

Terms & Conditions for College Transport Services

1. Eligibility & Registration

- 1.1 The transport service is available only to students and staff of the college.
- 1.2 Users must register for the transport service by completing an application form on the John Leggott College website and paying the applicable fees.
- 1.3 The transport pass issued is non-transferable.
- 1.4 Travel passes are issued by the college for only **ONE** bus service.
- 1.5 If a travel pass is lost, a charge of **£3.00** will be made for a replacement, which can be obtained from Student Services.
- 1.6 For **Stagecoach travel pass replacements**, if a pass is lost, a charge of **£15.00** (subject to change) will be made for a replacement. These must be ordered from Student Services.
- 1.7 **All students must present their bus pass to gain entry to the transport.**

2. Fees & Payment

- 2.1 The transport fee can be paid in full or in three instalments. The first payment must be made at the beginning of the academic year. Passes will only be issued once payment has been received.
- 2.2 Fees, once paid, are non-refundable, except under special circumstances approved by the administration.
- 2.3 Late payments may result in suspension or cancellation of transport privileges.
- 2.4 The transport fee structure is as follows:
 - **For students outside North Lincolnshire:** £400 per academic year. Payment can be made in full or in three instalments:
 - £150 in September
 - £125 in November
 - £125 in February
 - **For students within North Lincolnshire:** £90 per academic year, which must be paid in full in September.

3. Timings & Routes

- 3.1 Buses will operate as per the predefined routes and schedules, which include contracted routes and public service routes.
- 3.2 Changes to public routes or stops will be subject to the policies of Stagecoach, Hornsby's Travel, and 2Way. Any changes to a contracted bus will be at the college's discretion.
- 3.3 Students must be at the designated pickup points at least five minutes before the scheduled time.

4. Code of Conduct

- 4.1 All passengers must behave respectfully toward the driver, conductor, and fellow passengers.
- 4.2 Vandalism, shouting, or any form of misbehaviour will lead to disciplinary action, including suspension from transport services.

4.3 Smoking, drinking alcohol, or consuming prohibited substances inside the bus is strictly prohibited.

4.4 Students must remain seated while the bus is in motion and must not extend their hands or heads out of the windows.

5. Safety & Liability

5.1 The college will ensure that all buses are well-maintained and comply with safety regulations.

5.2 Passengers must follow all safety instructions given by the driver or college staff.

5.3 The college is not responsible for the loss of personal belongings.

5.4 In the event of accidents or unforeseen delays, the college will take necessary action, but it will not be held liable for damages beyond reasonable control.

6. Disciplinary Actions

6.1 Violations of transport rules may result in warnings, fines, or suspension from the service.

6.2 Serious offenses, including damage to college property or the bus company's property, or misconduct, will be reported to higher authorities and may lead to further disciplinary action.

7. Cancellation & Withdrawal

7.1 Students who wish to withdraw from transport services must submit a written request to the administration.

7.2 Refunds (if applicable) will be processed as per the refund policy. Any cancellation after October 31st will still require full payment.

7.3 Students who pass their driving test are encouraged to keep a valid bus pass as a backup in case of unexpected issues with their personal transport

8. Amendments

8.1 The college reserves the right to update or modify these terms and conditions at any time.

8.2 Any changes will be communicated through official college channels.

Additional Terms and Conditions – JLC Contract Routes Only

1. Students must not invite a friend to travel home on the bus without first checking with Student Services that a seat is available. If a place is available, a fare of **£4.50 per journey** must be paid in advance. Student Services will then issue a letter for the student to show the bus driver.

By applying for the transport service, users agree to abide by these Terms & Conditions.