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# *Travel to School Service*

## *2017/2018*

*Annual Seat Reservation  
Bus Club Application Pack*

# *For Academic Year 2017/2018* *Information Pack & Booking Form*

## **Introduction**

This pack contains information regarding the travel arrangements for the next academic year.

## **Booking Terms & Commitment**

Thank you for your enquiry regarding the school travel service. This information pack can be downloaded from our web site between 1<sup>st</sup> March and 30<sup>th</sup> April each year. To guarantee a place we MUST receive it by 30<sup>th</sup> April. By completing the application form you are making a commitment to book the seat for the full academic year. If you cancel at any time after the Start of the contract the full amount is payable. **If we receive your booking form after 30<sup>th</sup> April it is only accepted if space is available for the next academic year.**

It is important that you complete the booking form with all the relevant information paying particular regard to the contact telephone numbers. These are kept on file and not copied or distributed to our drivers, but are referred to in the event of any emergency.

Please read the terms and conditions enclosed as these are particularly important to the smooth operation of the service and especially the contingency plans for severe weather conditions.

## **Timetables & Reservations**

We make every effort possible to accommodate all those who wish to use the service however we do process requests strictly in the order of receipt. A finalised timetable and travel pass will be issued prior to the commencement of the new academic year.

**Please note that some pick up and drop off points may change from previous years please refer to the timetable issued with your travel pass to confirm arrangements for September onwards.**

## **Limited Service**

In the morning when bad weather causes problems we will attempt to operate a reduced or later service where possible. In such cases we will send out a text message to make you aware of the situation. You can familiarise yourself with the Limited Service Routes which are available on our web site. We may have to run the service later, in which case we will send out a text advising the start time. Check the timings so you know how long the bus will take to get to your stop. Updates are always posted on our web site first. The return journey will run as normal unless we advise otherwise.

## **Daytime Snow or other unforeseen problems**

See Terms and Conditions for further details. We do not cancel the afternoon service if we have run the morning service. We may however have to run early or follow the Limited Service route home.

## **Cancellation of Service**

If cancellation is unavoidable due to snow or other unforeseen circumstances a text message will be sent to the mobile numbers you have provided on the application form. Please inform us of any changes to your mobile numbers. Regular updates are posted on our web site. If a morning service is cancelled due to weather the afternoon service **will not** run.

## **CCTV**

Video recording equipment is used on the vehicles. Only authorised members of staff have access to any saved images and these are not copied or distributed to any third parties. They may however be copied to the Police, School or our insurers if an incident occurs where the images would help any investigation.

## **Data Protection Act**

Please note that the information contained on the booking form will be stored on a computer database. Only authorised staff within Coach Travel Services Ltd has access to the database. This information is not circulated or passed to any other third party or company.

By completing the booking form you accept and agree to the information you have given being held on a computerised system at the premises of Coach Travel Services Ltd.

# School Travel Service

Coach Travel Services Ltd, Unit 5, Aspley Business Park, Lincoln Street, Huddersfield, HD1 6RX

## Bus Club Terms & Conditions 2017/2018

- 1 To reserve a child's seat on the coach a completed seat reservation form must be returned along with confirmation of payment method and a passport size photograph of each passenger. **Seats are reserved for the full academic year. No refunds will be made. By accepting a place on the service you are agreeing to a contract for the full academic year.**
- 2 Children will be issued with a travel pass, which they must carry with them, as they will be asked to produce this pass by the coach driver. Failure to produce a valid travel pass may result in refusal to board the coach.
- 3 The afternoon coach will depart from School promptly at the time stated on the published timetable. If a child anticipates being late, he/she should ask a fellow passenger to inform the driver. The driver will not wait more than a couple of minutes in this event. It is impossible to have a head count on either the morning or afternoon run. Individuals have therefore to be responsible for their own time keeping.
- 4 Each child should be instructed on how to contact a parent/guardian should a problem arise at any time i.e. missed the bus. A contingency plan is strongly advised.
- 5 The coach company will endeavor to act responsibly and to contact schools before the end of the school day should there be a delay in the bus arriving for the afternoon departure. The school will then direct the children accordingly, either to wait together at the pick up point or contact parents/guardians in any event deemed necessary.
- 6 The organisers reserve the right to amend the routes, pick up points (and times) along with occupants of the coach at any time in order to make best use of the vehicles.
- 7 There is NO parental supervision on the vehicles other than the driver. Children MUST remain seated at all times for their own comfort and safety, and the safety of their fellow passengers. All vehicles are fitted with seatbelts. All passengers must wear seat belts at all times. Failure to do so is not the responsibility of the driver or vehicle operators.
- 8 Seats may not be reserved or occupied with bags. Any passenger is entitled to remove bags from a seat and occupy it.
- 9 Children are expected to behave in a proper manner and to have regard to common courtesy to the driver, fellow passengers and the vehicle. The partaking of snacks is allowed at the discretion of each individual driver – please ensure any rubbish is retained until disembarking from the vehicle – a bin is provided, usually at the front of the bus. Any child found to be making a deliberate mess will be asked to clean it up, if necessary at the vehicle depot.
- 10 Incidents of unruly or disruptive behavior will NOT be tolerated and will be firmly dealt with. NB: Any child/children involved in an incident on the coach which is reported by the driver to the company office will be issued with a warning. Punch holes will be made in the child's pass to show they have had a warning. Please check your child's pass regularly to see if any warnings have been issued.  
  
Should a child's behavior continue to cause disruption to fellow passengers to such a point that 3 warnings have been issued then they will be excluded from the bus for 2 weeks. A replacement pass will only be issued by providing a new photograph and collecting the pass in person from the offices of Coach Travel Services Ltd.  
  
Incidents of a serious nature or that endangers passenger safety may result in an immediate exclusion for a period longer than 2 weeks. NO REFUNDS WILL BE MADE to excluded passengers.  
  
Prefects and senior pupils do have authority over ALL children on the coach and will report unacceptable language or behavior to the appropriate school authorities.
- 11 It is the children's responsibility to look after their own belongings. Any lost property may be collected provided that it has been handed in. Please contact our office to check it has been found. A handling charge of £3 per item may be incurred. Replacement travel passes are charged at £5 each.
- 12 **MORNING SNOWFALL CANCELLATION.** In the event of heavy snow the decision to cancel the morning service will be taken at 7.10am. There will be no return service on any day that the morning service is cancelled. School closure notice is usually given over local radio stations. When it is decided to cancel the service a text message will be sent to all those who have registered a mobile phone number on their application form. **Phone calls will not be answered before 7.10am.** Some services may run depending on the route. Regular updates will be posted on our web site. Please check our Web Site and avoid calling our office to keep lines available for drivers to report problems.
- 13 **MIDDAY SNOWFALL.** The decision to close the school early and to send the vehicles out early will be made by either the heads of the respective schools or the coach company. Parents are usually informed by text and information available from our web site. Every attempt will be made by the coach company to get the children back to their respective drop off points. If this is not possible parents may well have to get themselves to a designated central point to meet the coach if the weather so demands.
- 14 The actions and behavior of the children on the vehicle, or the consequences thereof, shall not be the responsibility of the operating company. Parents are asked to ensure their children know exactly what is expected of them on the bus journey.
- 15 The responsibility for the children prior to boarding or after leaving the vehicle shall not be the responsibility of the operating company. Parents are advised that passengers who request unscheduled drop off points do so entirely at their own risk.
- 16 The operating coach company shall be responsible operators and carry full insurance cover for public liability, as required by law.

# Coach Travel Services Ltd.

[www.coachtravel.me](http://www.coachtravel.me) – Tel 01484 518908

## Wakefield Schools Timetable for 2017/2018

A Valid Travel Pass **MUST** be shown to the Driver when boarding the vehicle

### Blue Route – 300

07.15	Berry Brow	A616 Just after Zebra Crossing
07.18	Honley	Gateway opposite Drakes Mill
07.22	Brockholes	Top of Smithy Place Lane
07.23	Thongsbridge	Post Office Just after Zebra Crossing
07.28	Holmfirth	Bus Station
07.38	New Mill**	Car Park
07.40	Sovereign	Opposite Goodalls on New Mill Road
07.45	Denby Dale	Opposite Pie Hall
<b>08.25</b>	<b>Arrive at Wentworth Street, Wakefield</b>	

\*\* Afternoon stop at junction of bank road on New Mill Road – Does not stop opposite Car Park

### Green Route – 200

07.15	Bradley Bar	Bus Stop on Roundabout
07.17	Fixby Green	A6107 Clough Lane / Kennedy Avenue
07.20	Birchencliffe	A629 Bus Stop by Church Latter-day Saints
07.23	Occupation / Hungerford Road	Bottom of Saville Road
07.25	Highfields	Highfields Rd / Halifax Rd – Kays College
07.30	Dalton / Greenside	Bus Stop Opposite Stag Pub
07.33	Lepton Edge, Lascelles Hall	Just Passed Zebra Crossing
07.36	Lepton	BP Garage on Main Road
07.40	Grange Moor	Orlando's
07:45	Middlestown	Oakland Crest Bus Stop
<b>08.25</b>	<b>Arrive at Wentworth Street, Wakefield</b>	

\* Afternoon also stops at Waterloo, Greenside and top of Birkby Road, on request to the driver.

### Brown Route – 100

07.25	Fenay Bridge	Just past Star Pub on Penistone Road
07:27	Highburton	A629 Penistone Road / Far Dene Bus Lay-By
07.29	Kirkburton	Gulf Filling Station, Penistone Road
07.32	Shelley	Bottom of Far Bank on Penistone Road
07.35	Shepley	Chinese Takeaway by Zebra Crossing on A629
07.38	Upper Cumberworth	Opposite Bus Stop at Star Pub Crossroads
07.42	Skelmanthorpe	Triangle Car park – Cumberworth Road
07.46	Scissett	Scissett Baths
<b>08.25</b>	<b>Arrive at Wentworth Street, Wakefield</b>	

\* Afternoon via Fenay Lane to Almondbury, Somerset Road, drops Aspley at last bus stop on Somerset Road

we now tweet from @ctsbu



Coaches depart Wentworth Street in the afternoon at 4.15pm  
**Early closing days - departs 15 minutes after last lessons**

# Wakefield Schools Bus Club

Operated by Coach Travel Services Ltd

For CTS Office Use

Ref \_\_\_\_\_

Pay Chq / DD / Card / Cash

## Annual Seat Reservation Form 2017/2018

The cost for the full academic year is £985.60 per person

Please complete in Block Capitals.

Passenger Details				(For) (Office use)
Forename(s)	Surname	School Year	Date of Birth	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Pickup Point \_\_\_\_\_ Drop off Point if different \_\_\_\_\_

### Parent / Guardian and Emergency Contact Details

Name \_\_\_\_\_ Tel. No. 6.00pm to 8.00am \_\_\_\_\_

Address \_\_\_\_\_ Tel. No. Daytime \_\_\_\_\_

\_\_\_\_\_ Tel Mobile & Text Contact \_\_\_\_\_

\_\_\_\_\_ Tel Mobile & Text Contact \_\_\_\_\_

Post Code \_\_\_\_\_

Please supply contact names for any of the above if different from the named Parent / Guardian.

E-mail \_\_\_\_\_ (We usually use E-mail and Text to contact you)

I have read and agree to the Coach Travel Services Ltd. Bus Club terms and conditions a copy of which I received with the travel pack. I agree to purchase the above reservations for the full academic year. **I understand this contract is for one full academic year**, ending July 2018 and that if I cancel early the full amount is still payable and that no refunds will be given.

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete and return this form with a **recent photograph** for each passenger.

Please see the payment methods and indicate your preferred choice -

Cash  
In person at our office

Cheques  
Payable to 'Coach Travel Services Ltd'

Credit / Debit Card  
Complete the form

Direct Debit  
Complete the form

The average daily fare is £5.60 per Person per Day Return journey

Email all application forms and photos to [info@ctsbus.co.uk](mailto:info@ctsbus.co.uk)



www.coachtravel.me

For CTS Office Use	
Ref	_____
Pass	_____
ID	_____

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## Payment Methods – Wakefield Grammar Schools - Bus Club

We are now able to offer a choice of payment methods so you can choose the most suitable way to pay. All the prices quoted are per person, for the full academic year. Please note that you are booking a place for the full year and must keep to the terms you select from the options below.

<b>Cheques</b>	<b>Total Cost £985.60 – Per Passenger</b> 2 post dated cheques.	Cheque 1 - Dated 1 <sup>st</sup> September 2017	£535.60
		Cheque 2 – Dated 15 <sup>th</sup> February 2018	£450
<b>Cash</b>	<b>Total Cost £985.60 – Per Passenger</b> At our office -	Payment 1 - by 1 <sup>st</sup> September 2017	£535.60
		Payment 2 - by 15 <sup>th</sup> February 2018	£450
<b>Card</b>	<b>Total Cost £985.60 - Per Passenger</b>	Payment 1 - by 1 <sup>st</sup> September 2017	£535.60
		Payment 2 - by 15 <sup>th</sup> February 2018	£450

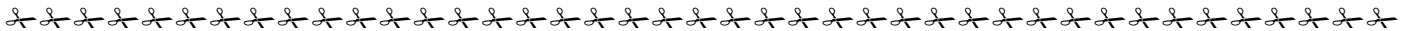
Please send in your application form and photo and select the relevant payment method in the options

We also offer easy payment terms to spread the cost over 10 months from September to June

**A surcharge of £30 is applied if you choose to spread the costs over 10 monthly payments.**

Please send in your application form and photo and select card option payment in the options

If you prefer to use Debit / Credit Card return the form below or you may phone or E-mail these details to us.



**\*Select preferred number/date of payments:-**

we are paying for \_\_\_\_ passengers x \*A or \*B

\*A Pay £535.60 on 1<sup>st</sup> September 2017  
£450 on 15<sup>th</sup> February 2018

\*B Pay 10 monthly x £101.56 on \*1<sup>st</sup>, \*15<sup>th</sup> of each month  
September 2017 to June 2018

**I understand that I am purchasing the Travel Pass for 1 full Academic year.**

**Card Type**      **Debit\* / Credit\***                      **Card Number**    \_\_\_\_\_

**Valid From Date**    \_\_ / \_\_                      **Expiry Date**    \_\_ / \_\_                      **Sec. No.**    \_\_ \_\_ \_\_ ( Last 3 on the signature strip )

**Name on Card** \_\_\_\_\_

**Your address where card is registered** \_\_\_\_\_

\_\_\_\_\_ **Post Code** \_\_\_\_\_

**Signed** .....

**Date** .....

\* Delete or indicate as required

Email all application forms and photos to [info@ctsbus.co.uk](mailto:info@ctsbus.co.uk)



www.coachtravel.me

For CTS Office Use	
Ref	_____
Pass	_____
ID	_____

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### Direct Debit payments for the Bus Club to Wakefield Grammar Schools

If you prefer to pay by Direct Debit please complete and return this Direct Debit with your application form. You are reserving a seat for the full academic year. Please note an additional processing charge of £30 has been added to the total cost for the 10 payments option. This is to cover administration costs and the charges we have to pay to Debit Finance Collections plc for collecting regular payments on our behalf.

- \*Select preferred date of payments:-**
- \*A** Pay 10 monthly x £101.56 on **\*1<sup>st</sup> of each month**  
September 2017 to June 2018
  - \*B** Pay 10 monthly x £101.56 on **\*15<sup>th</sup> of each month**  
September 2017 to June 2018



**Direct Debit** Please collect as option **\*A** or **\*B** above **per Passenger** we are paying for \_\_\_\_\_ Passenger/s  
Commencing September 2017 ( **\*** Delete to show preferred option )

Bank ..... Sort Code \_\_\_\_ \_\_\_\_ \_\_\_\_

Account Name ..... Account Number .....

We use **Debit Finance Collections plc** to process these payments and a copy of the direct debit guarantee will be sent to you under separate cover to confirm this has been set up. You are entering into a financial agreement to pay as stated on this Direct Debit form. **By signing this agreement you are accepting the terms of contract for the full academic year.**

Signed ..... Date .....

Print Name .....

Post or Email all application forms and photos to [info@ctsbus.co.uk](mailto:info@ctsbus.co.uk)