

Swavesey Village College - Bus Travel Information 2020-21

There are some important changes to bus travel for all students from September 2020, including how to obtain your new bus pass, so please read this carefully to ensure your child can access transport to and from school.

A new bus pass system will be operating from September 2020. The new passes no longer require a student photo and there will be no replacement costs if lost or damaged. The pass will be emailed to parents and can be held as a photo on a mobile phone and printed out. The pass will be scanned as students board the bus to determine whether the correct service is being accessed.

To get your new bus pass, you must provide student details to us (this is in addition to applying for transport authorisation from Cambridgeshire County Council for Year 7 students).

Here are the steps you will need to follow to obtain your bus pass and access the correct service from September.

Step 1 – Council Travel Authorisation (New Students Only)

Who?: All year 7's, any other students new to Swavesey Village College.

You must apply for travel authorisation from Cambridgeshire County Council before we can issue a bus pass and allow travel on our vehicles.

Students who have not been authorised will be refused travel, so it is vitally important this is done in good time as proof of address will need to be provided.

Use the following link to apply for travel authorisation:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/school-transport/pre-16-school-transport>

Cambridgeshire County Council will inform us once travel is authorised so the remaining steps can be completed.

Step 2 – Application for Bus Pass (All Years)

Who?: All students attending Swavesey Village College.

You must provide your details to us to obtain a bus pass. The process adds a student to our "waiting list" so we can then allocate them to the appropriate service. There is no requirement to register or create an account, it is a simple form which should take less than a minute to complete.

Use the following link to apply for your bus pass:

<https://passenger.shuttleid.uk/waiting-list/20-21/5f038a85-3eb6-438d-aa19-32b9765ad287>

You can provide details for up to 5 students living at the same address using this link.

PLEASE NOTE: Once you have submitted your details the display shows a message which says: "*Thanks for submitting your details. Cambridge Buses will contact you when a space becomes free on one of their services.*". All authorised students will be allocated a seat so do not worry about whether there will be a space.

Step 3 – Distribution of Bus Passes (All Years)

Who?: All students attending Swavesey Village College.

Bus passes will be distributed by email during week beginning 31st August. The pass must be scanned on each journey and can be held on a student's mobile phone or printed out.

We strongly suggest that a spare printed pass is held by all students in a safe pocket as any student forgetting their pass will be reported through to the school for possible sanctions.

Step 4 – Catching the Bus - Timetables and Routes (All Years)

Who?: All students attending Swavesey Village College.

Your new bus pass will indicate which service you can access. You can only travel on the allocated service.

Timetables and bus stop locations are published on our website

www.cambridgebuses.co.uk.

There are changes to routes, times and the allocated to service from September for various reasons including:

- The need to take account of new traffic patterns now the A14 improvements have been completed.
- To accommodate the changing student numbers across the catchment area.
- The address we hold for you – which is the current address registered with Cambridgeshire County Council.
- To take account of Covid-19 measures we have implemented, including increased boarding times.

YEARS 8 – 11 PLEASE NOTE: YOU MAY BE ALLOCATED TO A DIFFERENT SERVICE AND/OR TIMES MIGHT HAVE CHANGED SINCE LAST YEAR.

The only reason a bus will not run is if the school is shut or there is some other wide-spread disruption e.g. weather forcing school closure. Otherwise, even if delayed, a bus will always visit each stop. We will endeavour to inform you if there is a significant delay in the operation of services.

Covid-19 Measures:

- Do not travel to school if you suspect you may have Covid-19 or if you suspect you have recently been in contact with someone who has developed Covid-19. The full procedures can be found on the government website.
- All secondary school and sixth form pupils will be expected to supply and wear a face covering whilst on school transport. Travel may be refused otherwise. Exemption from wearing a face covering should be sought from Cambridgeshire County Council who will provide evidence which can be shown to the driver when boarding.
- Students should wait for, board and exit the bus in a calm and orderly fashion.
- Vehicles are subject to enhanced cleaning regimes between use.
- Drivers will remain in their cabs whilst students are on board. Driver's cabs are now isolated using a protective screen. Drivers have face coverings and shields if they need to get out of the cab to deal with an emergency whilst students are on board.

Behaviour on board our services is governed by the Passenger Code of Conduct issued by Cambridgeshire County Council. Many of the passenger responsibilities have a direct impact on safety during Covid-19. Failure to comply with the code of conduct could lead to provision of transport being withdrawn. The code of conduct is also attached to this ParentMail