



BRENT COMMUNITY TRANSPORT

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MILL HILL SCHOOL EXPRESS BUS SERVICE

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 1976 to provide affordable, accessible transport for those whom mainstream public transport modes were not possible or practical. We are delighted to be working in partnership with Mill Hill School Foundation 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. BCT renewed all staff CRB checks in March 2011. All coach drivers hold a current passenger carrying vehicle licence. BCT coaches are registered with the Traffic Commissioner. Our Operator's Licence is PK 1000569.
- 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. All BCT vehicles are insured to fully comprehensive level. BCT Minibus insurance was renewed in December 2010 and our coach insurance was renewed in May 2011.
- 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. ID passes must be carried at all times as your child may be asked to show their ID card when boarding the bus. 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 PICK-UP/DROP-OFF.** Your child 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 8.20 am. For pick-up, your child should be ready **at least** 5 minutes before the time given. No responsibility can be taken for children arriving late at the pick-up points. At the end of each day, the buses will leave school as follows:

MH1 (early): Mon-Tues: Leaves Belmont at 4.20 pm, travels to Mill Hill School for departure at 4.30 pm
MH1 (early): Wed-Fri: Leaves Belmont at 4.10 pm, travels to Mill Hill School for departure at 4.20 pm
MH1 (late): Leaves Belmont at 5.45 pm, travels to Mill Hill School for departure at 5.50 pm

MH2:

On Monday and Tuesday, leaves Belmont at 4.20 pm, travels to Mill Hill School for departure at 4.30 pm
On Wednesday, Thursday and Friday, leaves Belmont at 5.45 pm, travels to Mill Hill School for departure at 5.50 pm

MH3/4 (early): Mon-Tues: Leaves Belmont at 4.20 pm, travels to Mill Hill School for departure at 4.30 pm
MH3/4 (early): Wed-Fri: Leaves Belmont at 4.10 pm, travels to Mill Hill School for departure at 4.20 pm

MH5a and MH5b:

On Monday and Tuesday, leaves Belmont at 4.20 pm, travels to Mill Hill School for departure at 4.30 pm
On Wednesday, Thursday and Friday, leaves Belmont at 5.45 pm, travels to Mill Hill School for departure at 5.50 pm

and will take children to the designated drop-off points. Parents are asked to be aware that designated pick-up/drop-off points may be subject to change by BCT and to appreciate that times for pick-up/drop-off may be subject to delays due to unavoidable traffic conditions.

- REQUESTS.** Parents are advised not to discuss any requests for changes to pick-up and drop-off points/times with the driver, but we ask that you direct these queries to Brent CT in the first instance.
- COMMUNICATION** regarding the service on the day-to-day basis (eg. to inform us about an unexpected change or 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 (Tel: 020 3114 7022) which is open from 7.00 am during term time or use the emergency number at any other time (Tel: 07552 165559).

Please do not communicate through the school, except in an emergency.

- CANCELLATION OF SERVICE.** Once you have signed and returned the Terms and Conditions to the school, you must provide one month's written notice to cancel the service.
- PAYMENT** for the service will be through the School bill unless otherwise stated. The termly payment due will be notified in advance to parents unless parents have signed up for the discounted yearly rate. No rebates can be given for journeys not taken except where there is an error or failure on the part of BCT.

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:

PLEASE SIGN AND RETURN ONE COPY. RETAIN ONE COPY FOR REFERENCE.