



BUS TRAVEL TERMS AND CONDITIONS AND BEHAVIOUR CODE

Lost bus passes will incur an administration charge of £20.00 for the issue of a replacement. Students who purchase a Stagecoach bus pass will only be able to receive one replacement per term (as per Stagecoach's guidelines).

Bus Passes must be carried at all times and produced on boarding to the bus driver or other authorised College or bus service official when asked. Students without a bus pass will be required to pay in order to travel.

All buses are NON-SMOKING at all times. Passengers are not permitted to smoke, use E-Cig and Vapour cigarettes, carry lighted tobacco, lighted matches or lighted cigarette lighters whilst on board the vehicle. Smoking on any bus service to College will be taken seriously and standard disciplinary action will be taken.

Damage to seats or fittings will be regarded as damage to College / bus company property and appropriate action will be taken.

Alcohol or other intoxicating substances are not allowed on any College buses. Students considered to be under the influence of such substances can be refused travel.

No items are to be thrown or trailed out of the bus windows or doors.

Students are required to take due care and attention when getting on and off the bus and are to have consideration for the safety of others whilst on the bus.

Students are expected to behave in a manner that will not cause offence to other students or members of the public.

The College reserves the right to refuse travel to any person that, in the opinion of the driver or other College official, may cause nuisance or offence to students or members of the public when on the bus.

The bus pass is valid only on the bus service and dates stated on the pass and can only be used for the journey that is stated. Any changes will have to be authorised by the Finance Office and a new bus pass will have to be issued

Comments, suggestions or complaints regarding the College bus services should be made directly to the Estates Office at the College (Tel: 01995 642267).

Defaced bus passes will not be accepted and will be taken from the Student immediately and not replaced.

Any students who fail to comply with any of these terms and conditions will be subject to standard disciplinary procedures. The College also reserves the right to withdraw the bus pass from any Student who does not comply with these terms and conditions. NO REFUNDS will be given for any bus pass if withdrawn from a student.