

SPARE SEAT SCHEME BUS PASS APPLICATION



BEDFORD BOROUGH COUNCIL

AUTUMN TERM 2022 (SEPTEMBER - DECEMBER)

School:	
Name of Pupil:	
Home Address:	
	Postcode:
Date of Birth:	Email Address:
Route/Village/ Boarding Point:	Telephone number:

SPARE SEAT PASSES ARE CHARGEABLE: **£353 PER TERM**

(Please note that there are NO reduced payments for travel on occasional/part days or part of a term)

PLEASE SELECT YOUR CHOSEN METHOD OF PAYMENT

- Cheque or Postal Order**
Please make cheques payable to Bedford Borough Council and enclose with application
- Telephone payment by credit or debit card**
Please ensure a contact telephone number is detailed above and, if the application is successful, we will contact you for payment. Please also note that we will not be able to issue a pass until your payment has been received.

Bedford Borough Residents who are in receipt of Income Support, Maximum rate of Working Tax Credit (Child Tax Credit alone is not eligible for exemption unless your annual income is less than £16,190), or receive/qualify for free school meals **may** qualify for a 50% fee reduction. **If you live outside of Bedford Borough you will NOT qualify for any exemptions and the full rate will apply.**

Please be advised that current evidence/proof of benefit MUST be submitted at the point of application. Failure to do so will result in the application being returned to you.

GENERAL GUIDANCE

- Spare Seat passes cannot be issued on school routes that have been registered as a Public Service. For these routes it will be necessary to contact the relevant bus operator directly. If you are unsure as to whether a route is registered, contact the Mainstream School Transport Team on 01234 276528.
- Applications are processed on a first come, first served basis for each term.
- When allocating spaces on a route, priority is given to the entitled children first and only when the numbers have been finalised can we issue passes for the spare seats available. Passes will, therefore, normally be issued AFTER the start of the term. Parents will need to make their own arrangements prior to the pass being issued. In the case of a pass not being issued until after the start of term, you will not be entitled to a reimbursement of any costs that may have been incurred.
- Bedford Borough Council reserves the right to decline any application or withdraw travel where a student's behaviour is deemed to put themselves or other passengers at risk. All students must adhere to the code of good conduct when travelling on school routes. This is to ensure that travelling on transport is a safe and pleasant experience for everyone and risks are reduced for students, drivers and members of the public.
- Payment will be returned or refunded if your application is declined.

I declare that I have read the conditions outlined in the Spare Seat Scheme Leaflet and the code of good conduct overleaf and agree to be bound by the decision of Bedford Borough Council.

Signature	Date:
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Please return the completed form, together with your method of payment & if relevant, proof of benefit and a **stamped addressed envelope** to:

**PLEASE RETURN THE COMPLETED FORM TO: MAINSTREAM SCHOOL TRANSPORT,
BOROUGH HALL, CAULDWELL STREET, BEDFORD, MK42 9AP.** Email: mainstream.transport@bedford.gov.uk

FOR OFFICE USE ONLY	DATE PROCESSED:	ROUTE:
	APPROVED: YES / NO	

CODE OF GOOD CONDUCT

FOR STUDENTS TRAVELLING TO MAINSTREAM SCHOOLS & COLLEGES



BEDFORD
BOROUGH COUNCIL

Travelling on 'Home to School' transport should be a safe and pleasant experience for everyone. Students are required to adhere to the Code of Good Conduct; students in breach of the Code are liable to receive a sanction. Sanctions are dependent on the nature and severity of the incident and can range from a warning, a temporary ban or the removal of the student's right to travel.

Reported incidents of misconduct are investigated jointly by Bedford Borough Council, the school & the transport operator. Where a ban from transport is enforced, it would be the parent/carer's responsibility to ensure a student's continued attendance at school.

The following is a guide to good behaviour; the guide should not be considered exhaustive.

- Wait until the bus stops before trying to board or alight the vehicle
- You must have your bus pass ready to show the driver each time you travel.
- Be polite and courteous to the driver and treat other passengers with respect.
- Whilst travelling: remain seated at all times, wear a seatbelt if one is available, do not stand on stairways or the platform and do not obstruct others.
- Store your belongings in a safe place – do not block the gangway.
- Comply with safety instructions given by the driver and/or passenger assistant
- Do not distract the driver.
- Do not tamper with emergency exits or windows.
- Do not throw things around or out of the bus.
- Smoking, eating or drinking are not permitted.
- Bullying, vandalism, bad language and unruly behaviour will not be tolerated and could lead to the removal of your right to transport
- Leave the bus clean and tidy.
- Bedford Borough Council reserves the right to issue warnings and/or bannings to students whose behaviour is deemed to put themselves/others at risk or cause offence.

DECLARATION

I confirm I have read, understood and agree to abide by/support the Council's Code of Good Conduct. I also understand that the Council has a zero tolerance on bullying and any breach of the Code may result in a sanction being issued.

STUDENT'S NAME:	SIGNED (Student):
PARENT/CARER NAME:	SIGNED (Parent/Carer):
SCHOOL ATTENDED:	STUDENT D.O.B:
DATED:	