



## Leighton Park School Transport Scheme

### Terms and Conditions and Information

The School reserves the right to remove or refuse to allow a student to use the Leighton Park School Transport Scheme if the student concerned fails to adhere to the School Rules or those listed below.

1. Bookings are on a first come first served basis and the School reserves the right to declare a route full and not provide additional capacity on that service if it is uneconomical to do so.
2. One full term's written notice to [transport@leightonpark.com](mailto:transport@leightonpark.com) must be given by parents wishing to withdraw their son/daughter from the scheme.
3. Requests for changes to the published routes will only be considered before the start of each academic year. These will be considered with the transport provider. The School does not undertake to accommodate all requests and will decide on routes and timings in its sole discretion.
4. The School reserves the right to modify the routes and alter the Terms and Conditions of the Scheme at any time. Depending on demand, taxi services may change to become bus routes.
5. Punctuality must be observed at all pickup points.
6. Queue on the footpath in a sensible manner, away from the road.
7. Do not push or rush for the vehicle but wait until the driver has stopped and has opened the door.
8. Find a seat quickly and quietly, without pushing, and fasten your seatbelt.
9. Normal school expectations for behaviour and conduct apply while students are on coaches and taxis.
10. Parents and students may not negotiate with the coach hire/taxi company, or driver, any pickup or set-down point, other than those designated by the School.
11. Do not place bags on a seat or in the gangway of a coach. Such items may be placed on the floor in front of, or under your seat, or in the luggage compartments.
12. Whilst the vehicle is in motion, remain seated with your seat belt on and secured: do not kneel or stand on the seat and do not walk about during a coach journey.
13. Do not speak to the driver when he/she is driving unless it is an emergency.
14. Wait until the vehicle has fully stopped before getting on or off.
15. Ensure you have all your belongings as you leave the vehicle. If you have forgotten anything, please make enquiries about your belongings either with the driver before your next journey, or email [transport@leightonpark.com](mailto:transport@leightonpark.com)
16. If you must cross the road after leaving the coach or taxi, use a pedestrian crossing, if available. If there is no pedestrian crossing in the vicinity, extra caution should be taken.

17. No food or drink is to be consumed whilst on the vehicle.
18. If the vehicle breaks down or is involved in an accident, follow the instruction given by the driver.
19. You are requested to act politely sensibly and safely at all times.

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