

## College Bus Terms of Use

Buxton and Leek College provide several college bus routes to enable students who are travelling out of county to access college. Reasons to use our college bus:

- Only BLC students are permitted to travel
- Safe and secure environment to travel for anyone feeling nervous about joining college
- Opportunities to socialise and make friends with other students
- Drivers are DBS checked
- The college can address queries directly with the bus companies
- Payment plan option available

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 each term (excludes students in receipt of a Bursary)
- To pay the cost of the college bus each term prior to the new term starting (Instalment options and due dates are stated on the Transport page of the BLC website)

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 within six weeks of your course start date to ensure that you receive the backdated payment towards your transport costs.
- If you submit your application after six weeks of your course start date, charges may apply.

**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

## **Behaviour Code for using College Transport**

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

All students must ensure that student ID cards are visibly shown to the driver when boarding Buxton & Leek College Transport. Failure to do so may result in the student not being allowed to travel on College transport.

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

- Be waiting at your pick-up point at least 10 minutes before the transport is due to leave.
- Wait for your transport in a sensible manner, remember you are representing the college.
- Behave appropriately and sensibly on the bus at all times, no foul or abusive language; bullying of any kind will not be tolerated
- Do not distract the driver, except in an emergency
- Bluetooth speakers and phones are not to be played out loud. Please use your headphones
- Only get on and off the bus at designated bus stops
- It is illegal to smoke on any transport including Buxton & Leek College Transport Vehicles, including E-Cigs or Vapes.
- Must not consume alcohol or be under the influence of alcohol when on college transport.
- Must not be in possession of, using or being under the influence of illegal drugs/substances when on college transport
- Allow any passengers needing to get off the bus safely before getting on the bus and keep at a safe distance as much as possible
- Do not attempt to travel if you are exhibiting any of the Covid-19 symptoms
- All students must comply with the Behaviour Codes for students any breaches may be dealt with through the Student Disciplinary Procedure.

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