

Bus Application form 1 (College Buses) 2020/21

You will only be permitted to use the Huddersfield New College bus services if you have obtained a New College bus pass.

There are two types of bus pass; a prepaid bus pass or a hop on/hop off bus pass. The prepaid bus pass can be purchased for termly use or annual use. The prepaid passes save a significant amount of money when compared to using the hop on/hop off passes every day.

Price List:	
Annual pass	£180.00
Autumn Term 1 (September – 31 st December 2020)	£75.00
Spring Term 2 (6 th January 2021 – 3 rd April 2021)	£65.00
Summer Term 3 (20 th April 2021 – 10 th July 2021)	£45.00
Hop On/Hop Off Pass	Free – each bus journey will cost the student £1.00

Any subsequent termly passes must be purchased before the expiry date of the current pass. If you qualify for the bursary fund, then financial help may be available to assist with the cost of this option.

For either pass, please complete this form and bring it together with a passport sized photograph and payment (preferably debit/credit card) to your enrolment interview.

Please note - If you purchase a college bus pass and when you receive your timetable a different form of transport is more suitable for you, then you can apply for a refund from the Finance Office.

If you wish to apply after your enrolment appointment, please follow this guidance and visit the Student Helpdesk in the LRC to complete your purchase.

- Bus passes must be shown to the bus driver for each journey in order to get on the college buses and passes are not transferable to another person.
- Regular checks will be made for valid passes.
- If you forget your pass, then you can pay a fee of £2.00 (this is the standard rate of a local bus journey) but you must have your college membership badge to identify you as a HNC student.
- **Students who do not have their bus pass, or a method of payment and their membership badge will be refused entry to the bus.**

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I wish to use College Bus No. _____ and I wish to apply for the following bus pass (please tick):

Pre-paid term pass	Term	Price	Pre-paid annual pass £180.00		Hop on/hop off pass free	
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Full name		Student Reference Number	
Address			
Signed		Date	
<u>Office Use:</u>	<u>Payment Type:</u>	<u>Receipt issued (tick) and signed:</u>	

College Buses - Code of Conduct

To make your bus journey as enjoyable as possible, when you sign your bus pass application form, you are also signing to agree to the following Code of Conduct. This is based on the West Yorkshire Metro's code of conduct for travel on public transport and also incorporates part of the Huddersfield New College Student Code of Conduct.

When using the College bus service, you must wear your membership badge in order to be allowed to use the service. You must wear a seatbelt if provided and respect both the bus driver and other users of the service. You must behave in a sensible and mature way on college and public transport at all times.

Observe the College and Bus rules about smoking (including the use of e-cigarettes), alcohol and/or possession or use of illegal substances. You must not smoke in and around the College campus or on college or public/college transport.

GETTING ON THE BUS

- Wait at the dedicated bus stops, before the allocated times per the timetables
- Queue sensibly, away from the road and behind the barriers (if available)
- Get on the bus calmly and without pushing
- Remember to show your pass to the driver for every journey that you make, and if using a hop on/hop off pass, pay the standard fare for travel (£1.00 per journey)
- If you lose, or forget your bus pass the cost of a journey will be £2.00 (this is the standard rate of a local bus journey and is refundable), plus you must show your membership badge to identify you as a HNC student. Students who do not have their bus pass or the standard fee plus their membership badge will be refused entry to the bus
- Find a seat and stay seated for the journey. In the unlikely event of there being no seats, hold onto the rail (where standing permitted)

ON THE BUS

- Do not distract the driver, unless in an emergency
- Listen to any advice from the driver about your safe travel
- Do not damage the bus or interfere with the CCTV or any other safety equipment.
- Photos should not be taken without the prior consent of the person(s) concerned
- Smoking is not permitted at any time on the bus, or in the College bus bay area
- Always behave sensibly and with respect throughout your journey.

GETTING OFF THE BUS

- When your stop is next, ring the bell once. If it has already been rung, you do not have to ring it again.
- Do not unduly delay getting off the bus.
- Leave the bus tidy, taking all your personal belongings and any rubbish with you.
- If you have to cross the road after you get off the bus, wait until the bus has moved off and you can see the road in both directions, or go to the nearest available crossing.

TERMS AND CONDITIONS OF TRAVEL

You are respectfully reminded that once registered to a bus service you undertake to accept the terms and conditions of travel. Students need to be aware that if the student causes damage or does not meet the required standard of behaviour on the bus, they could be subject to the student disciplinary procedures, and:

- Have their pass withdrawn
- Be banned from the bus
- Be prosecuted by the police
- Be required to pay for any damage they have caused