

Secondary School Bus Application Form 2009/10

--Please staple passport photo
With name on reverse
--Please Attach First Class Stamp with a paperclip

Please complete all fields on this form.
This application is only for new bus users. If you already have a pass a renewal will be automatically sent to you. If you have lost your pass or wish to make a change, do not complete this form, please apply by letter.

******* If you think you may be entitled to free travel please do not complete this form, you must contact your local education authority *******

<p>If you know which bus service you require please specify opposite. If you do not put down a service you will be allocated the most appropriate service. Once allocated a service you will not be able to change it. Therefore if your child wants to travel with siblings or friends please quote the service they require.</p>	<p>SERVICE No.</p>
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Name of pupil

Address

.....

..... **Postcode**

Date of birth **School**

Parent/carer contact details

Home number

Mobile number

Email address

Name of parent/carer

Please return form to:
Education Transport
Metro
40-50 Wellington Street
Leeds
LS1 2DE

Deadline date:

IMPORTANT INFORMATION, PLEASE READ:

This application form is to reserve a place on a My bus service (providing there are spaces available). This card should be used in conjunction with a cash fare/Schoolplus Metrocard.

Where buses are oversubscribed, priority will be given to the groups of children in the order listed below.

- 1. Application received by deadline if applicable;**
- 2. Students who qualify for free travel;**
- 3. Younger students (ie year 7 or year 8 students);**
- 4. Students who do not have an alternative service available (An alternative service may include a change of buses);**
- 5. Students living within the catchment area of the route (ie within 1 km)**

If you are unsure which bus you need to use, one will be allocated for you.
If you are not on a route but wish to use a service, please specify the service above or write the address of the location you wish to travel to/from below. If you only need to use the bus morning or afternoon or just occasionally please mention below.

OTHER INFORMATION

.....
.....

INTERNAL USE ONLY

Date Rec'd
.....

Checked by
.....

Allocated by
.....

Allocated place
Yes / No
If No Reason
.....

Pass
Processed by
.....

Pass Process
Date.....

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.
- Get on the bus calmly, without pushing.
- Parent/Carers must ensure that your child is at the bus stop in good time to catch the bus.

ON THE BUS

- Show your pass to the driver.
- Find a seat and stay seated for the journey.
- Fasten your seatbelt (where applicable) - for safety and as a legal requirement.
- Do not distract the driver unless in an emergency.
- Do not damage the bus.
- Always behave sensibly throughout your journey.
- Never touch the emergency exit.
- Never leave your bag in the aisle.

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 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:

- 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 and understand that it must be adhered to:

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**

*Metro processes all personal data in accordance with the principals of good information handling contained in the Data Protection Act 1988. We will not sell this information to any other organisations or persons. However, the data collected may be used to provide you with information about services offered by Metro or public bus and rail operators or other persons or organisations working in partnership with Metro. If you do not want to receive such information please tick this box.