

Bus Pass Application Form

Bus Service Number			
First Name			
Surname			
Date of Birth			
<i>We cannot proceed with your application without your childs date of birth!</i>			
Home Address			
	Post Code		
Contact Tel. Number			
School		School Year	
Duration of Pass			
	Half Term	Full Term	Annual
Payment Enc.			

I certify that the information given on this form is correct to the best of my knowledge. Information provided to obtain a pass from Mike de Courcey Travel Ltd that is knowingly incorrect and directly affects the cost and validity of the pass will be classed and procuring travel by deception and **WILL** be reported to the relevant authorities. I have read the code of conduct opposite for pupils travelling by bus and I understand that unacceptable behaviour by my child may result in the withdrawal of their travel pass. My child has read the conditions of travel and agrees to abide by them.

Parents Signature		Date

PASSPORT SIZED PHOTOGRAPH HERE <i>DON'T FORGET TO WRITE YOUR CHILDS NAME ON THE REAR OF THE PASS</i>	For administration only	
	Date Rcv'd	
	Payment	
	Pass Number	
	Despatch Date	

Please send completed application form to:
Mike de Courcey Travel Ltd, Rowley Drive, Coventry. CV3 4FG

Please read the following and ensure that you child understands the importance of following these guidelines. The driver is there to ensure that everybody has a safe journey.

- Get onto the bus sensibly, do not alight until the bus has stopped**
 - Show your pass to the driver, or Inspector when requested**
 - Whilst travelling, remain seated where seats are available. Do not stand on the staircase or platform.**
 - Do not obstruct gangways.**
 - No Spitting**
 - SMOKING IS NOT PERMITTED ON ANY BUSES**
 - Do not cause damage to the vehicle**
 - Do not tamper with emergency exits or windows**
 - Do not throw objects from the windows or shout from them**
 - Be polite and courteous to the driver and other passengers on the bus**
- If pupils do not follow the code of conduct and their behaviour endangers other passengers or the driver, the pupils right to travel with Mike de Courcey Travel Ltd will be reviewed. If a pupil is suspended from using the bus **IT IS THE PARENTS OR LEGAL GUARDIANS RESPONSIBILITY FOR ENSURING THEY GET TO SCHOOL.**

School bus passes are not transferable and are solely for the use of the pupils name that appears on it.

Any child that knowingly allows their bus pass to be used by any other person with the intent to avoid payment may at the discretion of the company be refused travel on any service operated by Mike de Courcey Travel Ltd.

PROCURING TRAVEL BY DECEPTION IS A CRIMINAL OFFENCE

It is the responsibility of the person to whom the pass is issued to ensure that the pass is taken care of. Mike de Courcey Travel Ltd undertakes to replace lost, stolen or defaced passes on application, subject to an administration charge. This charge will rise if the pass has to be replaced more than once in an academic year.

A valid pass must be produced on each occasion that the service is used and also, if required by an authorised officer of the company. Failure to do will result in a fare being paid.

*** TO AVOID ABUSE TO THE SYSTEM IF A VALID PASS IS NOT SHOWN AND A FARE IS NOT PAID, THE COMPANY RESERVES THE RIGHT TO REFUSE TRAVEL ***

Drivers, Inspectors and any other operational staff may, at their discretion withdraw a pass if they have reasonable cause to suspect fraudulent use is being made of a pass, or if it mutilated to such an extent that any of the details are illegible.

PAYMENT DETAILS

Payment should be made directly to Mike de Courcey Travel for bus passes which will be issued on a half term, full term or annual basis.

Cheques should be made payable to : **Mike de Courcey Travel Ltd**

Credit/Debit card payments can be made over the telephone.

For the initial pass application, credit/debit card payment must be made in person at our office in Rowley Drive, Coventry.

Payments in cash should only be made at our office in Rowley Drive, Coventry. We do not advise sending cash via the post.