



# School Minibus Application Form

This form is for pupils who live within a 2 mile radius of the school and hence not eligible to receive Local Authority transport to and from school.

Please ensure that you include the names of each child you would like a space for on the school minibus.

**PART A:** To be completed in BLOCK CAPITALS by the Parent / Guardian

Full Name: ..... Class .....

Full Name: ..... Class .....

Full Name: ..... Class .....

Full Name: ..... Class .....

Address: .....

..... Postcode: .....

Telephone Number: .....

If a place is not currently available would you like to be added to the waiting list: .....

Information provided by you will be held and automatically processed as data on a computer system. St. Joseph's Cathedral Primary School will take all reasonable precautions to ensure confidentiality and to comply with the principles contained in the Data Protection Act.

Parent / Guardian Signature: ..... Date: .....

**PART B:** To be completed by the school

Space available on transport                      Yes/No

Collection and drop off point                      .....

Collection time    ..... (AM)

Drop off time    ..... (PM)

Signature of Headteacher or authorised representative: ..... Date: .....

**Terms and Conditions**

- Places on the school minibuses are reserved on a first come first served basis
- We cannot guarantee siblings will all be granted a space on the minibus
- Waiting lists are in operation
- Unacceptable behaviour by any child may result in the withdrawal of transport
- Weekly payment must be made in advance
- If payment is not received we have the right to withdraw your child's place. There is no guarantee the place will be available once arrears are paid off in full
- Payment must be made regardless if your has been absent or not used their place
- Once authorised, places on the minibus will be reserved and payment will be due, until we are notified that the place is no longer required
- Places are reserved for full weeks only (we do not accept daily bookings)
- Buses are unable to wait for your child in the morning therefore your child should be at the bus stop prior to the agreed collection time. Repeated lateness may result in your child's place being withdrawn
- Buses are unable to wait for your child to be collected off the bus after school therefore the designated person collecting your child from the bus should arrive at the bus stop prior to the agreed drop off time. If there is no-one at the bus stop to collect your child they will be brought back to school to after school club where they will need to be collected by 17.15. Repeated lateness may result in your child's place being withdrawn