

BRENT COMMUNITY TRANSPORT

UNIT 29-30 BRIDGE PARK

HARROW ROAD

LONDON NW10 0RG

Tel: 020 8838 1353

Fax: 020 8838 3560

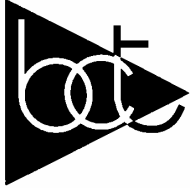
www.brentct.org.uk

School 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 1975 to provide affordable. Accessible transport for those for whom mainstream public transport modes were not possible or practical. We work in Partnership with School's 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 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. ID passes must be carried at all times as your child may be asked to show his 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 PICKUP / DROP OFF:** Your child will be picked up from the agreed designated point on the route at the assigned time, we aim to take them to school to arrive 10 to 15 minutes before registration time, your child 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 10 minutes after the school finishes**, 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.
- **CANCELLATION OF SERVICE:** Once you have signed and returned the Terms and Conditions to BCT, you must provide **one full half term's written notice** to cancel the service **or forfeit one full half term's payment of service.** In cases where you will enter into contract directly with the school then their Terms and Conditions will vary. Please ask the school concerned for their Terms & Conditions.
- **PAYMENT** – We accept all major Credit / Debit cards for payments and charge a 2% (these may vary) fee for Credit Card payments. Telephone **020 8838 1353** to pay by Cards.
- If paying BCT for the service then payment must be paid for in advance in half-termly instalments **14 days prior to the start of half term school start date.** The half-termly payment due will be notified by invoice to parents. BCT reserves the right to **refuse** children the use of this service **if payment is not received on time and in advance.**
- No rebates can be given for journeys not taken except where there is an error or failure on the part of BCT. Any refunds will be processed at the end of each half term. **An administration fee of £15.00 will be due if a cheque is returned.**

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:	