



## BRENT COMMUNITY TRANSPORT

UNIT 41-42 BUILDING 56 SOUTH

EAST LANE BUSINESS PARK

MAGNET ROAD

WEMBLEY, HA9 7RG

Tel: 020 3114 7022

Fax: 020 8904 4161

[www.brentct.org.uk](http://www.brentct.org.uk)

[bookings@brentct.org.uk](mailto:bookings@brentct.org.uk)

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### School Bus Service: The John Lyon School

#### Terms and Conditions of Service

Please read the Terms and Conditions and then sign at the end to verify that you have understood and agree to the Terms and Conditions of Service.

- **BRENT COMMUNITY TRANSPORT** is a registered charity and company limited by guarantee. It was established in 1975 to provide affordable. Accessible transport for those for whom mainstream public transport modes were not possible or practical. We have been working in Partnership with The John Lyon School since 2002 to provide transport solutions for the school runs.
- **BCT DRIVERS** are all trained to the national Minibus Driving and Awareness Scheme (MiDAS) standard, and are vetted through Criminal Records Bureau background check at enhanced level.
- **BCT VEHICLES** are fully seat belted throughout, with forward-facing seats, first-aid kits, and fire-extinguishers on board. They are regularly maintained at our in-house workshop facility.
- **PASSENGERS** using our vehicles must fasten their seat-belts at all times, and behave in an orderly manner. Food and drink are not allowed to be consumed on the vehicle. Personal property carried by the children is completely their own responsibility. Passengers must be aware that **School Rules apply on the buses**. Breaches of school rules will be dealt with by the school's internal Pastoral Procedures.
- **TIMES AND PLACES OF PICKUP / DROP OFF:** Your son will be picked up from the agreed designated point on the route at the assigned time, and taken to school to arrive no later than 08.20. For pickup, your son should be ready at least five minutes before the time given. No responsibility can be taken for children arriving late at the pickup points. **The buses will leave school at 16:20, except on Fridays when the buses will leave at 15:50**, taking students to the designated drop-off point. Parents are asked to be aware that designated pickup/ drop off points may be subject to change by BCT and to appreciate that times, for pickup/drop off may be subject to delays due to unavoidable road traffic conditions.



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- **REQUESTS:** Parents are advised not to discuss any requests for changes to pick up and drop off times/points with the driver but we ask that you **direct these queries to the office.**
  - **COMMUNICATION** regarding the service on a day-to-day basis (e.g.: to inform us about an unexpected change/cancellation due to sickness etc) should be made **in the first instance directly to the driver by mobile phone.** If this is not possible, you can call the office which is open from 7am during term time. Please do **not** communicate through the school, except in an emergency.
  - **DISCIPLINARY** the disciplinary procedures whilst on the school bus is same as it would be in school. The driver will report any misbehaviour to BCT. BCT and JLS will then decide what actions if any are necessary. BCT and JLS in partnership operate a Yellow and a Red card system. Yellow card means warning and Red card means that the child will no longer be able to use the bus service however payment for the usage of this service will continue for the duration of the half term in which the child was excluded from using the service.
  - **CANCELLATION OF SERVICE:** Once you have signed and returned the Terms and Conditions to BCT, you must provide **one full term's written notice** to The John Lyon School to cancel the service.

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### AGREEMENT TO TERMS AND CONDITIONS OF SERVICE

I have read and agree to abide to the terms and conditions of service as above.

Child's Name:			
Parent's signature:			
Parent's Name: (please print)		Date:	