

TERMS & CONDITIONS FOR USE OF SCHOOL BUS SERVICE 2020

1. This agreement is made between all school bus passengers, their parents, or guardians and Nottingham High School, to provide safe and comfortable transport for all passengers.
2. Transport on the School Bus Service is arranged for an entire academic year. Bookings and payment can be made online via the School's WisePay account and seats are subject to availability. <https://www.wisepay.co.uk/store/generic/template.asp?mID=188764&ACT=nav>
3. Each child for whom an online booking and payment has been made will be added to a bus register detailing the service they travel on and what travel has been paid for.
4. The provision of a bus route is agreed with the bus operator in advance at significant cost to the School. Therefore, it will be the responsibility of the parent or guardian to inform the Operations Manager in writing if they no longer wish for their child to use the School Bus Service. One full term's notice must be given by a parent or guardian prior to the removal of a pupil from the School Bus Service.
5. If you wish your child to use the School Bus Service on an ad hoc basis, or to vary the details of their bus travel as a one-off, you should book travel via SchoolBus@nottinghamhigh.co.uk. You will be advised of any costs incurred and asked to make payment direct to Finance.
6. No child is permitted to travel on the School Bus Service if they are not on the bus list for that bus, with the exception of those children whose parents or guardians have informed Nottingham High School, via the SchoolBus@nottinghamhigh.co.uk, prior to travel.
7. Children must travel to and from School in full School Uniform or School sports kit. 6th formers should carry School ID with them at all times.
8. During the COVID-19 pandemic all passengers over the age of 11 are required to comply with government travel guidance and wear a suitable face covering during the journey to and from school. Children are also expected to sit within their year group where possible and to ensure they wear warm clothing to allow all windows to be open during the journey.
9. All passengers should ensure they wait for the bus safely and wait patiently for passengers to get on and off the bus to maintain reasonable social distancing.
10. Good conduct is required at all times. Misbehaviour will be handled in the same way as it is in School. Examples of misbehaviour include: bullying, shouting, use of foul language, dropping litter, playing music, putting bags on seats thereby preventing other passengers from sitting down, or any other misbehaviour.

11. During travel, all passengers must remain seated and where seatbelts are provided we encourage their use.
12. Whilst on a School Bus, all passengers must accept, without question, the authority of a member of Nottingham High School staff or their representative or a transport company official.
13. Failure to comply with these conditions may result in disciplinary action, including temporary or permanent withdrawal of permission to use the School Bus Service.
14. Nottingham High School and their transport partners may store, process and share personal data for the purpose of administering the School Bus Service. The School Privacy Notice is available on the School's website www.nottinghamhigh.co.uk/about-us/school-policies. For the purpose of this agreement the bus operators will process the following information: your child's name, mobile telephone contact numbers provided and possible CCTV footage.
15. CCTV operates on most of our buses for the purpose of safety and security. All CCTV footage is secure and destroyed after 30 days.
16. The School Bus Service aims to operate within a certain tolerance and passengers are advised to be at their bus stop at least five minutes before departure. Buses will not run early but timings may vary due to traffic conditions or unforeseen circumstances. Drivers will not wait past the scheduled departure time.