

APPLE TRAVEL LTD

STOKE WHARF, STOKE ROAD, SLOUGH. BERKSHIRE, SL2 5AU

TEL: 01753 821310

EMAIL: enquiries@appletravel.co.uk

To whom it may concern

Please find enclosed contract forms for Cox Green transport year 2017/2018. These need to be filled in by everyone who would like a place for this period. **Please do not assume that if you have a place already it will be automatically carried forward, as this is not the case.** The reason for this is that we are not always informed by parents that they do not need a place and therefore it makes it difficult for us to allocate the coaches/seats. We do also have people returning forms up until the start of the Autumn term which is obviously also difficult.

Could we please kindly ask current users to let us know if you do not require a place as that would be very helpful.

The current stops and times for each coach are listed. Depending on the numbers in the new school year the size of coach may change and stop times may alter slightly. As a company we reserve the right to make any changes that we deem necessary to ensure the smooth running of the service. Pupils will only be allowed on their allocated coach.

We ask that you read through the terms and conditions as these have been revised

If the coaches are at capacity then seats will be allocated on a first come first served basis and a waiting list will be put in place. Should your application be incomplete, i.e. without all relevant documents, your application will be held up until these have been received. There will be no exception. The only form of payment now accepted are post-dated cheques for the year or standing orders. Please make cheque's payable to Apple Travel Ltd.

Therefore, if you require a seat on the coach the relevant paperwork needs to be returned to our office by **Wednesday 31th May 2017**

For those already travelling we would like to thank you for your continued support.

Kind regards

Samantha Sweeney
Director

Pupils' Contract for travelling on Cox Green

- I agree to carry my coach pass with me at all times and know that without my pass I will not be allowed to travel.
- I understand that I need to be at my bus stop **10 minutes** before the scheduled time. In the event of the coach running late for whatever reasons, it is up to me to decide how long I wait before making my own way to school or returning home.
- I understand that I have 15 minutes from the end of day to get to the stop, as the coach will leave at 3.30pm and will not wait for me.
- When travelling on the coach I understand that, for the safety of myself and the other passengers, I should remain seated, facing forwards and should be respectful towards the driver and fellow passengers and that I **must** wear my seatbelt.
- **I understand that bad behavior on the coach is unacceptable. I will not distract the driver or behave in any way that endangers myself or my fellow passengers. Consequences of failing to adhere to this will be that I am removed from the coach. I understand that CCTV is fitted to some of the vehicles and this will be used to monitor the behavior of students on the coach and also evidence for the above.**
- I know that the coach needs to be kept clean and that food and drink should **not** be consumed whilst on the coach. Any rubbish should be placed in the bin at the front of the coach. Smoking is prohibited on all coaches.
- It is up to me to ensure that my belongings are taken with me at the end of each journey. The Company accepts no responsibility for any items left on the coach

Pupil – I agree to abide by the terms and conditions as read by me and fully understand them

Pupil's Signature:.....

Name:.....

Date:.....

Apple Travel Coach Contract – Cox Green

I/We hereby confirm that I/We have read all the terms and conditions.

I/We agree to comply with these terms.

I/We enclose post-dated cheques as requested and understand that we will be fined £25.00 for any returned cheques, WITHOUT EXCEPTION

I/We have enclosed a deposit cheque of £50.00, (**new pupils only**) which will be held over for the following year. If all terms and conditions are not met then the deposit will be forfeited.

Deposit already held Y/N

I/We have enclosed 2 x passport photos of my child. For existing students, photos are still required.

Parents

Signatures.....

Surname of contact if different from pupil

Contact Details

Pupils full name.....

Date of birth.....

Address.....

.....

Home Tel. No.

Dads Mobile.....

Mums Mobile.....

E-Mail (print).....

Preferred Stop

Office Use

Coach stop

Terms & Conditions of Hire for Users of Cox Green

- A. Apple Travel Ltd provides coaches for students in certain areas who wish to travel to and from Cox Green School every day. There are no facilities for one-way transport.
- B. The coach will only be available to fully paid up customers. No other persons may travel on the coach without the special permission of the organisers.
- C. Charges are calculated on a yearly basis from September at the start of each academic year. All persons wishing to use the service will sign and return to us, within 14 days, the form attached. It is a condition that the service is to be provided for the entire school year and not in any circumstances less than.
Should for any reason you decide that you wish to withdraw your child from the coach, you will forfeit the current TERM that has been paid for along with your deposit. Any further postdated cheque's that are held will be returned upon us receiving the students bus pass.
- D. At the start of each academic year a £50.00 deposit per student will be added to the costs for the autumn term for **new students only**. In the event of cancellation at any time throughout the academic year the £50.00 deposit will be forfeited to the Company as liquidated damages. In the event of there being a substantial drop in the number of customers at any time throughout the academic year, the Company reserves the right to increase these charges and/or to alter routes.
- E. Due to ongoing problems with collection of payment, the only form of payment now accepted are post-dated cheques for the year or standing orders. Any dishonored cheques, without exception will incur a £25 surcharge (this will be fully implemented). Any non-payment can result in your child being removed from the coach permanently.
- F. **Students must carry their passes with them at all times.** Pass checks may be carried out on a regular basis both to and from school. Failure to provide their bus pass may result in travel being refused. There is a £5 charge for a replacement pass.
- G. Students should be at their allocated pick-up points 10 minutes before the scheduled time. In the event of the coach running late for whatever reasons, it is up to the student to decide how long they wait before making their own way to school or returning home. There are no rebates for journeys not made by the students.

- H. If the Company decides to cancel any journey, due to adverse weather conditions, these journeys will be reimbursed. However, if the school cancels and the Company feels able to carry out the journey then these will not be reimbursed.
- I. Parents are responsible for ensuring that the students are at the relevant pick-up points on time, and are collected in the evening on their return. The Company accepts no responsibility for the safety of the students, either before boarding the coach or leaving it. The coach will leave the school at 15.30pm each day.
- J. Whilst travelling, students should remain seated, facing forwards and should be respectful towards the driver and fellow passengers. Under no circumstances should the driver be distracted. All students must use the lap belts fitted to our vehicles.
- K. Students are asked to keep the coach clean. Any rubbish should be placed in the bin at the front of the coach. Smoking is prohibited on all coaches.
- L. It is up to the students to ensure that all belongings are taken with them at the end of each journey. The Company accepts no responsibility for any items left on the coach.
- M. The Company reserves the right to substitute other operators' vehicles in lieu of its own on any journey.
- N. Any complaints should be made directly to the organizers and not to the drivers.
- O. Bad behavior on the coach will not be tolerated. If a student is found to be distracting the driver or indeed behaving unacceptably endangering themselves or their fellow passengers, the company has the right at their discretion to suspend the student from the coach or remove them permanently. Any monies already paid will be forfeited.
- P. We will endeavor to accommodate all that wish to travel, however, in the event of over subscription it will be purely on a first come first serve basis. This must include a return of your form along with all the stipulated documents. There will be no exception.
- Q. Should your application be incomplete i.e. without all relevant documents, your application will be held up until these have been received. This could result in your child being denied a place on the coach.

Cox Green

The cost of your child's seat will be £4.00 per day. We have split this down into half termly payments and ask that you supply post-dated cheques (which will be cashed on the 1st day of each term).

Please note: If we experience bad behaviour on the coach and we find it necessary to employ an escort to travel with the children then the cost will increase by 0.40p per day. Could you please therefore make sure your children are aware of this fact so that we can avoid this situation and consequently the extra cost.

Term 1

35 days x £4.00 = £140.00 cheque to be dated 5th September 2017

Plus deposit = £50.00 New pupils only

Term 2

34 days x £4.00 = £136.00 cheque to be dated 6th November 2017

Term 3

27 days x £4.00 = £108.00 cheque to be dated 3rd January 2018

Term 4

29 days x £4.00 = £116.00 cheque to be dated 19th February 2018

Term 5

28 days x £4.00 = £112.00 cheque to be dated 17th April 2018

Term 6

35 days x £4.00 = £140.00 cheque to be dated 4th June 2018

COX GREEN ROUTE A – 2017/2018

Stop 1	7.20am	A4 Gala Bingo
Stop 2	7.22am	Stoke Poges Lane (speed camera)
Stop 3	7.26am	Cumberland Avenue/Stafford Ave (Near Petrol Station)
Stop 4	7.29am	Long Furlong Drive/Monksfield Way
Stop 5	7.35am	Haymill Road
Stop 6	7.44am	Garibaldi Pub (bus stop)
Stop 7	7.46am	Stomp Road/Priory Road
Stop 8	7.49am	A4/Huntercombe Lane North

Times and stops may change depending on the need within the first three weeks. PLEASE remember pupils have to be at the stop **10 minutes** before the coach is due to leave. It will leave on the drivers watch NOT yours. If times/routes change you will be informed in advance.

DON'T FORGET BUS PASS.

COX GREEN ROUTE B – 2017/2018

Stop 1	7.45am	Lent Rise/Bread and Beer Shop
Stop 2	7.47am	Dallas/Nursery Road
Stop 3	7.51am	Huntercombe Lane/A4 Bus Stop

Apple Travel

Stoke Wharf, Stoke Road, Slough SL2 5AU

Tel: 01753 518464

Dear Sirs,

Please find bank details as follows;

Bank:	Lloyds TSB, 39 Picadilly, London W1V OAA
Account Name:	Apple Travel Ltd
Sort Code:	30-96-24
Account:	01227660
IBAN No.	GB56 LOYD 3096 2401 2276 60
BIC	LOYDGB21014

Kind Regards

Samantha Sweeney
Director