

## **Terms and Conditions for Use of School Pupil Bus Service – Academic Year 2023/2024**

1. This agreement is made between all school bus passengers, their parents or guardians, the service operator<sup>1</sup> and Lincoln Minster School, to provide safe and comfortable transport for pupils. By using this service all parties are signing up to the agreements stipulated below.
2. The minimum age for travel is 8 years old (Year 4), however exemptions can be made if older siblings are already enrolled as a passenger on a bus service. In these circumstances, the older sibling is required to take greater responsibility for the younger whilst they are using the school bus.
3. Transport on the Pupil Bus Service is arranged for each academic term and you should send confirmation of your requirements on a termly basis to [communications@lincolnminsterschool.co.uk](mailto:communications@lincolnminsterschool.co.uk) Payments for bookings are to be made online via the School's Wisepay account and seats are subject to availability.
4. Each child for whom a booking and payment has been made will be added to a bus register detailing the designated route they travel on and what travel frequency has been paid for. Requirements must be returned by the deadline of one week prior to the end of term (for each term) in order to secure bookings, returns submitted after this date will not be guaranteed.
5. The provision of a bus route is agreed with the service operator in advance at significant cost to the school. Therefore, it will be the responsibility of the parent or guardian to inform the School in writing via [communications@lincolnminsterschool.co.uk](mailto:communications@lincolnminsterschool.co.uk) if they no longer wish for their child to use the service. One full term's notice must be given by a parent or guardian prior to the removal of a pupil from the service and 6 weeks' notice for any permanent amendments to their existing requirement<sup>2</sup>.
6. Each term, there is a 2-week window at the beginning to advise of any changes to travel frequency due to after school clubs/activities. During this window, the 6 weeks' notice for permanent changes will be suspended. After this window, the 6-week notice will then be applicable. Please note that refunds/removal of charges for unused journeys due to sports fixtures, school trips, Cathedral services etc are not applicable – unless notification is received 6 weeks in advance.
7. There will be no cost to pupils in Year 11 and 13 during designated study leave periods following the Trinity half-term, unless specific travel is requested during this time. Confirmation of

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<sup>1</sup> Marks Transport Group

<sup>2</sup> This includes changes to routes, stops or frequency of travel

requirements will be sought in advance and pro rata'd payment for bookings are to be made via the School's Wisepay account.

8. If you wish for your child to use the Pupil Bus Service on an ad hoc basis or to vary the details of their bus travel as a one-off, you should book travel in writing via [communications@lincolnminsterschool.co.uk](mailto:communications@lincolnminsterschool.co.uk) giving at least 48 hours' notice. The cost for ad hoc travel is £15.00 per journey with payment requested through Wisepay. This will only be accommodated subject to availability and cannot be guaranteed if requested at short notice. If the request is sent with less than 24 hours' notice, an administration charge of £10.00 will also be applicable, alongside the cost of the journey(s).

9. No child is permitted to travel on the Pupil Bus Service if they are not on the list for that bus, with the exception of those children whose parents or guardians have informed Lincoln Minster School via the [communications@lincolnminsterschool.co.uk](mailto:communications@lincolnminsterschool.co.uk) prior to travel. Please refer to sections 4 and 8 above.

10. All passengers should ensure they arrive at their respective stops 5 minutes prior to the expected departure time each morning, waiting safely and respectfully. Timings may vary due to traffic conditions or unforeseen circumstances, please note under normal circumstances the drivers will not wait past the scheduled departure time. If you are running late and cannot make the designated stop on time, please travel to the next stop on the route for your child to catch the bus. DO NOT try and flag the bus between stops as the driver is unable to risk passenger safety by allowing your child to get onto the vehicle on the side of the road. For PM return journeys, buses will be in place in the Senior school playground at the end of the school day and will leave site at no later than 4.10pm.

11. Driver contact details for each route are issued to parents/guardians at the start of each academic year. We ask that you notify the driver via text message of any absences due to illness or medical appointments, alongside contacting the school. If you are unable to do so for any reason, please email [communications@lincolnminsterschool.co.uk](mailto:communications@lincolnminsterschool.co.uk) so that Marks Transport Group can be notified.

12. Service timetables and routes are set prior to the start of each academic year and unable to be amended throughout the course of the year. If you have queries regarding travel routes and stop locations, please contact [communciations@lincolnminsterschool.co.uk](mailto:communciations@lincolnminsterschool.co.uk) to discuss further.

13. Good conduct is required at all times. Misbehaviour will be handled in the same way as it is in school. During travel, all passengers must remain seated and where seatbelts are provided they must be worn, unless the passenger has a medical exemption.

14. Whilst on a School Bus, all passengers must accept the authority of the representative from the service operator as that of a member of Lincoln Minster staff.

15. Pupils who use the Preparatory school shuttle bus are to wait in the designated area of the Senior school playground (the area with yellow floor markings directly in front of the Senior School sign/office windows). In inclement weather conditions, shuttle bus pupils are able to wait in the Senior reception but must be courteous to visitors, staff and the general office environment.

16. The School is constantly liaising with the service operator to ensure they provide the most efficient and sustainable service as possible. This may result in changes to either vehicles or drivers based on availability. Where required, the School or the service operator will notify parents or guardians in advance of any amendments to the service.

17. Failure to comply with these conditions may result in disciplinary action, including temporary or permanent withdrawal of permission to use the Pupil Bus Service.

18. All pupils are encouraged to come into the Senior and Preparatory school reception areas if they need any assistance regarding buses.