

# Shefford and District Bus Association (SADBA)

April 2019

Dear Parent/Guardian,

Please find below the application form for the 2019/20 Academic year.

The application must be completed in full and returned with two recent passport photographs and a stamped addressed envelope. Please note that the passenger must sign, too, to acknowledge awareness of the behaviour requirements. Fares should be transferred to the SABDA bank account at Lloyds Bank, Sort Code: 309430, Account Number: 00207407, and show as cleared funds by 15/06/19. If it turns out that no place is available for your child on our bus, we will refund your payment in full.

Interest from new passengers has been high and we anticipate that in the 2019/20 academic year the bus will be full.

The fare for 2019/20 will be £795 per student for a season ticket for academic year 2019/20 for those who apply before 15/05/2019) and £895 per student for everyone else. For passengers who pay in accordance with the above deadlines, passes will be sent out by 31/07/19

In the past few years, when it was obvious that the buses were operating well below capacity, a number of parents left it until the last minute to apply for a pass and then expected a fast-track service. None of these has ever been for a new passenger. Late applications will only be processed if there are places on the bus. It should not be expected that the committee will renegotiate bus size to accommodate late applicants.

ALTHOUGH WE SAY YOU SHOULD APPLY BY JUNE 15<sup>th</sup>, THE LAST FEW TICKETS ARE BEING SOLD ON A FIRST-COME, FIRST-SERVED BASIS. YOU DO NOT NEED TO WAIT UNTIL JUNE 15<sup>th</sup> TO APPLY. THE SOONER YOU APPLY, THE MORE LIKELY YOU ARE TO GET A TICKET.

## Fares and passes

The price for a return Journey will be £895 per student per academic year for applications received after 15/05/19.

Please note all passengers must have a valid pass or ticket for the service on which they are travelling, and produce it for inspection on demand. Our service remains "closed" i.e. you cannot buy a ticket from the drivers, although occasional passes for friends/exchange students visiting from abroad can still be purchased from your rep in advance, provided that spaces are available.

## Enclosures

Please find enclosed your application form for the SADBA bus in 2019/20, with guidance notes to assist you in completing it. We appreciate the (legible!) provision of contact details, whether it's your first or your tenth form. These are especially important in order to alert you through the year to emergencies, end of term running times, diversions, snow etc. **You must send a stamped self-addressed envelope with adequate postage in order to receive the pass once it has been issued.**

All passengers must also sign a good conduct agreement which, if breached, permits suspension or, in extreme cases, expulsion from the service. We do not expect the children to behave like angels but we insist on decency and courtesy to all, whether fellow-passengers, drivers or the public. Bullying and harassment WILL NOT BE TOLERATED.

We ask for two photos of your child, one for the pass & the second for the "rogues' gallery" for use in case of identification problems. The timetable, constitution and rules are available on our website (please note the new address) [www.sheffordbus.co.uk](http://www.sheffordbus.co.uk). If you have any problems, please get in touch.

Regards

*Deirdre*

Deirdre Whelan (Chair)

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Stop number	Stop name		
11	Letchworth - Bedford Road (Wilbury Road end)	07:00	17:40
12	Letchworth - Bedford Road (Icknield Road end)	07:02	17:38:
13	Letchworth - Broadway (Hitchin Road end)	07:06	17:34
14	Hitchin - St. Michaels Road	n/a	17:27
15	Hitchin - Hollow Lane	n/a	17:23
16	Hitchin (AM "L" Stop Church Car Park/ PM Superdrug)	07:19	17:21
17	Hitchin - Fishponds Road/Bedford Road corner	n/a	17:19
18	Ickleford Turnpike Lane	07:27	17:13
19	Stondon (outside Bird in Hand PH)	07:32	17:08
20	Stondon Village Shop	n/a	17:06
21	Shillington - Marquis Hill	07:37	17:03
22	Meppershall Village Hall	07:42	16:58
23	Shefford (Corner Ivel Road and Southbridge Street)	07:45	16:55
31	Bedford Girls School	08:10	16:30
32	Bedford School (AM St.Cuthberts/ PM de Parys Avenue)	08:15	16:23
33	Bedford Modern/Rushmoor	08:25	16:15
34	St Andrews School (AM Pemberley Avenue/ PM Use Bedford School Stop)	08:30	n/a

## How to fill in the form

A number of these forms are filled in wrongly each year, which is hassle for us and wasted time for you. Please excuse us if we seem patronising but, if you follow these instructions, it should all work OK. We must receive your application form (with SAE and photos) and your payment (paid by bank transfer) by **15 June** please, in order to confirm that we have the correct fare structure in place.

### Step 1.

Complete the details on the Application. Fill in all the boxes. Telephone number and e-mail address are required for any clarification and in case of problems while the bus is in service. Please use block capitals and write in ink.

### Step 2.

Please pay the full fare by 15 June. For cancellations after 15 June, partial funds can be given, subject to notice as outlined in the Association's rules (i.e. one term's notice to quit) . **Passes must be returned before any** refund can be given.

Lloyds Bank,  
Sort Code: 309430  
Account Number: 00207407

**Please add in your name in the payment reference. Note that if this is not done we will not be able to process the application – we have had several incidents of this in the past.**

### Step 3.

Obtain **TWO** passport photos of each student and write each child's name on the back.

### Step 4.

Prepare a **stamped, self-addressed** envelope with appropriate postage for us to send you the ticket(s).

### Step 5.

Note that the application form has to be signed by a parent/guardian and (to confirm that they understand the requirements about behaviour on the bus) by each student. Sign and date the form and send the completed paperwork, SAE and photographs by 15 June to:

**Shefford & District Bus Association, c/o Berni Stringer, 33 West Hill, Hitchin,**

**Herts, SG5 2HY**

*Check list: Completed and signed application form  
Make sure you have paid the deposit by bank transfer  
Stamped, self-addressed envelope  
2 Passport photographs for each child, with child's name on reverse.*

***NB – Passes will be issued in July/early August, but applicants sending a second SAE, or e-mail address, will receive confirmation that their application has been received. Bank transfer payments will be acknowledged by email within ten days (please do NOT request acknowledgement earlier than this, as it takes time for us to receive updated bank statements).***

**PLEASE update us if your details change during the year, by email if possible, and please ensure that it is a valid email address. We need a **MOBILE NUMBER** for urgent travel updates.**

## Shefford & District Bus Association

### Bus Pass Application 2019/20

[WWW.sheffordbus.co.uk](http://www.sheffordbus.co.uk)

I want to join/renew membership of the Association so that the student(s) listed below can travel as detailed. I have checked the information and completed the form as appropriate. I confirm I have read the enclosures with this application and agree to abide by the rules of the Association. In particular, I have discussed the expected standards of behaviour with each of the students listed.

I enclose two passport photos of each student, with name on the reverse, plus a stamped addressed envelope. I AGREE THAT IF I AM OFFERED A PLACE ON THE BUS, ANY MONEY PAID WILL NOT BE REFUNDABLE UNDER ANY CIRCUMSTANCES (except as specified in our constitution where it says you may give one term's notice).

- I have made a bank transfer for £ \_\_\_\_\_ (£895 per student) to pay for my tickets in full
- I agree to SADBA storing my personal details to keep me informed about delays and changes to the bus service, and to assist with planning the service for future years.
- I agree to SADBA contacting me by email about delays and changes to the bus service, about student behaviour on the bus, and about renewing my season ticket.
- I agree to SADBA contacting me by phone or text message about delays and changes to the bus service, about student behaviour on the bus, and about renewing my season ticket.

Parent's signature	Date

Title:	Parent's forename:	Parent's surname	Parent's email:
Address with postcode:			Landline (with area code):
			Mobile:

**PLEASE update us if your details change during the year, by email if possible, and please ensure that it is a valid email address. We need a **MOBILE NUMBER** for urgent travel updates**

	Student surname	Student forename:	School year:	School <i>Bedford, Bedford Girls', BMS, St Andrews, Rushmoor</i>	Tick if student likely to leave part of the way through school year
1					
2					
3					
4					

The column indicating if each student is likely to leave during the year should be ticked if, for example, the student will be taking their driving test, or if you are moving house.

This information is purely to assist with our financial planning. Ticking this column does not commit you to leaving part of the way through the year – you may change your mind. Also, ticking this box does not constitute the notice required by our rules/constitution. If you want a refund part of the way through the year, you still need to give us a term's notice in writing.

Bus stop number	Bus stop name:

**I acknowledge the Association's rules regarding behaviour on the bus and agree to abide by them at all times. I accept that I may be suspended or excluded from travel if I misbehave. I agree to SADBA storing my personal details to assist with planning the service for future years, and to respond to queries about students' behaviour.**

.....  
Student 1 signature      Student 2 signature      Student 3 signature      Student 4 signature

**YOU WILL RECEIVE NOTICES, LETTERS AND UPDATES ELECTRONICALLY.**

SO PLEASE CHECK YOU'VE GIVEN AN EMAIL & PHONE NUMBERS THAT WORK!

This is the method we use to keep in touch, as we can more easily keep you informed during the year and it saves us all time and money.

## SHEFFORD & DISTRICT BUS ASSOCIATION RULES

1. These rules form part of and are to be read with the Constitution of the Association.
2. The Object of the Association is set out in Clause 2 of the Constitution.
3. It is intended that the administrative arrangements will be kept to a minimum to avoid a heavy workload on the Officers and that the Association will be managed by a Committee as set out in the Constitution.
4. Only parents/guardians (“Members”) of the Association will be eligible to vote at any meeting of the Association. For voting purposes, the purchase of one pass (whether one- or two-way) shall entitle one Member to vote.
5. The cost of the Service will be agreed between the bus operator and the Committee. The Treasurer will notify Members of the cost of each pass agreed by the Committee for the forthcoming year. Payment must be made to the Treasurer in accordance with the rules set out in that year’s application form. Payment is to be made in one lump sum and there is no differentiation between junior and senior passengers. The Treasurer will issue receipts on request. The cost of the Service shall reflect the cost of travel by public transport for a similar number of passengers, taking into consideration the following facts:
  - a) the Service is a dedicated one for the specified Bedford schools; and
  - b) the route and timetable are designed to meet the needs of the pupils of those schools; and
  - c) each route has regular drivers; and
  - d) there are additional facilities on the bus which are not necessarily found on public transport such as CCTV. The Association’s policy is that all passengers must remain seated throughout the journey; it is each passenger’s individual responsibility to ensure that they comply with this rule.
  - e) For the purposes of calculating fares and refunds, it is assumed that all school terms are of equal length
6. Seats will initially be allocated according to the previous year’s usage unless the Treasurer has been notified otherwise, and thereafter on a first come, first served basis. Any Member (& any passenger) joining part-way through a year will pay a proportion of the total charge as determined by the Committee. Members are required to give at least one term’s notice of their intention to withdraw a passenger from the Service. If notice is given on or before the first day of the term, at the end of which the passenger is going to be withdrawn, then they will be refunded for the number of complete terms outstanding. No refunds will be issued in respect of part of a term, and no refunds will be issued until and unless the bus pass has returned to the Association. If there is insufficient support for the Service to continue, Members will be notified as early as possible.
7. Any deficit will be recovered by an immediate additional charge pro-rated among the Members. Any surplus at the end of any Financial Year may, in the absolute discretion of the Committee (such discretion not to be exercised unreasonably) be refunded on a pro rata basis to Members who purchased a pass in that Financial Year such amount as the Committee considers appropriate.
8. All receipts and payments will be paid through an Association Account at one of the major clearing banks. All payments from the Account will require the signature of two Officers.
9. All bank statements and records maintained by the Officers will be available for inspection by any Member on reasonable notice.
10. The Service will operate on a five-day week basis.
11. The route and timetable will remain the same from year to year unless otherwise agreed between the Committee and the bus operator. Any material change will only be implemented after consultation with Members either by letter or at the Annual General Meeting.
12. A Bus Pass (also called the Association Membership Card) will be issued to each passenger. The pass must be available on the bus at all times and shown on demand to any member of the Committee or bus operator’s staff.
13. On receipt of a complaint, the Committee may suspend any passenger until the Committee has had the opportunity to meet (which may include a virtual meeting by Skype, conference call or similar) to consider fully the alleged misbehaviour. The Committee shall consider carefully the nature of the complaint and allow the complainant, the accused and other passengers and Members the opportunity to make representations to the Committee in person or in writing as the Committee shall reasonably decide. At that point the Committee may:
  - a) impose a further period of suspension;
  - b) treat any period of suspension as “time served” and allow the passenger(s) back on to the bus; or
  - c) (in cases of serious or repeated misbehaviour) bar the passenger(s) from the Association’s Service and revoke their bus pass without refund.The Committee regards serious misbehaviour as including (but not limited to) fighting, taking the possessions of others without permission, causing harm or damage to individuals (whether other passengers, staff of the bus operator or otherwise) and/or property, conduct that might put the well-being or safety of others at risk, and any behaviour of a similar nature. The making of malicious complaints and/or accusations in bad faith shall be treated in the same way as serious misbehaviour.
14. Members will be expected to co-operate with the Committee in ending unacceptable behaviour on the Service. The Association will endeavour to address all complaints at any early stage, and, with permission from the Members, may delegate authority to an Officer to speak directly to any passenger (and in particular senior school passengers) in an attempt to prevent escalation of behaviour which, if it continues, may, in the Committee’s reasonable view, lead to that passenger’s suspension.