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CTS Bus Ltd  
Wellington House  
Lincoln Street  
Huddersfield  
HD1 6RX



# *Travel to School Service*

## *2019/2020*

### *Annual Seat Reservation Bus Club Application Pack*

*Heckmondwike Grammar School Routes*

*This is an annual contract for the full academic year*

*A photograph is required for each passenger's travel pass*

*Your personal data will be stored electronically and not sold or used for marketing*



**For Academic year 2019/2020**  
**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 now and in future years from 1<sup>st</sup> March each year. To guarantee a place we MUST receive your application by 30<sup>th</sup> June. 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> June 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 – Snow Routes**

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 CTS Bus 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 CTS Bus Ltd.

**Late Payment Charges** – An administration fee of £10 per letter or Email and £20 per telephone call will be charged to your account if it is necessary to chase any amount that is overdue. Cancellation after the start of the academic year is charged at the full annual rate. No refunds will be given once the academic year has started.

# School Travel Service

CTS Bus Ltd, Wellington House, Lincoln Street, Huddersfield, HD1 6RX

## Bus Club Terms & Conditions 2019/2020

- 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 CTS Bus 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.



CTS Bus Ltd.

[www.ctsbus.co.uk](http://www.ctsbus.co.uk) – Tel 01484 518908

## Heckmondwike Grammar School Provisional Timetable 2019/2020

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

Ensure you 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.

#### Huddersfield / Mirfield

07:25	Fenay Bridge	Penistone Road / Fenay lane Bus Stop Opposite CV Graphics
07:27	Waterloo	Main Bus Stop by Opticians
07:32	Kingsgate	Shorehead Roundabout By Kingsgate Bottom Entrance
07:36	Fartown	Fartown Bar Cross Road After Lights Spaines Road
07:40	Bradley Bar	Bradford Road Bus Stop Just Before Roundabout
07:42	Bradley Road	Bus Stop Just Past Entrance To Bradley Park Golf Course
07:47	Battysford	Pear Tree Bus Stop Just Past The bottom of The Clough
07:50	Mirfield	Doctor Lane Layby Opposite Pharmacy
07:53	Knowl Road	Bus Stop Just Pasted Shops On Knowl Road
07:55	Old Bank	Old Bank Road / Sunny Bank Bus Stop
07:58	Sunny Bank Road	Bus Stop Opposite Crossley Lane
08:05	Liversedge	Huddersfield Road / Liversedge Hall Lane Bus Stop
08:25	Arrive	High Street - Heckmondwike Grammar

#### Horbury / Wakefield

07:25	Horbury Bridge	Bus Stop At Junction Of A642 And Sandy Lane
07:29	Horbury	Northfield Lane / Beechwood Grove Bus Stop A642
07:33	Thornes	Thornes Park Gates Thornes Road B6475
07:36	Clarence Park	A636 Layby After Band Stand
07:45	Wakefield	St Johns North Bus Stop A61 Opposite QEGS
07:55	Tingley	Westerton Road British Oak Pub Bus Stop
08:00	Wakefield Road	Watson Avenue A638
08:10	Dewsbury	Halifax Road A638 Just After Viaduct
08:25	Arrive	High Street - Heckmondwike Grammar

### Afternoon Departures - **The Bus departs School at 15:30**

Students have only 15 minutes from the end of lessons to catch the bus.

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.**  
**Passengers without a valid travel card will not be allowed to travel on the bus**

**ALL PASSENGERS must wear a seat belt whilst travelling on the bus.**  
**Passengers not wearing a seat belt will be asked to leave the bus.**

#ctsbus





# School Bus Club

CTS Bus Ltd

For CTS Office Use
Ref _____
Pay Chq / DD / Card / Cash / PP

## Annual Seat Reservation Form 2019/2020

The cost for the full academic year is £1100 per person

Please complete in Block Capitals.

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

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 CTS Bus 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 2020 and that if I cancel early the full amount is still payable and that no refunds will be given. If I renew for a following year I agree that such renewal will also be for the full academic year.

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

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

Once we have allocated you a seat an invoice will be sent to you by Email and an invite to register with Parent Pay will also be sent, You may choose to pay for the school bus in 2 payments on the 1<sup>st</sup> of September and 7<sup>th</sup> February or monthly over 10 Months from September to June. A discount of £50 is offered for paying in 2 payments as this reduces our administration costs.

When paying by Cheque you should make it payable to **CTS Bus Ltd.**

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



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## Payment Methods – Travel to School - 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.

**Total Cost £1100 – Per Passenger – All prices quoted below are per passenger**

**Monthly Payment Plan** £50 Deposit at the time of booking – Non-refundable  
£105 10 monthly payments payable on the 1<sup>st</sup> or 15<sup>th</sup> of each month September 2019 to June 2020

**2 Payments September & February** - Discount for paying balance in 2 payments by 1<sup>st</sup> September 2019 and 7<sup>th</sup> February 2020  
You will get a £50 discount only if you choose make 1 payment in full or by 2 equal payments

£50 Deposit at time of confirming booking – Non-refundable  
£500 Payment on or before 1<sup>st</sup> September 2019  
£500 Payment on or before 7<sup>th</sup> February 2020

The discount will be applied to your account on receipt of your February payment which can be paid anytime in advance. Any late payment will result in the loss of discount

## Payment methods accepted for both 2 payment or 10 payment methods



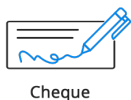
Click on the pay now button on your invoice and make a card payment



We will send you the link to join Parent Pay or to link **cts** to your existing Parent Pay account



If you wish to set up a regular Direct Debit please contact our office.  
The cost of servicing the Direct Debit scheme will result in an additional cost of £3 per transaction  
For 2 payments - £6 surcharge For 10 payments - £30 surcharge



Post dated cheques to be received at CTS office by 1<sup>st</sup> August 2019  
2 post dated cheques. Cheque 1 - Dated 1<sup>st</sup> September 2019 £500  
Cheque 2 – Dated 7<sup>th</sup> February 2020 £500



At our office - Payment 1 - by 1<sup>st</sup> September 2019 £500  
Payment 2 - by 7<sup>th</sup> February 2020 £500

**Direct Debit surcharge is only made to cover processing and set up costs**

We will ask you to confirm your preferred payment choice when we send your confirmation invoice

**You are reminded that you are agreeing to purchase an annual contract for the full academic year and no refunds will be given if you do not use the service.**

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