



**FARNBOROUGH HILL**  
WHOLEHEARTEDLY

2023-24

Rules of the Transport Services

1. The coach, minibus or taxi will not leave before the designated time at a bus stop and will not wait for late arrivals. It is therefore advisable to arrive five minutes early.
2. All seats on coaches, minibuses and taxis have seat belts and it is the responsibility of the passengers to wear them. For those passengers under 14 years old, it is the responsibility of the driver to ensure seatbelts are worn.
3. Farnborough Hill provides coaches, minibuses and taxis for the transport of pupils of Farnborough Hill and Salesian College and reserves the right to refuse travel to any pupil whose coach, minibus or taxi fees are not paid. In addition, if school fees are unpaid, the place on the transport service may be forfeited.
4. No eating or drinking is allowed on any form of transport.
5. Any user of the transport services wishing to cancel a place shall give a minimum of one full term's notice in writing, failing which a term's fee will be charged in lieu. A full term's notice in writing is also required to reduce to a part-time place.
6. No refund shall be made for any pupil allocated a place who is unable to travel on any journey, for any reason.
7. Users of the services are expected to conduct themselves at all times in an orderly fashion. Any reports of inappropriate behaviour will be taken very seriously and action taken where necessary, which may lead to a pupil being denied further use of the service, without refund.
8. In the event of a breakdown, approval from the School Duty SLT must be received by the driver before any passenger will be allowed to leave the vehicle.
9. Morning or afternoon-only places may be booked subject to space availability. Should there be unmet demand on the route for full time places, a morning or afternoon place must either be upgraded to full time, or relinquished.