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# *Travel to School Service*

## *2017/2018*

*Seat Reservation  
Bus Club Application Pack*

# *For September 2017* *Information Pack & Booking Form*

These are our standard terms for Annual & Per Term agreements

## **Introduction**

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

## **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 for the next academic year 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 (or one Full Term on certain routes). 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 school term 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 or Full Term depending on your choice. No refunds will be made. By accepting a place on the service you agree the contract for the period of your agreement.**
- 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.

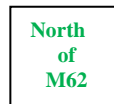
## Huddersfield Grammar School Bus Club Timetable Summer Term 2017

### PLEASE BE AT YOUR PICK UP POINT AT LEAST 5 MINUTES BEFORE DEPARTURE TIME

Look out for the Yellow school bus and please have your travel pass ready to show the driver. The bus will not wait for late passengers as it needs to run to the timetable.

### Gleddings / Halifax – 300 – CTS

07:45	Halifax	The Gleddings – Birdcage Lane / Kensington Road
07:54	West Vale	Stainland Road / Alfred Street Bus Stop
07:56	Elland	The Fleece – Jepson Lane / Victoria Avenue
08:01	Holywell Green	Station Road Bus Stop by Stainland Road
08:05	Stainland	Library Stainland Road / Bowling Green Road
08:07	Sowood	Stainland Road / Park Lane Junction
08:09	Outlane	New Hey Road Bus Stop by St Mary Magdalene's Church
08:10	Mount	Lindley Moor Road / Roman Drive Bus Stop
08:13	Birchenclyffe	Weatherhill Road Opposite One Stop Shop
08:15	Lindley	Lidget Street Bus Lay-by opposite shops
08:20	HGS	



### Shepley /Holmfirth – 200 – CTS

07:30	Fenay Bridge	Harvey's Bar/Kitchen on Penistone Road
07:33	Kirkburton	Filling Station, Penistone Road
07:36	Shelley	Park Drive, Opposite The Rising Sun pub
07:40	Shepley	Black Bull, Marsh Lane
07:42	Shepley	Row Gate Bus Stop, Marsh Lane top
07:45	New Mill	Opposite Car Park on Holmfirth Road
07:50	Holmfirth	Lay-by next to Sid's Café / JW Kaye Ironmongers
07:55	Brockholes	Top of Smithy Place Lane towards Huddersfield
07:58	Honley	Filling Station by Drakes Mill bus stop
08:00	Berry Brow	Laxmi bus stop, Woodhead Road
08:05	Lockwood	Lockwood Bar lay-by Bus Stop by Traffic Lights
08:10	Huddersfield	Sports Centre
		<i>(Bus will drop off here on Friday Mornings for passengers going direct to Sports Centre and then go on to school)</i>
08:20	HGS	

### Afternoon Departures - The Bus departs School at 16:00

The afternoon follows the reverse of the morning route. Please be aware that the drop off points will be at the opposite side of the road.

**ALL PASSENGERS must show their travel pass to the driver when boarding the bus.**

**On days when weather results in making a change to the usual journey time only annual pass holders will be allowed to travel.**

**Early closing days - departs 15 minutes after last lessons**



# Huddersfield Grammar School Bus Club

Operated by Coach Travel Services Ltd

For CTS Office Use

Ref \_\_\_\_\_

Pay Chq / Card / Cash

## Seat Reservation Form Academic Year 2017/2018

Please complete in Block Capitals.

### Passenger Details

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

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

Select the type of travel pass you require – Please tick the appropriate box.

Any Time  Morning Only  Afternoon Only

Select the Period of Travel Required – Please tick the appropriate box

Full Academic Year  Autumn Term  Spring Term  Summer Term

Please note preference is given to applications for the full academic year.

### 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 period indicated above. **I understand that I cannot cancel my commitment once the period has commenced and that no refunds will be made to me once the period has started.** The full amount is still payable regardless of how often I use the service during my agreed contact period.

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

Please return this page with a **recent photograph** for each passenger and tick your selected route on the Payment Form.

Please see the payment methods and indicate your preferred choice -

Cash  
In person at our office

Cheque  
Payable to 'Coach Travel Services Ltd'

Credit / Debit Card  
Complete the Payment Form

Post or 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	_____

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

## Payment Form – Huddersfield Grammar School - Bus Club

We are now able to offer a choice of payment methods so you can choose the most suitable way to pay. Please note that you are booking a place for the full period you indicated on your application form and must keep to the terms you select from the options below. **Tick the box to indicate your selection. All prices are per passenger.**

### Anytime Pass

£4.95/day **Shepley / Holmfirth Route**  
£5.20/day **Gleddings / Halifax Route North of M62**  
£3.00/day **Gleddings / Halifax Route South of M62**

**Full Year**  
 £866.25  
 £910.00  
 £525.00

**Autumn Term**  
 £331.70  
 £347.20  
 £210.80

**Spring Term**  
 £288.90  
 £302.40  
 £183.60

**Summer Term**  
 £315.65  
 £330.40  
 £200.60

Single term bookings cost 40p per day extra

### Morning or Afternoon Only

£2.70/day **Shepley / Holmfirth Route**  
£2.80/day **Gleddings / Halifax Route North of M62**  
£1.70/day **Gleddings / Halifax Route South of M62**

£472.50  
 £490.00  
 £297.50

£192.20  
 £198.40  
 £130.20

£167.40  
 £172.80  
 £113.40

£182.90  
 £188.80  
 £123.90

Single term bookings cost 40p per day extra

Please note that priority is given to anytime passengers paying the full fare. You will be notified if we do not have sufficient space to accept your booking. Once a booking is accepted you will receive an invoice and a Travel Pass will be sent to you once your payment arrangements have been accepted.

#### Payment by Cash

Cash payments can only be made at our office between 09:00 and 17:00 Term time only.

#### Payment by Cheque

Please make your cheque payable to Coach Travel Services Ltd.

Please send in your application form, payment and photo to Coach Travel Services office and not to school. If you prefer to use Debit / Credit Card return this form inserting your choice and price in the relevant box.



I am paying for \_\_\_\_ passengers

#### Full Academic Year Pass

**2 equal payments** are charged to your card on the **1<sup>st</sup> September & 15<sup>th</sup> February**  
Insert the total cost of your travel as indicated above

£ \_\_\_\_\_

#### Full Academic Year Pass

**10 Monthly Payments** charged to your card on the **\*1<sup>st</sup> / \*15<sup>th</sup> Months September 2017 to June 2018**  
Insert the total cost of your travel as indicated above

£ \_\_\_\_\_

Please note an administration fee of £25 will be added for monthly payment (£2.50 per month)

#### Single Term Pass

Payment will be taken on the first day of the school term  
**\* 06/09/17 - \* 08/01/18 - \* 16/04/18**  
Insert the total cost of your travel as indicated above

£ \_\_\_\_\_

Card Type **Debit\*** / **CredCard**

Number \_\_\_\_\_

Valid From Date \_\_ / \_\_ / \_\_

Expiry Date \_\_ / \_\_ / \_\_

Sec. No. \_\_\_ (Last 3 on the signature strip)

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

House Number / Name where card is registered \_\_\_\_\_

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

Signed .....

Date .....

\* Delete or indicate

Post or 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	_____

**Coach Travel Services Ltd**  
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### Direct Debit payments for the Bus Club to Huddersfield Grammar School

Where you have chosen to have a travel pass for the **full academic year** you may prefer to pay by Direct Debit.

If you prefer to pay by Direct Debit please complete and return this Direct Debit authorisation along with your application form. You are reserving a seat for the full academic year. Please note an additional processing charge of £25 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**      **\*1<sup>st</sup> of each month**      September 2017 to June 2018
  - \*B**      **\*15<sup>th</sup> of each month**      September 2017 to June 2018

Please indicate on your payment form your chosen options and complete the form below. Please remember to inset the total cost of your preference in the Red Box.



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

**Total cost of my choice** £ \_\_\_\_\_ **plus admin fee of £25** = £ \_\_\_\_\_

**Divided by 10 Monthly payments** = £ \_\_\_\_\_ **per Month**

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 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)