the terms and conditions by which pupils may use the School Bus Service.

1. THE SCHOOL AGREES:

- 1.1 That the Transport Manager will deal with the administration of the School Bus Service on a day to day basis.
- 1.2 To make the necessary arrangements to enable pupils to arrive at school by 8.45am for registration.
- 1.3 To instruct drivers not to start their journey until all passengers are seated and have engaged their seat belts.
- 1.4 That in the event of inclement weather the Head will decide whether the school minibuses will operate. Every effort will be made to telephone or text parents on any route so affected.
- 1.5 To make the necessary insurance arrangements. Copies of insurance documents are available for inspection at the School.

2. THE PARENT AGREES

- 2.1 That the School's responsibility for the supervision of pupils begins on arrival at School and ceases at the end of the school day or extra-curricular activity. Responsibility does not extend to the journey to or from home.
- 2.2 To pay the fees calculated and billed termly in advance in accordance with the School's fee schedule.
- 2.3 To make arrangements appropriate to the age of the child for transfer between the bus and home.
- 2.4 To ensure the child arrives 5 minutes prior to departure at the bus stop in the morning. Drivers may use their discretion to wait a few minutes for late arrivals, but this cannot be guaranteed.
- 2.5 That the School reserves the right to vary routes and stops as required.



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- 2.6 That in the event of cancellation for any reason beyond the reasonable control of the School, responsibility for arranging transport before and after school rests with the parents.
- 2.7 To instruct their child in the importance of wearing a seat belt throughout the journey; and not to unbelt before the destination is reached.
- 2.8 To affirm the School’s policy on maintaining good behaviour. On bus journeys this is particularly important in order to avoid distracting the driver and for the safety and well-being of other passengers. In the event of unsatisfactory behaviour by pupils, drivers are instructed to stop and give the individual/group a warning and then resume the journey. The Head will be informed if such action has been necessary. After consultation with parent(s)/guardian, the Head may withdraw the facility of using the school bus from a pupil due to unsatisfactory behaviour.
- 2.9 To provide the School with an emergency contact telephone number in case the School needs to make contact and/or requires that pupil to be collected.
- 2.10 To give the School one term’s notice in writing to change your child’s requirements or that the use of the bus service is no longer required and thus terminating this agreement.

I/we hereby agree to the terms and conditions as stated above.

Signed (Parent/Guardian 1)

Print name (Parent/Guardian 1)

Signed (Parent/Guardian 2)

Print name (Parent/Guardian 2)

Date