



# TERMS & CONDITIONS

1. This agreement is made between all school coach passengers, their parents and Notre Dame School in order to provide safe, comfortable and civilised journeys for all passengers.
2. Arrangements for pupils' journeys to and from school are the responsibility of their parents. To assist with discharging this responsibility, Notre Dame School provides a school coach service. Parents are responsible for their daughters at all times including both prior to and after boarding and alighting.
3. Transport on the school coach service must be arranged in advance and paid for through the online booking system.
4. Bookings on the school coach service are non-refundable in the event of a pupil failing to travel.
5. Bookings are to be made online via the transport booking system at [notredame.vectare.co.uk](https://notredame.vectare.co.uk).
6. Each pupil for whom an online form has been submitted will be added to a coach list detailing the service they travel on, their coach stop and what travel has been paid for. Their name will appear on a list, which will be checked by the driver.
7. It will be the parent's responsibility to inform Vectare via the Contact Us form on the website if they no longer wish for their daughter to use the school coach service. One full term's notice must be given by a parent prior to the removal of a pupil from the school coach service (apart from an ad-hoc journey).
8. If you wish for your daughter to use the School Coach Service on an ad-hoc basis, or to vary the details of their coach travel as a one-off, you should book travel via the website prior to travel. A charge of £7.90, £9.88 or £12.61 per single journey is levied for individual trips depending on location. We try to accommodate all students using the services, and priority is given to regular travel users on a first come, first served basis. We are not able to guarantee a seat for a non-regular or adhoc users and that the coach capacity is structured around the numbers of regular coach users that sign up by the deadline.
9. No pupil is permitted to travel on the school coach service if not pre-booked for that coach. Other arrangements for journeys to and from school must be made by them or their parents.
10. Pupils must travel to and from Notre Dame School in full school uniform (except on approved non-uniform days).
11. Pupils should be at the coach stop five minutes before the scheduled time of departure, to ensure they don't miss the coach.
12. Good conduct is required at all times. Bullying, shouting, use of foul language, dropping litter, playing music, or any other misbehaviour is strictly forbidden.
13. Except when embarking or disembarking, all passengers must remain seated with their seatbelts fastened correctly.
14. Whilst on a school coach, all passengers must accept without question the authority of a member of Notre Dame School staff, transport company official, school prefect or coach monitor, who may ask them to obey any reasonable instruction such as to pick up litter, desist from certain actions or to move to a different seat.
15. Failure to comply with these conditions may result in disciplinary action, including temporary or permanent withdrawal of permission to use the school coach service.
16. Notre Dame School aims for 95% of journeys to operate within the transport industry window of tolerance of one minute early to five minutes late; however, timings may vary due to traffic conditions or unforeseen circumstances. Drivers will not wait past the scheduled departure time.