

## COLLEGE CONTRACT BUS SERVICE 2011/2012

(Please detach and retain for future reference)

- Cambridge Regional College operates a Contract Bus Service to & from various locations (see below).
- Charges for Bus Passes are £445 if paid in full in advance, £475 if paid in instalments (deposit of £175 plus 3 consecutive monthly Direct Debit payments of £100).
- Services are available to *full-time* students enrolled at the College for the academic year 2011/2012. Part-time students may apply for a Bus Pass from October onwards, at which time it should be known whether there is capacity on the bus routes.
- For those on Apprenticeship schemes or 14-16 diploma courses attending only 1 day per week, the price is £120 and must be paid in full in advance.
- To apply for a Bus Pass, the Application Form must be completed and returned with either the full payment of £445, or a deposit of £175 plus a completed Direct Debit form or Debit / Credit card details. See notes overleaf.

<b>Route 1</b>	<b>Route 2</b>	<b>Route 3</b>
Duxford	Bishops Stortford	Soham
Sawston	Stansted	Fordham
Great Shelford	Quendon	Burwell
Fulbourn	Newport	Exning
Great Wilbraham	Wendens Ambo	Newmarket
Little Wilbraham	Ickleton	
Bottisham		
<b>Route 4</b>	<b>Route 5</b>	<b>Route 6</b>
Great Dunmow	Haverhill	March
Thaxted	Horseheath	Wimblington
Saffron Walden	Linton	Doddington
Little Chesterford	Great Abington	Chatteris
Great Chesterford		Whitemills
		Somersham
		Colne
		Earith
		Willingham
<b>Route 7</b>	<b>Route 9</b>	<b>Route 11</b>
Ely	Bassingbourn	Eaton Socon
Witchford	Royston	Eaton Ford
Sutton	Melbourn	St. Neots
Witcham Toll	Harston	Eynesbury
Haddenham		Caxton Gibbett
Wilburton		Cambourne
		Highfields
<b>Route 12</b>		
Littleport		
Ely		
Stretham		
Cottenham		
Histon		

- The College reserves the right to amend or withdraw any published service as necessary.
- All routes are timed to arrive at the College prior to 08:45 and to depart after normal teaching ends at 16:15. A detailed bus timetable is available.
- Bus services operate during term times from Monday 12th September 2011 until Thursday 12th July 2012. Please note that the bus service does **not** run during half-term/term breaks or other holiday periods.
- There is a £5 charge for the provision of replacement Bus Passes, which are available from the cashiers office, room C116.

# NOTES

Please read these notes carefully before completing the Application Form.

- **1<sup>st</sup> Year full-time Students:** Bus passes will be issued during enrolment sessions during week commencing 12th September 2011. The completed application form and appropriate payment must be taken to your enrolment session.

- **2<sup>nd</sup> & 3<sup>rd</sup> Year full-time students:** Bus passes will be issued during the Summer vacation. The completed application form and appropriate payment must be returned to the College by Friday 19th August.

## PAYMENT

- The price for a Bus Pass for the academic year 2011/2012 is £445 if paid in full in advance, or £475 if paid in instalments (£175 deposit plus 3 equal consecutive monthly Direct Debit payments of £100). For those on Apprenticeship schemes or 14-16 diploma courses, attending only 1 day per week, the price is £120 payable in full in advance. The appropriate payment must accompany the application form. Payment of the full fee or deposit can be made by cash, cheque or credit/debit card. If you have any queries regarding payments you can contact the finance office on 01223 418603
- Cheques should be made payable to "Cambridge Regional College" and should be crossed with 'A/C Payee Only'. Please write the student's name, ID Number & address on the reverse of each cheque.
- Payments can be made in person at the Cashier's Office, Science Park Campus, Kings Hedges Road (Opening Hours: 10:00-16:30 Monday to Thursday; 10:00-16:00 on Friday).
- Exemption from charges may be available to full-time students aged under 19 living in Cambridgeshire by applying to Cambridgeshire County Council. Applications can be made as follows:  
Social and Education Transport Team (SETT)  
Cambridgeshire County Council  
Box Number CC1301 Telephone: 0345 045 5208  
Castle Court Facsimile: 01223 475948  
Shire Hall Email: [edtransport@cambridgeshire.gov.uk](mailto:edtransport@cambridgeshire.gov.uk)  
Cambridge [post16transport@cambridgeshire.gov.uk](mailto:post16transport@cambridgeshire.gov.uk)  
CB3 0AP Website: [www.cambridgeshire.gov.uk/education/transport](http://www.cambridgeshire.gov.uk/education/transport)  
Any students outside the Cambridgeshire County Council area should contact their Local Authority.  
Essex County Council 0845 603 2200  
Hertfordshire County Council 01992 556765  
Suffolk County Council 08456 066067
- If a County Council application is unsuccessful, any student still experiencing difficulty with transport costs can contact the Financial Support Manager at the College on 01223 418592.
- For the first two weeks of the Academic Year (12th - 24th September 2011), there is a Bus Pass amnesty to allow for enrolment. However, with effect from Monday 26<sup>th</sup> September 2011, all Bus Passes will be checked by the drivers. **Anyone not in possession of a valid Bus Pass after 26<sup>th</sup> September 2011 will NOT be permitted to travel on any College Contract Bus.**
- The College endeavours to operate the bus services as published on the timetable. Please note however, that on occasions where the service is unable to operate as published - **NO REFUNDS WILL BE MADE.**
- Please note that the issuing of a Bus Pass does not guarantee a seat. All buses are licensed to carry a certain number of seated passengers as well as standing passengers. We would request that if necessary, your seat should be offered to any passenger with specific needs who may require it.
- All Bus Pass holders are required to abide by the Code of Conduct for Use of College Bus Services as detailed on the Application Form. The College reserves the right to immediately withdraw the Bus Pass of any person not complying with this Code and **NO REFUND WILL BE GIVEN.**
- If any details on the Application Form change, please notify Student Administration in Room C105b. ASAP.
- If you wish to receive updates via SMS to your mobile phone for Bus disruptions and College closures you can register your mobile number with Student Administration in Room C105b. Please ensure you inform the Student Admin department should any changes occur.
- If a Bus Pass is no longer required, any refund amount will be calculated by the Finance Office. To qualify for a refund, an application must be made in writing and handed in along with the Bus Pass to the Finance Office, Room C116. If the student is to remain at College, a replacement Student ID Card will be issued. **Refunds will not be made until the Bus Pass has been returned.**

**Refunds are not given for Bus Passes issued to students on Apprenticeship Schemes or 14-16 Diploma Courses that attend College 1 day per week.**

**Table of Refunds**

	Refund applied for in period 12 Sept 2011 - 16 Dec 2011	Refund applied for in period 2 Jan 2012 - 30 Mar 2012	Refund applied for in period 16 Apr 2012 - 6 July 2012
<b>If full fee is paid in advance</b>	£297	£149	No refund payable
<b>If fee is paid in instalments</b>	College retains £175 deposit Refund any other money paid	College retains £324 College will refund £151	No refund payable

## APPLICATION FOR A COLLEGE BUS PASS 2011/2012

Appropriate payment (including completed Direct Debit Form or Credit/Debit Card details if required) must accompany this form. (See notes on Page 2).

**1. Student Details:** Surname \_\_\_\_\_  
 Forename \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Mobile \_\_\_\_\_ (for Bus Service updates by text)

**2. Parent/Guardian:** Surname \_\_\_\_\_  
*(If applicant is under 18)* Forename \_\_\_\_\_  
 Title \_\_\_\_\_

**3. Course** Title \_\_\_\_\_  
 \_\_\_\_\_  
 Code \_\_\_\_\_

**4. Student Number:** *(If known)* \_\_\_\_\_

**5. Route Number:** \_\_\_\_\_  
*(See route information)*

**6. Pick Up Point** \_\_\_\_\_  
*(See route information)*

7. I wish to apply for a Bus Pass for the Academic Year 2011/2012 and enclose:

a. Payment in Full of £445       b. The Deposit of £175   
 Plus a completed Direct Debit Form for the three consecutive monthly payments of £100 each to be collected on the 2<sup>nd</sup> of each month.

c. I am under 19 years of age (as of 31st August 2011) and I am eligible for a Free Bus Pass issued by the Local Authority. *Written confirmation from the Local Authority is attached. This is required BEFORE a Bus Pass can be issued.*

d. Apprenticeship Scheme (at College 1 day per week only) payment of £120

e. 14-16 Diploma Course (at College 1 day per week only) payment of £120

8. I enclose:      Cash       Cheque       Credit/Debit Card   
*(Please complete details below)*

If you are a returning student (i.e. Year 2 onwards), send this form and payment to the Finance Dept., Room C116. Cambridge Regional College, Science Park Campus, Cambridge. CB4 2QT by 19th August 2011. If you are a first year student - BRING IT WITH YOU TO THE ENROLMENT SESSION. Please ensure the form has been signed on Page 4.

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**OFFICE USE ONLY**

Card Number

Start Date     Expiry Date     Security Code        
*(Last 3 digits on signature strip)*

Issue Number     House Number    Post Code        
*(House Number and Post Code of address the card is registered at)*

# CODE OF CONDUCT FOR USE OF COLLEGE BUS SERVICES

1. ID Cards/Bus Passes must be worn (around the neck) at all times and produced on boarding, to the bus driver or other authorised College official. Students without a Bus Pass will not be permitted to travel on the Buses. The Security Team & Transport Manager will check Bus Passes at random in the morning and/or afternoon.

**There will be a £5 charge to issue a Temporary Permit to Travel, which can be purchased from the Cashiers Office Room C116. These are not an alternative to purchasing an annual pass.**

2. All Buses are **NON-SMOKING AREAS** at all times. Passengers are not permitted to smoke, carry lit tobacco, lit matches or lit cigarette lighters whilst on board the vehicle. Parents/Guardians are to ensure that their wards are made fully aware that, as with all public transport there is **NO SMOKING** on the College Bus services.
3. Damage to seats or any other fittings or equipment will be regarded as damage to College property and appropriate action will be taken.
4. Alcohol and other intoxicating substances are not allowed on any College Bus. Students considered to be under the influence of such substances will not be permitted to travel on College buses.
5. No items are to be thrown or trailed out of the Bus windows or doors. **Littering is an offence.**
6. Students are required to exercise due care and attention when boarding and alighting buses and have due regard for the safety of others. Opening of vehicle doors or tampering with any emergency equipment will be considered an act of Gross Misconduct.
7. Students are expected to behave in a manner that will not cause offence to others.
8. Any student failing to comply with any points of this Code of Conduct will be subject to standard College disciplinary procedures.
9. The College reserves the right to immediately withdraw the Bus Pass from any person not complying with this Code or following any other disciplinary procedures. **NO REFUNDS** will be given for Bus Passes that have been removed for disciplinary reasons.
10. The College reserves the right to refuse travel to any person that, in the opinion of the driver or other College official, may cause a nuisance or offence to other College Bus users.
11. In the event of a vehicle breakdown, a service vehicle or replacement vehicle will be sent ASAP. Please follow the driver's instructions. The College can not take responsibility if you choose to make your own way.
12. The College Bus service is a private contract and a College Bus Pass can not be used on public buses, nor can a Bus Pass (such as a Goldrider) be used on the College Bus service.
13. Pick up and drop off points are as per the timetable and no request stops are allowed.
14. **Reporting of bad/dangerous behaviour, bullying, crimes etc.** The College does not tolerate bullying, dangerous behaviour, criminal activity etc. If any person observes, or is the subject of such behaviour whilst travelling on College Buses, they can confidentially contact a member of the College's Facilities Team by texting on their email, telephone or mobile using the following procedure:  
Email: [safeguarding@camre.ac.uk](mailto:safeguarding@camre.ac.uk) or Telephone: 0845 519 7890  
Prefix the message with 'Bus', then add your message and send it to **88020** e.g.;  
**Bus route 4/16:30/A.N. Other hit me/From Becky**
15. Comments, suggestions or complaints regarding the College Bus services should be directed to the Transport Manager, Facilities and Estates Department. Telephone: 01223 418244.

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**DECLARATION:** I confirm that the application information is correct and undertake to ensure that any Bus Pass which is no longer required will be returned immediately to the Finance Department, Room C116. I confirm that I have read and understood and agree to abide by the Code of Conduct for Use of College Bus Services.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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