



Ringwood Waldorf School Minibus Service

1. Minibus Bookings

- 1.1. All bookings are to be made via the booking form and require a consent form to be filled out by parents or guardians in advance of their using the bus. This includes ad-hoc journeys.
- 1.2. Minibus bookings are made for one whole school year (September – July). Bookings can be cancelled or made (subject to availability) part way through the year for the remainder of the year. The fee for the booking is payable either by lump sum at the beginning of the year, or in instalments made termly in advance. Non-paid minibus fees will result in suspension of your child's booking for the service.
- 1.3. The following order of preference for bookings will apply:
 - i. Full week bookings over bookings for certain days.
 - ii. Returns over singles
 - iii. Existing users from the previous term.

Ad-hoc bookings are possible for non-service users where spaces are available, but are subject to an additional charge.

- 1.4. Costs of bookings:
 - Yearly bookings: £2.00 per trip
 - Additional trips (subject to availability) for yearly bookers: £2.00 per trip
 - Ad-hoc trips for non-yearly bookers (subject to availability) £5.00 per trip
- 1.5. The school office is not involved in the day to day running of the minibus. The driver's telephone number is 07593539878 – please contact directly in the event of last minute changes or to check availability of spaces.
- 1.6. No refunds will be offered where individual trips are not taken within a booking, eg, where a child misses the bus, goes home by alternative means or is unwell. For longer periods of absence please contact the office to discuss.

2. Pick up and Drop Off:

- 2.1. Safe Pickup and Drop-off
In the mornings please can parents ensure that their children are safely on the minibus and strapped in. In the afternoon, we ask the children to wait by the gate leading to the car park and the driver will safely escort them from there to the minibus.
- 2.2. Current pick up and drop of locations and timings are available on the school website or school office. Please note these may be subject to change.
- 2.3. Children must be handed over/picked up in person by the parent or guardian to the minibus driver. With the parent's written agreement, a child can be left to catch the bus or dropped off to walk home by themselves (please see consent form attached to this document)
- 2.4. Pick ups
Child must be at the pick up point at the designated time. If practical, the driver will wait a maximum of 5 minutes after the designated time but will leave by then and may be obliged to leave earlier than that. If the child misses the bus, parents must deliver him/her to school.
- 2.5. Drop offs
Parents must be at the collection point on the return journey at the advertised time and wait for arrival of the minibus. The bus will not necessarily be able to wait beyond that time as it

must meet its scheduled timetable. When a parent is not there for a drop off collection, the driver will, as soon as he conveniently can, attempt to contact the parent to arrange an alternative; otherwise the child will be kept on the bus and eventually returned to the school for collection by parents. We reserve the right to make an extra charge for this where it involves an extra journey by the driver.

3. Minibus Behaviour Rules

- 3.1. Children are required to be quiet and well behaved on the bus, to use the seat belts and comply with any instruction given to them by the driver. In particular, failure to keep seat belts on is a serious safety issue and removal of the seatbelt before the end of the journey will not be tolerated.
- 3.2. Normal school behaviour rules apply in the minibus (see school Behaviour Policy). In particular, please note that the no mobile phones policy does apply on the bus; and no food is permitted to be eaten during the journey.
- 3.3. Failure to comply with Minibus Behaviour Rules or the School Behaviour Policy will result in the child being prohibited from further use of the service. There will be no refund of fee if a child is prohibited from using the bus for misbehaviour.

4. Communication

- 4.1. Parents who deliver/collect children must provide the school of their mobile phone number so that a text can be sent to advise of any significant delay or cancellation. Similarly, if the bus is delayed in the afternoons, the driver will advise the parents appropriately.
- 4.2. The driver's mobile phone number is 07593539878 and will not be in use while driving.

5. Younger Children

- 5.1. While there is no younger age limit for the bus, it is important to note that there is no additional supervision during the journey other than the driver. It is therefore crucial that all children on the bus are able to manage during this time. For this reason, younger children's bookings will be on a case-by-case basis taking into account the view of their Teacher.
- 5.2. **Car/Booster Seats**
For children requiring car/booster seats, please bring your child's seat clearly labelled with their name. The car seat can stay on the minibus if your child will take it home again in the afternoon but if not, it will be left in the First Aid room for parents to pick up later. If you are dropping in your child and they will take the minibus home in the afternoon, please leave the car seat in the First Aid room for use later on.
- 5.3. **Kindergarten Children**
After seeing the older children safely off the minibus in the mornings, the minibus driver will escort the Kindergarten children to their Kindergarten. If your child will be taking the minibus home after being in Kindergarten afternoon sessions, please inform the Kindergarten Teacher in writing that Ian will pick them up and take them to the minibus.

Ringwood Waldorf School Minibus Booking and Consent Form

Child's full name _____ D.O.B _____

Consent:

I give permission for my child to travel on the Ringwood Waldorf School minibus.

I understand that the vehicle will be maintained and used in accordance with statutory guidance.

I have read, understood and discussed with my child the behaviour that is expected of them whilst travelling on the school minibus.

I understand that unacceptable behaviour may result in my child not being allowed to travel on the school minibus.

I give my consent for my child to catch the bus or be dropped off to walk home by themselves Yes No

Signed: _____

Date: _____

Booking Details:

Pickup / Drop-off point (tick appropriate)	Westbourne		Full Home Address
	Southbourne		
	Cooper Dean		
Name(s) of Parent/Carer			
Contact telephone(s)			
Email address for minibus information			

Please tick requested journeys:

<input type="checkbox"/>	Tick for Ad-hoc journeys only				
	Monday	Tuesday	Wednesday	Thursday (PM 13:00)	Friday
AM					
PM					

Please note: we will endeavour to ensure all requested journeys are booked for your child, this is subject to availability. Your booking will be confirmed once all seats have been allocated, based on the system stated in the minibus guidance.