



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 1<sup>st</sup> September 2024 to 31<sup>st</sup> July 2025 inclusive, at a cost of £1105, this is discounted to £1035 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 2023/2024.
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 Should further entitled students require a seat on a bus at full capacity then surplus seats may be withdrawn.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 2024 to allow enough time for passes to be produced and distributed to you for the start of term (1st September 2024)
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 14<sup>th</sup> August 2024<sup>1</sup>. 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 £1105 for the school year. Payment for a pass for the entire year can be made in full for the discounted amount of £1035. Payment for the pass can also be made in two instalments in which case the total price for the surplus seat will be £1105. The first payment of £552.50 must be received by the 23<sup>rd</sup> August 2024 and a second payment of £552.50 must be received by the 25<sup>th</sup> October 2024. If payments are not received by these dates then the pass 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 1<sup>st</sup> September 2024 and before the 1<sup>st</sup> January 2025 will be charged at the full price of £1105 for the year and will have to be paid in full before a pass is issued.
13. Any pass obtained for use after the 1<sup>st</sup> January 2025 and before the 4<sup>th</sup> April 2025 will be charged at £703 for the remainder of the year and will have to be paid in full before a pass is issued.
14. Any pass obtained for use after the 22<sup>nd</sup> April 2025 will be charged at £515 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  
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15. If any seats are allocated but no longer required then South West Coaches must be notified before the 31<sup>st</sup> August 2024 to obtain a full refund of any monies paid, after this date no refund will be possible.
16. No refunds will be made for any passes issued during the school year that are no longer required.
17. 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. Pass Scanners held by the driver will validate travel on the correct transport.
18. 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.**
19. Students attempting to board without a pass in the morning will be allowed on the bus and taken to school where they must obtain a one-off 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.
20. 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, travel can continue on payment of the regular fare for the journey. Dorset Council are responsible for these replacement passes.
21. Replacement passes must be applied for as soon as possible as temporary passes are only valid for 7 days.
22. 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.
23. All passes on GL and GR school routes must be obtained directly from South West Coaches, no other pass will be recognised or accepted.
24. Passes on the G800, G801, G802 are issued by Gryphon School and they should be contacted about these passes direct.
25. A cheque for payment may be sent in the post. All cheques must be made payable to South West Coaches Ltd. Payments can be also made over the phone by Debit Card or Credit Card.
26. The pass is not transferable and is only valid for the route and named person on the front of the pass.
27. 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.

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

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