

College Bus Terms of Use

Leek College, part of Newcastle and Stafford Colleges Group, provide several term time college bus routes to support students who are travelling a distance to access college.

Reasons to use our college bus:

- Safe and secure environment to travel for anyone feeling nervous about joining college.
- Opportunities to socialise and make friends with other students.
- Our drivers are DBS checked.
- The college can help address queries directly with the bus companies.
- A payment plan option is available to spread the cost of travel.

By reserving a seat on one of the college bus routes, you are committing to one of the following:

- To pay the cost of the college bus in full (excludes students in receipt of a Bursary)
- The first payment is due on application followed by monthly instalments.
- To pay the cost of the college bus each term prior to the new term starting (monthly instalment options due on the 10th of each month (or the first working day after the 10th).

If you intend to pay for your bus pass through the bursary, the following will apply:

- You must have submitted a complete bursary application with evidence as soon as possible at the start of the academic year.
- If you live within 2 miles of a bus route, your bursary payment will only cover the cost of a college bus pass. If you wish to apply for any other transport costs you will need to contact the Bursary team to discuss.

If you change your address, which results in a change of bus route, you will need to contact the Student Finance team studentfinanceteam@nscg.ac.uk immediately to complete a new bus application. We will advise you if there is any difference in payments.

If you require an alternative route due to personal circumstances for a short period of time you will need to discuss this with the Student Finance Team in the first instance. Temporary passes may be issued in exceptional circumstances.

Please note, partial/full refunds will only be issued in exceptional circumstances. This does not include:

- Days you have not used the bus.
- If your course finishes early.
- If you have not used the bus due to sickness.
- You opt for another mode of transport during the term.

College Transport Code of Conduct

Leek College wants everyone to stay safe whilst using the college transport and travel in comfort.

All students must comply with the College Transport Code of Conduct when using Leek College buses. Any breaches may be dealt with through the College Disciplinary Procedure.

- **All students must** ensure that their student ID cards are visibly shown to the driver when boarding Leek College transport. Failure to do so may result in you not being allowed to travel on college transport. Transitional arrangements around this will be in place at the start of the new academic year.
- **All students must** show their bus pass to the driver on request. Failure to do so may result in you not being allowed to travel on college transport.
- **All students must** be at your pick-up point at least 10 minutes before the transport is due to leave and wait in a sensible manner – remember you are representing the college.
- **All students must** flag down the bus at the designated stops, so the driver is aware you wish to board.
- **All students must** be polite and courteous to other students/staff that are travelling on the bus.
- **All students must** allow any passengers needing to get off the bus, to do so safely before getting on.
- **All students must** always behave appropriately and sensibly on the bus. Any use of foul or abusive language or bullying of any kind will not be tolerated. If you are involved in a behaviour incident on a college bus, you will no longer be allowed to use the service.
- **All students must** be aware **it is illegal to smoke** on any transport including Leek College Transport, this includes **E-Cigs or Vapes**.
- **All students must** only get on and off the bus at designated bus stops.
- **All Students must not** be in possession of, using or be under the influence of illegal drugs/substances when on college transport.
- **All Students must not** consume alcohol or be under the influence of alcohol when on college transport.
- **All students must not** distract the driver, except in an emergency.
- **All students must not** use Bluetooth speakers and phones are not to be played out loud. Please use your headphones/earphones.
- If any student has any safety concerns while using college transport, they must report this to the Safeguarding Team immediately by telephoning 07919 218684.