



Dear Parent/Guardian

SURPLUS SEAT APPLICATION TERMS AND CONDITIONS

1. This application is for a surplus seat Student Travel Pass for sixth form students valid from 1st September 2023 to 31st July 2024 inclusive, at a cost of £1060, this is discounted to £995 if paid in one payment.
2. These terms and conditions are deemed to have been accepted when an application is submitted.
3. **All applications will be dealt with in the strict order they are received.**
4. All sixth form students who wish to travel on a school bus will need to apply / reapply for a surplus seat, even if they have previously used the service in 2022/2023.
5. South West Coaches has limited space on its vehicles for sixth form students and this is on a strict first come first served basis.
6. No seat is guaranteed, no extra vehicles will be allocated to cater for extra students although every effort will be made to use the largest vehicle possible for the route specified. Should further entitled students require a seat on a bus at full capacity then surplus seats may be withdrawn. This will be done in strict reverse order of the date the surplus seat application was made.
7. All applications must be submitted by the 28th July 2023 to allow enough time for passes to be produced and distributed to you for the start of term (1st September 2023)
8. Seats, if available, will be allocated once all the entitled students have been allocated their seats.
9. Once seats have been allocated, notification will be sent by email (preferred) or post in the week commencing 14th August 2023¹. Notification that an application has been unsuccessful will also be sent at this time.
10. If you are unsuccessful with your application, you will automatically be placed on a waiting list for a pass should a successful applicant decline the offer of a pass. The waiting list will be in the strict order that the original application was received.
11. The pass costs £1060 for the school year. Payment for a pass for the entire year can be made in full for the discounted amount of £995. Payment for the pass can also be made in two instalments in which case the total price for the surplus seat will be £1060. The first payment of £530 must be received by the 21st August 2023 and a second payment of £530 must be received by the 29th October 2023. If payments are not received by these dates then the card will become void and hot-listed and transport will be refused until payment is received in full. No deductions will be made for any time lost due to late payment of the balance.
12. Any pass obtained after the 1st September 2023 and before the 1st January 2024 will be charged at the full price of £1030 for the year and will have to be paid in full before a pass is issued.
13. Any pass obtained for use after the 1st January 2024 and before the 11th April 2024 will be charged at £675 for the remainder of the year and will have to be paid in full before a pass is issued.

South West Coaches Limited

Southgate Road • Wincanton • Somerset • BA9 9EB • Tel: 01963 33124 • Fax: 01963 31599
11 Oak Way • Lufton Business Park • Yeovil • Somerset BA22 8HS • Tel: 01935 475872 • Fax: 01935 709030
Unit 17 • Tradecroft Industrial Estate • Portland • Dorset DT5 2LN • Tel: 01305 823039 • Fax: 01305 820092
www.southwestcoaches.co.uk • e-mail: info@southwestcoaches.co.uk

14. Any pass obtained for use after the 25th April 2024 will be charged at £495 for the remainder of the year and will have to be paid in full before a pass is issued. If any seats are allocated but no longer required then South West Coaches must be notified before the 31st August 2023 to obtain a full refund of any monies paid, after this date no refund will be possible.
15. No refunds will be made for any passes issued during the school year that are no longer required.
16. Student Travel Passes must be shown each time the holder boards the school bus (inbound and outbound). Passes are only valid for the route they are issued for. Smartcard Readers held by the driver will validate travel on the correct transport.
17. Replacement passes for lost, damaged or stolen passes will be charged at £20 for the first one and each pass thereafter at £30 each. **Travel will be refused if the student has no valid pass.**
18. Students attempting to board without a pass in the morning will be taken to school where they must obtain a seven-day temporary pass to enable travel home in the afternoon. Failure to obtain a temporary pass will mean travel will be refused on our school contract routes.
19. If your lost, broken, or stolen pass was issued by Dorset Council for a registered service route and a temporary pass has not been obtained then travel can continue on payment of the regular fare for the journey.
20. Replacement passes must be applied for as soon as possible as temporary passes are only valid for 7 days.
21. If, due to a change of address, you require a surplus seat on another route there will be no guarantee that a seat will be available and you may have to be placed on a waiting list for the new route. An administrative charge of £25 will be made to move from one route to another.
22. All passes on GL and GR school routes must be obtained directly from South West Coaches, no other pass will be recognised or accepted.
23. A cheque may also be sent in the post. Payments can be made over the phone by Debit Card or Credit Card. All cheques must be made payable to South West Coaches Ltd.
24. The pass is not transferable and is only valid for the route and named person on the front of the pass.
25. The pass remains the property of South West Coaches and can be cancelled if:
 - The pass is being used in an improper manner.
 - There is a default in the payment agreement.
 - The pass holder conducts themselves in a manner that could cause an accident or harm to others by their actions
 - The vehicle is damaged by neglect or malicious intent.
 - A driver is abused in a verbal or physical manner.
 - At the request of the school or Dorset County Council.

¹ This date is subject to change and depends on South West Coaches receiving all data from Dorset Council in time.

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