

Godalming College – Ash Bus Service (via Upper Hale and Normandy)

Operated by AMK Chauffeur Drive Ltd

Application for permit to use the Service for the Academic Year 2017/18

Please complete details below for person who will be using the service	
Last Name:	Timetable (may be subject to change to meet demand) Please tick pick-up point: 07:20 Upper Hale 07:25 Rowhills – near Texaco Garage 07:40 opposite Alhallows School 07:45 Ash, The Greyhound 07:50 Ash, The Lion 07:55 Normandy, Lay-by near Church in Westwood Lane 07:58 Christmas Pie/Flexford 08:05 Puttenham, Harvester 08:30 Godalming College, Main Building The return journey will depart from the College at 16:30
Forename:	
Address:	
Postcode:	
Telephone:	
Home Phone: Mobile: Alternative contact number:	
The above details will be used as necessary on a confidential basis to contact the user (or parent/guardian) regarding any operational issues about the service	

Payment:

Payment in full in advance of first use of service	£800
or by 2 instalments:	
Payable in advance of first use of service	£500
Payable by February Half-Term of current Academic Year	£300

If you have mobility or other conditions that you feel we need to be aware of please provide details under separate cover to Director of Services, Godalming College. Any details will be treated with strict confidentiality in line with the College Data Protection Policy.

I confirm that I have read and agree to comply with the terms and conditions relating to the service (see attached) and I commit to pay for the service for the full academic year.

✓	
Date:	

Payment queries to:
 Finance Office Godalming College
 Tuesley Lane
 Godalming
 GU7 1RS
finance@godalming.ac.uk
 Telephone 01483 423526

Please note contact details for the operator (AMK Chauffeur Drive) in the event of any query about delay or service not operating due to adverse weather conditions:
01428 751675 (0630 – 1730) or 07764 271465 (if office closed)

If the College is closed due to snow the operator will be informed and a notice will be published via the College website, Facebook, Twitter, Student Portal (Godalming Online) normally by 6.30 am.

Godalming College – Bus Services

Terms and Conditions

1. The service can only be used by students who are currently registered and undertaking a course of study at Godalming College or staff who are currently employed by the College.
2. Permits for use of the service must be purchased in advance through the College. Users of the service must commit to use the service for the full Academic Year and payment must be made in advance of the first day of use as follows:
The second instalment must be paid by February Half-Term of the current academic year. Failure to make payment by the due date will result in a debt being accrued which will be recovered by appropriate means.
3. Refunds will only be made in exceptional circumstances at the reasonable discretion of the College. No refunds will be made due to student passing their driving test and wishing to drive to College or in the event of a student being dismissed from the College under the disciplinary procedure.
4. The permit issued will contain a photo I/d and must be carried at all times when using the service and shown to the driver or member of College staff when requested. The permit is not transferable under any circumstances and any breach will render the permit holder and the person using the permit fraudulently liable to disciplinary action under the College policies.
5. The permit is for travel from the nominated pick-up point only and any change must be authorised by the College Finance Office.
6. We regret that users cannot be accompanied by other students who are not registered users unless prior arrangement has been made in advance of the journey via the Finance Office. This facility will only be available if there is sufficient space on the coach.
7. Permits will be issued for travel on Mondays to Fridays during term times, excluding Bank or Public Holidays. The service will commence on the first day of teaching in the Autumn term and will operate throughout the year on all days that official teaching takes place, including exam periods. See details of term dates published on the College website.
8. Users of the service must comply with the safety instructions published and issued by the service provider or the College. Seat belts must be worn at all times and there must be no moving around the coach when the vehicle is under way or other inappropriate behaviour. Luggage must be stowed or held securely and must not be allowed to obstruct the aisles or cause danger or nuisance to the driver or other passengers.
9. Any complaints about the service should be made to the Director of Services at the College and should be by letter or email: martinmccarthy@godalming.ac.uk