

**SPECIFICATION**

for the supply of

**Bus Services to**

**St Joseph’s Roman Catholic High School**

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# Key Details

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|  | **St Joseph’s Roman Catholic High School** |
| Address | St Joseph’s R.C. High School  Sefton Lane  Horwich  Bolton  BL6 6HW |
| Local Authority | Bolton |
| The current service is in-house / outsourced | Outsourced |
| School Holidays | **Autumn Term**  *Total 75 days in term*  **Term begins:** Monday 1st September 2025  **Half Term:** Monday 27 th October – Friday 31 st October 2025  **Term ends:** Friday 19th December 2025  **Spring Term**  *Total 59 days in term*  **Term begins:** Monday 5 th January 2026  **Half Term:** Monday 16 th February – Friday 20 th February 2026  **Term ends:** Thursday 2nd April 2026  **Summer Term**  *Total 59 days in term*  **Term begins:** Monday 20th April 2026  **Bank Holiday:** Monday 4 th May 2026  **Half Term:** Monday 25 th May (Bank holiday) – Friday 29th May 2026  **Term ends:** Friday 17 th July 2026  **Staff INSET Days**  Monday 1st September 2025  Friday 24th October 2025  Friday 5th December 2025  **Additional Information:**  This pattern is based on the agreed Holiday pattern for Bolton  Children will be in school for 190 days.  Staff will be in school for 195 days.  There is a 6-week summer break leading into this year with a 6 week break at the end.  Start of next academic year is Tuesday 1st September 2026.  Children will be in school during Holy Week  **Bank holidays**  Christmas Day Thursday 25th December 2025  Boxing Day Friday 26th December 2025  New Year’s Day Thursday 1 st January 2026  Good Friday Friday 3 rd April 2026  Easter Monday Monday 6 th April 2026  May Day Bank Holiday Monday 4 th May 2026  Spring Bank Holiday Monday 25 th May 2026  August Bank holiday Monday 31st August 2026 |

# Background Information

St Joseph’s Roman Catholic High School is an 11 – 16 voluntary aided co-educational Secondary School, with 1056 students on roll. Established in 1963, in the trusteeship of Salford Diocese, St Joseph’s is a well-established catholic school with a fantastic reputation for the highest standards. Our catholic mission and ethos is at the centre of all that we do, we are committed to providing outstanding educational and enrichment experiences for all of our young people.

In line with best value requirements, St Joseph’s Roman Catholic High School are undertaking this competitive tender to have in place a new bus service contract from 1st September 2025.

**Main Customer website:** [Home - St Joseph’s R.C. High School](https://stjosephsbolton.org.uk/)

**Main Customer address:** St Joseph’s R.C. High School, Sefton Lane, Horwich, Bolton, BL6 6HW

**Note:** Throughout this document “the Customer” means St Joseph’s R.C. High School and, in all instances where liaison is required with an individual employee of the Customer, this means the Headteacher, Senior Leadership Team, or their nominated deputy which may include the Facilities Manager and/or Caretakers.

**Social Value** - The successful Candidate will be required to engage with social value outcomes. Social value includes the delivery of benefits associated with environmental, economic, social, and cultural outcomes.

The Social Value outcomes are specified below and form a key part of the award criteria whereby approved suppliers will be invited to submit proposals for the delivery of key social value benefits. Social value outcomes will be proportionate and relevant to the subject matter of the contract.

# Overview and Scope of Customer Requirements

The Customer is seeking to:

* appoint a single Contractor for the provision of bus services to the Customer
* gain improvements in the level of management performance and the efficient deployment of staffing resource
* establish service level agreements and key performance indicators with the Contractor
* will embed Social Value within the contract and services being offered

## **Service Delivery Times**

During term time (190 days/38 weeks per annum) the Contractor will be expected to deploy staff to provide coach travel to school. The Customer is open to the Contractor’s proposals regarding the most suitable and efficient times for the services to be delivered.

In addition, 5 days each academic year are used for staff professional development (inset days). The number of statutory Inset days can be varied by the government on an annual basis. Inset days are not attended by pupils. Coach services are not required on inset days.

There is no weekend working currently required.

2025/26 Term Dates for the school within the Customer are accessible via the above-mentioned web-address. Term dates for subsequent academic years will be provided on request.

## **Service Requirements**

The customer requires provision of two school buses of the following routes:

***WIGAN COACH 1*** – St Davids and Fingerpost

Depart 7:40 St David’s Crescent / St Mary’s Road

7:42 Bus stop Holly Road / Haigh Road

7:50 Aspull Fingerpost

Return 14:55 Reverse route including drop off at Scot Lane / Moorgate Pub

***Wigan Coach 2*** – Rosebridge & Whelley 49 seater coach / bus

Depart 07:35 Ince Bar (KFC)

07:40 Scholes / Longshoot (Opp Windsors Shoes)

07:41 Whelley / Bradshaw Street

07:43 Ashbourne Ave, Whelley

07:45 Wigan road / Crown hotel

07:52 Bolton road /Gerrard arms

Return 14:55 Reverse route but drop at Holly Field bus stop and Cheltenham street bus stop (opp Mount Garage).

There will be no PM drop off at ashbourne ave due to traffic and parked cars

Wigan Transport: All coaches from the Wigan area will collect £1.50 per student on both journeys to and from school. This means that the daily cost per student will be £3.00, therefore £15.00 per week per student.

We will require a record of the funds collected which will be deducted from the monthly invoices. This needs to be documented accordingly and included within the monthly invoices.

# Overview of the BUS Service Requirements

## **Objectives**

To provide a clean, safe, tidy, and pleasant travel environment at all times for pupils

**3.2 Contractor Responsibilities**

The Customer shall be responsible for:

* providing reliable bus / coach travel from Wigan boroughs to school site and return travel
* ensuring the provision contingency arrangements in the event of breakdown / vehicle failure or staffing shortages due to sickness or absence
* ensuring the provision of suitable vehicles compliant with the Public Service Vehicle Accessibility Regulations 2000 or valid exemption through the period of the contract
* agreeing the schools holiday dates and provision of service during term-time
* periodically reviewing transport legislation to ensure all vehicles continue to meet the requirements travel legislation
* informing the school of any problems or issues identified with the transport services
  1. **General Requirements**

The Contractor will ensure that:

* the transport services are provided in accordance with the terms and conditions agreed by the Customer
* transport is provided as detailed in above point 2.2 Service Requirements

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## **Exclusions**

There will be no guarantee, warranty, or representation given in respect of the volume, type, or continuity of the work.

This information is provided as a guide and is in no way indicative of future volumes of work

## **Staffing**

The Contractor is required to:

* ensure that sufficient, suitably qualified, and experienced, staff are employed to provide the Services on every day that they are required
* ensure that all staff are suitably trained, in accordance with all current legislative requirements, in order to properly perform their duties, (and are adequately supported by a programme of follow up and up-date training)
* ensure all staff are aware of and comply with the requirements of the Customer, the operations taking place, and all security and similar requirements
* ensure that in the event of any planned or unplanned staff absence that appropriate steps are taken to ensure all required Services are carried out, in accordance with these documents, on every day that they are required

## **Safeguarding**

Safeguarding is a priority and as such the Contractor should as a minimum ensure that:

* all staff employed have a valid DBS Enhanced Check provided at the Contractor’s own cost. In addition, Barred Lists checks shall be undertaken where a member of staff is undertaking a “Regulated Activity” as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.
* each member of staff assigned to the contract by the Contractor is able to produce their original DBS Enhanced check before the individual commences work. The Customer will record the certificate number. It is the Contractor’s responsibility to obtain the consent of their staff for their DBS Enhanced checks to be disclosed to the Customer and any other relevant body
* in the event of staff absence due to sickness, holidays or for other reasons, all replacement staff positions are covered by suitable personnel (with enhanced DBS clearance with Barred Lists checks where appropriate)
* all transport Staff must wear a ID Badge, including a photograph. These must be provided by the Contractor and must be always worn to ensure they are visible to others
* all its staff assigned to work receive safeguarding training which is no less than the requirements set out in the Customer’s safeguarding policies which is set in line with Local Authority guidelines. Copies of these can be found in **Appendix A.**

**Link to DBS Checks: Guidance for Employers** <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#the-code-of-practice>.

## **Modern Slavery and Right to Work**

The Contractor should ensure that in line with all relevant legislation:

* all staff are entitled to work in the UK by conducting a right to work check on all potential employees
* all reasonable steps are taken to ensure that slavery and human trafficking is not taking place in any part of its own business or within any of its supply chains

## **Health and Safety**

The Contractor shall:

* ensure that all health and safety legislation and best practice is adhered to in the provision of the Services
* without prejudice to the performance of the services and the satisfaction of the Customer, adopt safe methods of work following the Health and Safety at Work Act 1974 and other relevant Acts, Regulations, Codes of Practice and Guidance Notes for the safe provision of the service detailing legal duties for specific activities including but not limited to:
  + COSHH
  + RIDDOR
  + First Aid
  + Fire Safety
  + Manual Handling
  + Working at Height
* Carry out a full Health and Safety Assessment as a part of the service and shall ensure that all health and safety requirements are brought to the attention of school.
* ensure that either: approved warning notices are displayed, or areas cordoned off, where operations may cause a hazard or an obstruction
* ensure that any health and safety concerns are communicated immediately to the Customer upon detection
* Provide, on school transport, a suitable first aid kit that is and replenished and kept updated in line with legal and best practice requirements. These kits should be stored in an easily accessible location

## **Environmental Standards**

The Contractor shall:

* ensure that all environmental legislation and best practice is adhered to in the provision of the Services
* ensure that all equipment, materials, and consumables supplied are environmentally friendly where possible and be able to provide evidence of this on request
* use their best endeavours to use energy efficiently and encourage staff to be diligent in identifying and taking action to avoid the unnecessary use of energy

## **Emergency response**

In the event of an emergency or closure of all or part of the building/site, the transport service will be provided to meet the Customers’ needs subject to discussion between the Contractor and the Customer, having due regard to operational practicalities. Should it not be possible to reach an agreement on the provision of costs of these services the Customer will be free to seek alternative tenders for that service.

# Specific Travel Requirements

This specification is intended to be an output specification, and as such only the required output/target is specified. Specific services include two coaches from travel to Wigan to St Joseph’s R.C. High School on a daily basis term-time only.

***WIGAN COACH 1*** – St Davids and Fingerpost

Depart 7:40 St David’s Crescent / St Mary’s Road

7:42 Bus stop Holly Road / Haigh Road

7:50 Aspull Fingerpost

Return 14:55 Reverse route including drop off at Scot Lane / Moorgate Pub

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07:43 Ashbourne Ave, Whelley

07:45 Wigan road / Crown hotel

07:52 Bolton road /Gerrard arms

**4.1 Insurances**

The provider must evidence that they are in possession of current and adequate insurance to cover any claims as a result of a delivery of service.

A copy of the insurance certificate or a covering letter from the providers insurers confirming that adequate cover is in place shall may be requested as part of the evaluation stage.

On an annual basis, the contractor will be required to provide updated insurance details to the school to evidence continuation of insurance cover.

# Contract Management

**5.1 Quality**

The Contractor must maintain a properly documented quality management system to ensure that the contract standards are maintained.

A yearly contract review meeting will take place between the contractor and the school during any period of service delivery.

The provider shall produce management and performance information at each contract review and at additional times throughout the contract if requested by the school. These meetings will include, but will not be limited to:

* Health and safety performance
* Details of accidents, including road traffic accidents or breakdowns involving school transport vehicles
* Safeguarding arrangements
* Any other information as appropriate

The contract, not any part share of it, may be transferred by the provider to a third party without written consent of the school. If the provider fails to deliver the services to the requirements detailed within this specification, the Headteacher of school representative shall have the power to terminate the contract. Any costs and expenses incurred by the school in this process would be recoverable from the provider.

Any notice to the provider shall be deemed to be served if given in writing to the school address.

## **Invoicing Arrangements**

The Contractor shall invoice the Customer in arrears, at a frequency and format to be agreed with the Customer. Invoices shall be paid in accordance with the Terms and Conditions of Contract.

All prices provided must be exclusive of VAT.

Invoices will be emailed to [finance@st-josephs.bolton.sch.uk](mailto:finance@st-josephs.bolton.sch.uk) for processing, payment will be made within 30 days via BACS.

# Variations

No amendment may be made to the Specification by the Contractor without the written consent of the Customer

The Customer will not be responsible for any charges or payment to the Contractor for any tasks undertaken by the Contractor without the prior approval of the Customer.

Should any amendment to the scope of the Service or content of the Specification be proposed by either the Customer or the Contractor, their respective representatives will need to assess the extent and effect of such proposals in line with the Terms and Conditions of Contract