

# College Bus Service

## Application Form 2021/2022

### Bus Route Details for Cambridge Campus

Route 1	Route 2	Route 3	Route 4	Route 5	Route 6	Route 7
Bishops Stortford Stansted Quendon Newport Wendons Ambo Ickleton Duxford Sawston Stapleford Great Shelford	Soham Fordham Burwell Exning Newmarket Bottisham Quy Church	Great Dunmow Great Easton Duton Hill Turn Thaxted Wimbish Saffron Walden Little Chesterford Great Chesterford Trumpington	Haverhill Park Hill Horseheath Linton Great Abington Fulbourn Great Wilbraham Little Wilbraham	March Wimblington Doddington Chatteris Somersham Colne Bluntisham Earith Willingham	Ely Witchford Witcham Mepal Sutton Haddenham Wilburton Cambridge North Station	Wimpole Bassingbourn Royston Melbourn Foxton Harston Hauxton
Route 8A	Route 8B	Route 9				
Eaton Socon Eaton Ford St Neots Caxton Gibbet	Eynesbury Abbotsley Great Grandsen Caxton Lower Cambourne Cambourne - Highfields Comberton	Littleport Ely Little Thetford Stretham Cottenham Histon				

### Bus Route Details for Huntingdon Campus

Route 1	Route 2	Route 3				
Bar Hill Cambourne Papworth Fenstanton St Ives Needingworth Bluntisham Earith Cole & Day Somersham St Ives Houghton	March Wimblington Doddington Chatteris Benwick Ramsey Bury Warboys	Brampton Buckden Little Paxton St Neots Eaton Ford Eaton Socon Eynesbury St Neots (Cromwell road, Longsand Road) Great Paxton Offord Darcy Godmanchester Huntingdon Train Station				

\*The full timetable 2021/2022 can be viewed by clicking on the following link:  
<http://www.camre.ac.uk/transport/>

>> The College reserves the right to amend or withdraw any published services as necessary.

>> Please note the bus routes and times may change.

>> All routes are timed to arrive at the College prior to the start of the college day and after classes end.

# Code of Conduct

Please read these carefully before completing the Application Form

1. All students must wear a suitable facemask on the bus at all times, to protect themselves and others, those exempt from wearing face coverings will need to let Facilities know in-advance. We also recommend learners bring in their own hand sanitiser with them to use as and when needed.
2. All students must not attend college, meaning not catch the bus, if they have a temperature or symptoms of Covid-19.
3. 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 officials. Students without a Bus Pass will not be permitted to travel on the buses. The Student Liaison Officers and Transport Co-ordinator 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 for a lost Bus Pass, which can be purchased from the Cashier's Office, Room C116, temporary passes must be purchased before 15:00.
4. All buses are NON-SMOKING AREAS at all times. Passengers are not permitted to smoke, carry lit tobacco, lit matches or lit cigarette lighters, including no Vaping, 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.
5. Damage to seats or any other fittings or equipment will be regarded as damage to College property, appropriate action will be taken and students will be invoiced for repairs.
6. 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.
7. No items are to be thrown or trailed out of the bus windows or doors. Littering is an offence and appropriate action will be taken.
8. 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. Drivers/operators of buses have the authority to ask any student who has tampered with emergency equipment including fires doors (unless it is a emergency) to exit the bus (in a safe location) and that student may be refused boarding for future travel.
9. Students are expected to behave in a manner that will not cause offence to others. Students should only take up one seat and not sit with their legs outstretched taking up extra seats. No music is to be played on the bus when it is in motion.
10. Any student failing to comply with any points of this Code of Conduct will be subject to standard College disciplinary procedures.
11. The drivers/coach companies have the right to refuse entry to their vehicle.
12. 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.
13. 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.
14. 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 cannot take responsibility if you choose to make your own way.
15. The College Bus service is a private contract and a College Bus Pass can not be used on public buses, nor can another Bus Pass (such as a Goldrider) be used on the College Bus service.
16. Pick up and drop off points are as per the timetable and no request stops are allowed.
17. Please be at the pick up at least 10 minutes before the allotted pick up time.
18. Students should inform the College if they change their mobile number, for notifications about the service.
19. Reporting of bad or dangerous behaviour. The College does not tolerate any 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 Student Liason Team by text, telephone or email on the following:

Tel 01223 418442

Email [studentsafety@camre.ac.uk](mailto:studentsafety@camre.ac.uk)

Text 07984 404345 - Prefix the message with 'Bus', then add your message  
e.g. 'Bus route 4/16:30/A.N. Details / From Your Name'

20. Comments, suggestions or complaints regarding the College Bus services should be directed to the Transport Co-ordinator, Facilities and Estates Department via telephone on 01223 418225
21. The bus pass is applicable for any day of the working week in term time. The college reserves the right to refuse transfer to alternative routes. However, discretion will be shown in exceptional circumstances agreed in-advance.

All enquiries regarding transport should be directed to:

Transport Officer 01223 418225

Bus Pass Enquiries 01223 418312

Payments 01223 41 8348/8352

Please contact the sales ledger team on 01223 418312/ 07837 013499/07970 153032/07890 038403/07725  
028650/07970 153600

- 2 or [salesledger@camre.ac.uk](mailto:salesledger@camre.ac.uk) to arrange a payment.

## Payment

1. The cost of the College Bus Pass is £550 for the 2021/22 academic year; an Early Bird rate of £495 is available if applied for by 30 August 2021. This can be paid either in full or by instalments. Instalments for Early Bird is a deposit of £75 by debit/credit card and 4 instalments of £105 each by Direct Debit. Instalments for applications after 30 August 2021 is a deposit of £90 by debit/credit card and 4 instalments of £115 each by Direct Debit. For those on Apprenticeship schemes, the price is £185 payable in full. Please include with your Application Form your credit/debit card details for the full payment or if paying in instalments, your debit/credit card for the deposit and a completed Bus Application form. Send your application forms in to the Finance team, in room C116 in Cambridge, or this can be sent by post to Finance Department (C116), Cambridge Regional College, King's Hedges Road, Cambridge, CB4 2QT. If you have any queries regarding payments, please email salesledger@camre.ac.uk.
2. Free or subsidised transport may be available to full-time students aged under 19 by applying to the college Financial Support Team (financialsupport@camre.ac.uk). The Bus Pass application form should be sent in with the Finance team. Card details and a complete Direct Debit form should also be sent if there is a balance of fees to be paid.
3. Important information for all students/parents/carers: During the first two weeks of the academic year buses are particularly busy, so if there are more passengers than any bus can legally carry, we will send out extra transport. If you wish to receive updates via SMS to your mobile phone for bus disruptions and College closures, you are strongly advised to register your mobile number with Student Administration in Room C105b or at Enrolment. There may be some delay, but we aim to keep this to a minimum.
4. The College endeavours to operate the bus services as published on the timetable.
5. Please note, that on occasions where the service is unable to operate as published, NO REFUNDS WILL BE MADE. Please note 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 withdraw immediately the Bus Pass of any person not complying with this Code and no refunds will be given. If any details on the Application Form change, please notify Student Administration 01223 428888, Room C105b.
6. Non-payment of the bus pass fee may put the student at risk of having the bus pass removed and access to the college bus service denied. Random checks will take place to ensure all students traveling on the college bus have arranged a payment against this fee. Any student with an outstanding bus fee balance and where a payment plan or direct debit is not in place will have the full bus pass removed and will be issued a temporary replacement bus pass, whilst the outstanding payment issue is resolved with the Finance team. **Any outstanding debt may be passed onto a Third Party Debt recovery agency, where further charges may be applied.** You can review the college's privacy notice to see how your personal information is processed at [www.camre.ac.uk/about/policies-reports/privacy-notice](http://www.camre.ac.uk/about/policies-reports/privacy-notice)
7. If a Bus Pass is no longer required, any refund amount will be calculated by the Finance Office (per term only). 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.

REFUNDS	Refund applied for Up to Christmas 2021	Refund applied for Up to Easter 2022	Refund applied for After Easter 2022
Fee Paid in Full in Advance			
Full Fare	£370	£185	No refund payable
Early Bird	£330	£165	No refund payable
Fee Paid in Instalments	College retains £185. Refund any other money paid	College retains £365. Refund any other money paid	No refund payable

# College Bus Service Application Form 2021/2022

Appropriate payment (including completed Direct Debit Form or Credit/Debit Card details if required) must accompany this form and returned to the Finance office (see notes on Page 3).

## 1. Student Details

Surname	Forename(s)	Title	Date of Birth		
			D	M	Y
Home Address				Age (on 31 August 2021)	

Postcode	Telephone	Mobile (to receive bus updates)

## 2. Parent/Guardian Details (if applicant under 18)

Surname	Forename(s)	Title

3. Course Title	Course Code

4. Student Number (if known)	5. Route Number	6. Pick Up Point (see Route Information)

## 7. Payment Method

I wish to apply for a Bus Pass for the Academic Year 2021/2022 and enclose:

- Payment in Full of £495 Early Bird (by 30 August 2021)
- Payment in Full of £550 (31st August and after)
- Early Bird Paying in installments - Deposit of £75 and 4 monthly direct debit payments of £105. The Direct Debit is collected on the 2nd of each month starting from the date of application. (Early Bird before 30 August 2021)
- Paying in installments - Deposit of £90 and 4 monthly direct debit payments of £115. The Direct Debit is collected on the 2nd of each month starting from the date of application. (Full price, 31st July and after)
- Payment for £185 Apprenticeship Bus Pass.
- I am applying for financial assistance and enclose a completed Bursary Application Form to be given to the Bursary Team. (Please add card details below & complete the attached direct debit form).
- I am paying/have paid online using my Prospect account.

## 8. Enclosed

I enclose Credit/Debit card details (Please complete details below) and where required a complete Direct Debit form.

**DECLARATION:** I confirm that the information on this form is correct and I 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 Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

(if under 18)

## FOR OFFICE USE ONLY

Card Number																			
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Start Date MM/YY	Expiry Date MM/YY	Security Code	(Last 3 digits on signature strip)

Issue Number	Postcode	House Number

Send this application form (and Direct Debit form if applicable) to Finance Department (C116), Cambridge Regional College, King's Hedges Road, Cambridge, CB4 2QT

# Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

The Finance Office (C116)  
Cambridge Regional College  
Kings Hedges Road  
Cambridge  
CB42QT

Name(s) of Account Holder(s)

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Bank/Building Society account number

--	--	--	--	--	--	--	--	--	--

Branch Sort Code

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Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

Ref: Student Number

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Originator's Identification Number

9	7	3	3	7	3
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FOR CAMBRIDGE REGIONAL COLLEGE OFFICIAL USE ONLY  
This is not part of the Instruction to your Bank or Building Society

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Please print student's name:

Applied to Discretionary Bursary Fund (tick)

Instruction to your Bank or Building Society  
Please pay Cambridge Regional College Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Cambridge Regional College and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Please ensure all details are correct before signing.

Contact tel no.

Email address

Date

If any details given are incorrect please telephone 01223 418345

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

DD1

This guarantee should be detached and retained by the Payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept Instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Cambridge Regional College will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Cambridge Regional College to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Cambridge Regional College or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Cambridge Regional College asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.