

Secondary School Bus Application Form 2011/12 (New applicants only)

Please securely attach a passport photo here with the pupil's name and school on the back. Please also attach a 1st class stamp.

Please complete all fields on this form using capital letters. This application is for new bus users only. If you already have a pass a renewal form will be automatically sent to you. If you have lost your pass do not complete this form, please contact our hotline on (0113) 3481122, or visit our website www.generationm.co.uk for information on how to replace your card.

*****If you think you may qualify for free travel, please contact your local Education Authority before completing this form*****

If you know which bus service you require please specify opposite, please also specify a 2 nd choice in case the first bus is full (where applicable). If you do not specify a service you will be allocated the most appropriate one. We do not offer the facility for pupils to swap services unless the service allocated is inappropriate. Therefore if you wish to travel with friends or siblings please make sure you request the same service.	Number of Bus Service		<i>Office Use Only</i>
	1st choice	2nd choice	<i>Checked:</i>
			<i>Allocated:</i>

Pupil Details

Name of pupil.....

Address.....

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Postcode..... **Date of Birth**

Name of school from September 2011.....

Parent/Carer details

Home Tel No

Mobile No

Email address

Name of Parent/Carer

Please return this form to:

**Education Transport,
Metro
Wellington House
40-50 Wellington Street,
Leeds
LS1 2DE**

For any information on school transport please visit our website:
www.generationm.co.uk

Important information – please read:

This application form is to reserve a place on a school bus service (providing there are places available). The pass should be used in conjunction with a cash fare or Schoolplus Metrocard unless you qualify for free travel. This is determined by your Local Education Authority and contact details can be found on our website www.generationm.co.uk.

If we receive more applications than there are places, priority will be given as shown below.

- Younger pupils (ie year 7 or 8 pupils);
- Pupils who do not have an alternative service available (an alternative service may include a change of buses);
- Students living within the catchment area of the route (ie within 1 km).

If you are applying for a place on a bus that is not the nearest bus to your home address, please state below the reason for your application ie travelling to an alternative address.

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Please read and sign the code of conduct overleaf

CODE OF CONDUCT

To make everybody's bus journey as enjoyable as possible, we are asking you to sign up to the following Code of Conduct:

WAITING FOR THE BUS

- Queue sensibly, away from the road;
- Signal clearly to the driver that you wish the bus to stop;
- Get on the bus calmly, without pushing;

ON THE BUS

- Remember to show your pass to the driver (where applicable);
- Find a seat and stay seated for the journey. If there are no seats, hold onto rail (where standing permitted);
- If the bus has seatbelts, they must be worn;
- Do not distract the driver unless in an emergency;
- 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;
- Always behave sensibly 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 need to ring it again.
- 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 clearly in both directions, or go to the nearest available crossing.

TERMS AND CONDITIONS OF TRAVEL

You are respectfully reminded that when registering to use the service you undertake to accept the terms and conditions of travel. This includes sanctions which would be applied if the required standards of behaviour are not met. Parents need to be aware that if their child causes any damage or does not meet the required standard of behaviour on the bus they could:

- Receive a written warning from either the driver or Metro;
- Have their pass withdrawn;
- Be banned from the bus;
- Be prosecuted by the police;
- Be required to pay for any damage they have caused.

I have read the code of conduct terms and conditions and agree to be bound by them. I also agree that my child(rens) photo(s) will be digitally stored on Metro's database until such a time as the pass is no longer required or until you notify us that you wish the photo to be deleted.

Signature of parent/carer

Checklist

- **Completed application and signed Code of Conduct**
- **First class stamp paperclipped to form**
- **Passport photo stapled to form**
- **Stated correct service if known**