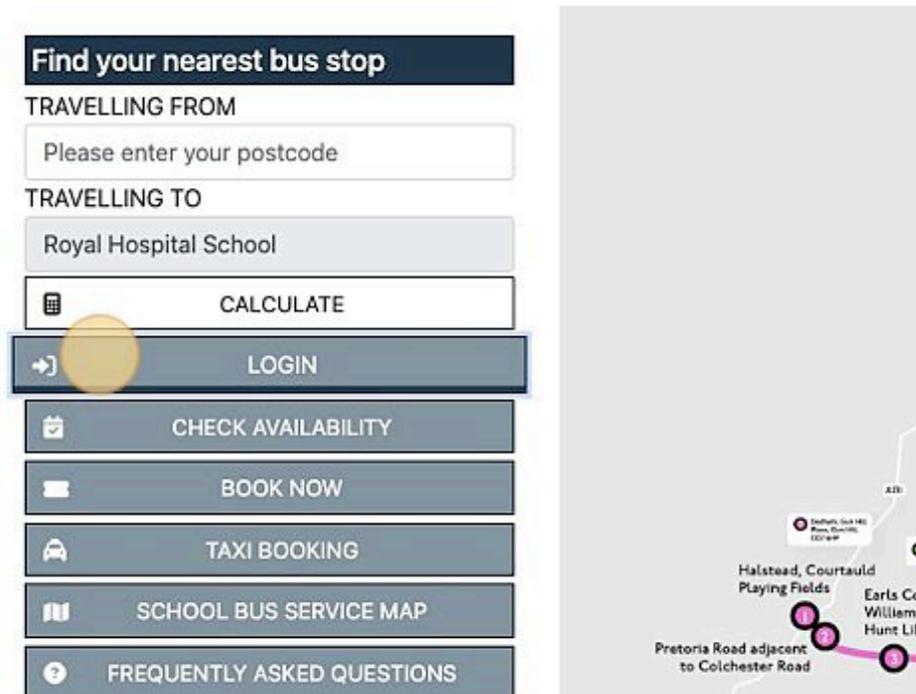


# Taxi Bookings

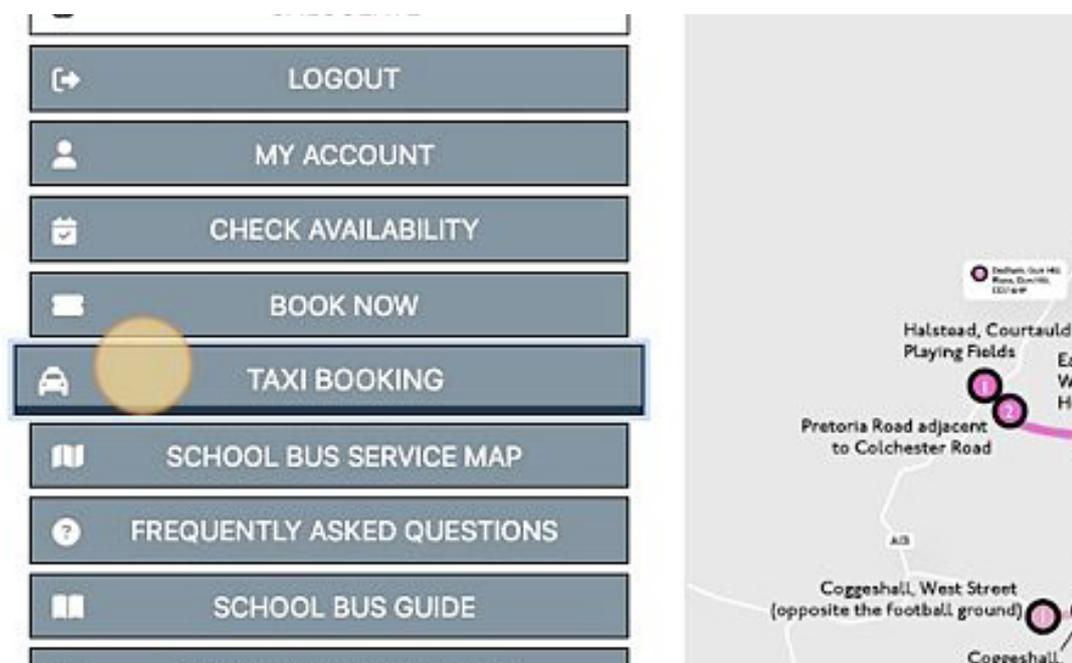


1. To get started, navigate to: [royalhospitalschool.vectare.co.uk](http://royalhospitalschool.vectare.co.uk)

2. Click "LOGIN"- you will be navigated to the My School Portal login portal, and then returned to the Vectare site when the login is complete.



3. Click "TAXI BOOKING"



4. Select the passenger that you are booking travel for (this will be automatically available if you have an existing pupil on home to school transport, if not, please enter passenger name/s manually).



**Find your nearest bus stop**

TRAVELLING FROM

TRAVELLING TO

 CALCULATE

TRAVELLING TO

 CALCULATE

 LOGOUT

 MY ACCOUNT

 CHECK AVAILABILITY

 BOOK NOW

Halstead | R8 - Coggeshall & Tollgate | R9 - Boxford & Hadleigh

[Home](#) / Taxi booking

## Taxi booking form

Request a taxi booking

Passengers to travel\*

(1) James Bond

Select the passengers that will be travelling on this trip

Which boarding house is the passenger in?\*

Will the passenger be unaccompanied during the trip?\*

- Yes  
 No

Will the passenger be unaccompanied during the trip?\*

- Yes  
 No

Is this booking on behalf of a parent? If yes, please enter the name of

Is this an airport transfer booking? If yes, please allow 6 hours to ens

- Yes  
 No

5. If the passenger will be an unaccompanied minor, please indicate this on the form too.

Halstead | R8 - Coggeshall & Tollgate | R9 - Boxford & Hadleigh | R10 - Bury St Edmunds | R11 - Woodbridge

Home / Taxi booking

### Taxi booking form

Request a taxi booking

Passengers to travel\*

(1) James Bond

Select the passengers that will be travelling on this trip

Which boarding house is the passenger in?\*

Will the passenger be unaccompanied during the trip?\*

Yes

No

Is this booking on behalf of a parent? If yes, please enter the name of the passenger you are booking for:\*

Is this an airport transfer booking? If yes, please allow 6 hours to ensure getting to the airport on time\*

Yes

No

Airline\*

Flight Number\*

6. Please note that for the airport transfers sufficient time is required for the transfer to be completed, and the transfer to get to the airport on time. This allowance is also required when entering the 'Pickup time' later in the form.

ROYAL HOSPITAL SCHOOL

### Find your nearest bus stop

TRAVELLING FROM

LE11 3QF

TRAVELLING TO

Royal Hospital School

Passengers to travel\*

(1) James Bond

Select the passengers that will be travelling on this trip

Which boarding house is the passenger in?\*

Will the passenger be unaccompanied during the trip?\*

Yes

No

Is this booking on behalf of a parent? If yes, please enter the name of the passenger you are booking for:\*

Is this an airport transfer booking? If yes, please allow 6 hours to ensure getting to the airport on time\*

Yes

No

Airline\*

Flight Number\*

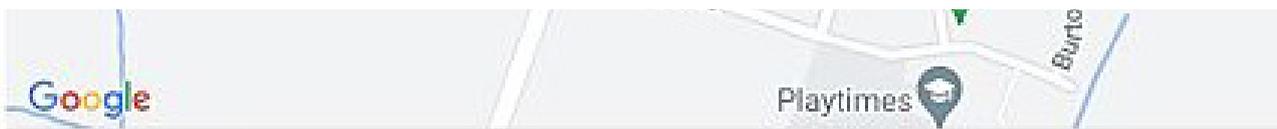
Flight take-off/landing time\*

Are you happy to share a taxi?\*

7. All steps are required to be completed, for the most accurate information to be sent to the operators, and for the booking to be made smoothly.

TAXI BOOKING	Airline*
SCHOOL BUS SERVICE MAP	<input type="text"/>
FREQUENTLY ASKED QUESTIONS	Flight Number*
SCHOOL BUS GUIDE	<input type="text"/>
TERMS AND CONDITIONS	Flight take-off/landing time*
CARBON OFFSETTING	<input type="text"/>
CONTACT US	Are you happy to share a taxi?*
PRIVACY NOTICE	<input type="radio"/> Yes
PRIVATE HIRE	<input type="radio"/> No
SITE ADMIN	Pick up location*
SITE CONFIG <b>Vectare only</b>	<input type="text" value="Search"/>

SCHOOL BUS SERVICE MAP	<input type="text"/>
FREQUENTLY ASKED QUESTIONS	Flight Number*
SCHOOL BUS GUIDE	<input type="text"/>
TERMS AND CONDITIONS	Flight take-off/landing time*
CARBON OFFSETTING	<input type="text"/>
CONTACT US	Are you happy to share a taxi?*
PRIVACY NOTICE	<input type="radio"/> Yes
PRIVATE HIRE	<input type="radio"/> No
SITE ADMIN	Pick up location*
SITE CONFIG <b>Vectare only</b>	<input type="text" value="Search"/>

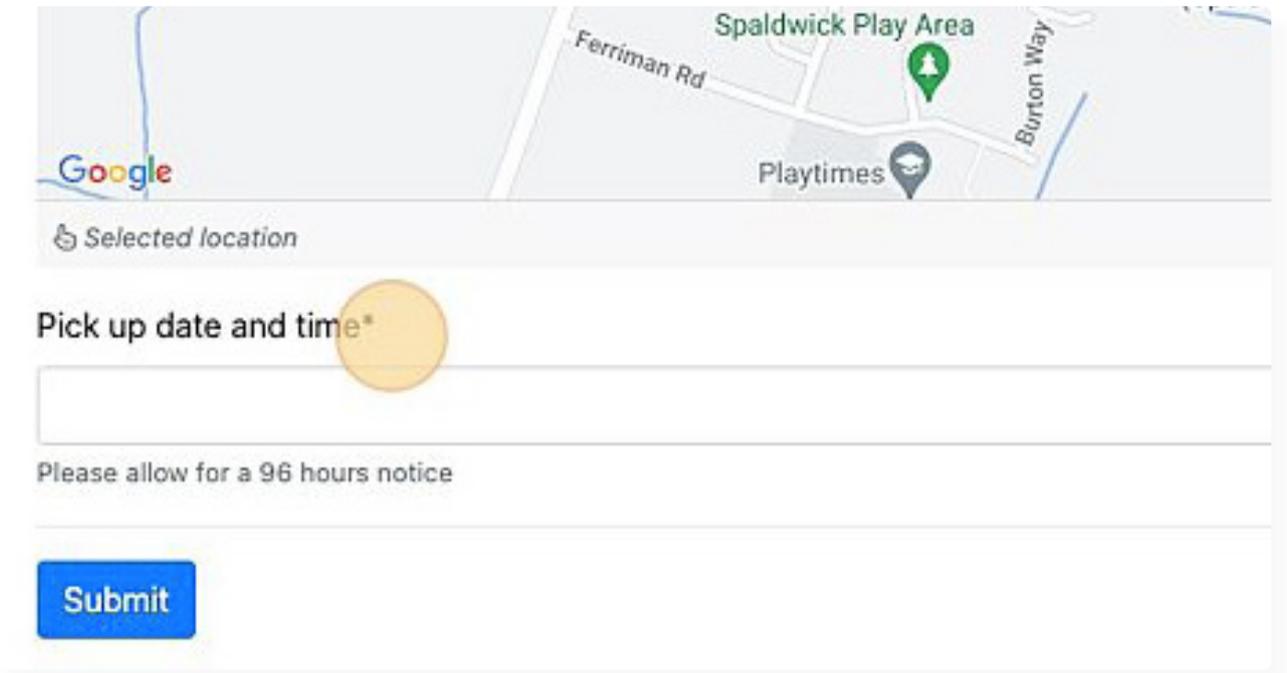


Selected location

Drop off location\*

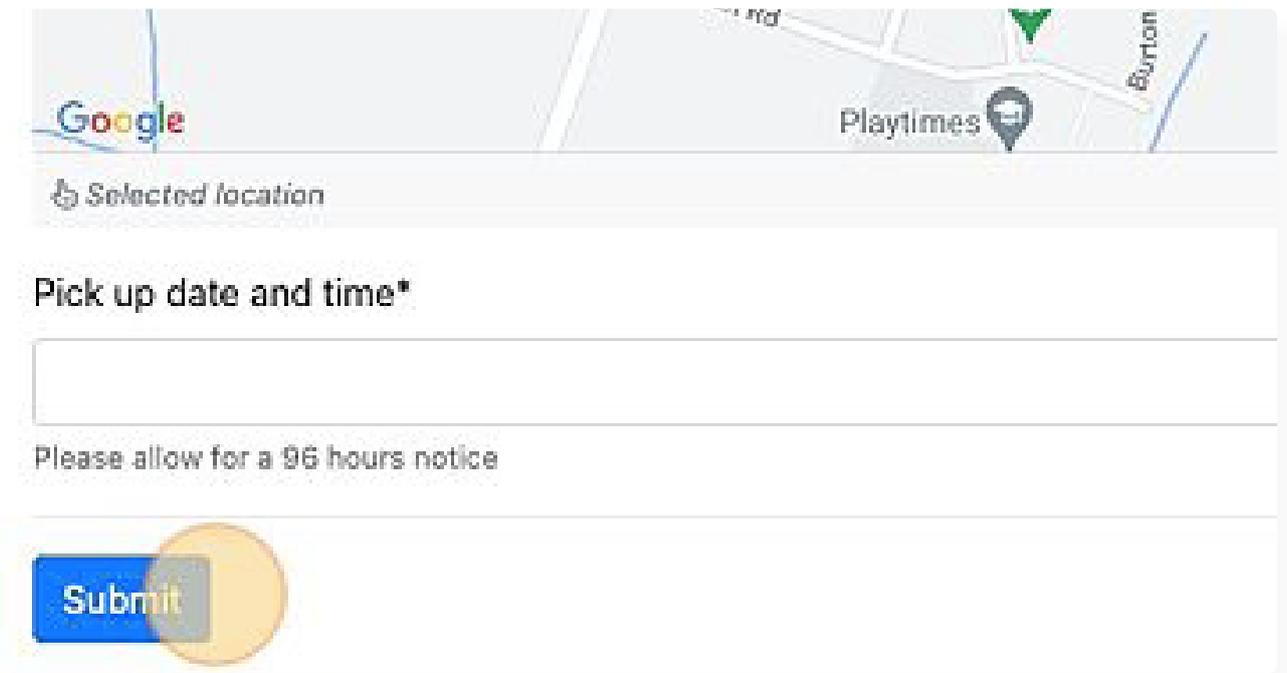
<input type="text" value="Search"/>
<b>Selected:</b> No address selected

8. As above, please note the pickup time must allow for the 6 hours to get to the airport/flight.



A screenshot of a web form for booking a transfer. At the top, there is a Google Maps snippet showing a location near 'Spaldwick Play Area' with a green tree icon and 'Playtimes' with a blue car icon. Below the map is a 'Selected location' field. The main form has a 'Pick up date and time\*' label with a yellow circle highlighting it, followed by an empty input field. Below the input field is the text 'Please allow for a 96 hours notice'. At the bottom of the form is a blue 'Submit' button.

9. Click 'Submit' and a request confirmation email will then be sent to the email address assigned to your account. The booking will then be reviewed by the Vectare team, and a member of the team will look to respond within 3-4 working days, with details of the operator, and any other relevant information for the transfer.



A second screenshot of the same booking form. In this version, a yellow circle highlights the 'Submit' button. The rest of the form, including the map, location field, and input field, is identical to the first screenshot.