

# Kingston Maurward College

## Transport Guide 2019-2020



## What We Offer

Kingston Maurward College currently offers travel through a network of buses and minibuses along major routes.

Our routes are created annually in response to demand during our recruitment year, usually covering key towns across the region.

Although some of our transport has facilities for disabled access, we are happy to discuss alternative methods of transport for students with disabilities.

## Transport Prices 2019-20

Currently those students who attend College 3 days or more pay:

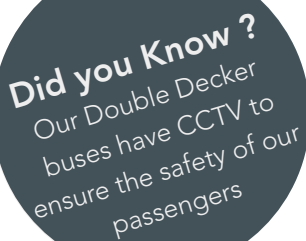
Per week: £30.00

Yearly Charge: £1046.00

The prices for 2019-20 have yet to be finalised and may still be subject to change.

Payments can be spread out across the year via standing order and all students can be issued with a payment schedule.

1 day return charge: £10.00



**Did you Know ?**  
Our Double Decker  
buses have CCTV to  
ensure the safety of our  
passengers

# Transport Code of Conduct

All students sign up to and abide by a few simple rules in the Transport Code of Conduct. If you follow the guidelines your journey to College will be safe and enjoyable. If you don't keep to the Code of Conduct then your parents / carers and tutors will be informed and you may not be allowed to continue to use College transport.

## Bus pass

Your Student ID Card is your pass onto the College minibuses. Double decker passenges will be issued with a separate pass. It is for you only and must always be shown if you want to use College transport.

- Stay in your seat and keep any provided seat belt on while the bus is moving – it is a legal requirement for you to wear a seatbelt where provided
- Do as the driver asks at all times
- Don't distract the bus driver, except in an emergency
- Treat the bus driver and your fellow passengers with respect – we operate a zero tolerance policy on bullying
- If you see someone behaving badly or bullying others, report it to a Bus Buddy, (see page 4) the Student Admissions office or the bus driver in confidence
- Don't throw things
- Don't eat, drink or smoke (smoking is against the law for everyone on buses)
- Don't use bad language
- Take all litter home with you
- Keep noise to a reasonable level
- Don't carry real or replica weapons
- Don't damage the vehicle – if you do, you will be made to pay for the damage
- Look after your possessions on the bus – you may be asked to put your bags in the storage racks or underneath the bus for safekeeping
- Animals are not permitted on College buses.

## Your Responsibility

You are responsible for making sure you get to and from the bus stop safely, arriving at least **five minutes** before the bus is due to depart. Many of our buses are fitted with trackers so we know what time they arrive and leave each stop.

You should plan with your parents/carers what to do if you miss your bus.

If there is extreme weather (e.g. flooding or snow) listen to the local radio stations and check the College website [www.kmc.ac.uk](http://www.kmc.ac.uk) for information regarding closures. A message will also be left on the Student Admissions answerphone.

If for any reason your transport cannot pick you up, you will be contacted by the College text message system. Where possible you should try to find an alternative method of transport for the day – if your parents / carers take you to College they will need to be prepared to collect you in the afternoon.

**Remember - We need your mobile number so we can text you if your bus is late!**

## Bus Buddies

The College has a 'Bus Buddy' scheme with the following aims:

- To provide a point of contact for students to report incidents
- To help make travelling on College transport a positive and stress free experience

Bus Buddies will be able to travel at a discounted rate for the duration of their contract.

For more information about College transport please contact the Student Admissions Team on 01305 215032 or drop into the Student Admissions Office situated on the ground floor of the Learning Resources Centre (LRC).

## Driving and Parking on Campus

If you intend to bring a car or motorbike onto campus, you will need to read and sign the Campus Parking and Vehicle Use Code of Conduct beforehand.

All students will be issued with zoned parking permits. These will be issued during enrolment.

Your vehicle must not be moved from the allocated parking area during the day, unless leaving the campus. Checks are carried out and penalties could apply.

**The speed limit on all areas of the campus is 20mph - everywhere!**



**Working in partnership with Dorset Police**

### Code of Conduct

If you are found to have breached either of the Codes of Conduct, the College will investigate the incident and it could result in you being excluded from travelling on College transport or parking on the College campus. Should this occur, you will still be expected to maintain your attendance record in order to pass the course and should therefore find suitable alternative transport.

## Equal Opportunities and You

At Kingston Maurward College we believe that everyone, regardless of whether they are on College premises or away from them, has the right to be valued as individuals and have the equality of opportunity regardless of race, colour, nationality, ethnic origin, gender, disability, sexual orientation, religion or belief, marital status, or age, and that they will not be disadvantaged by any conditions or requirements that cannot be shown to be justified.

Some students may need additional support in order to pursue their course, and the College seeks to provide this wherever possible. We like to think that the students play an active role with the staff in supporting equal opportunities by treating everybody with respect and in reporting discriminatory behaviour. The College wishes to ensure it complies with the requirements of The Code of Practice for Further and Higher Education (Equality Act 2010).

## Frequently Asked Questions

### **Do I qualify for transport?**

All students at Kingston Maurward College are entitled to purchase a pass for College transport.

### **When do I pay?**

You will be given a payment schedule before September. You will have the option to pay in full or by standing order on a monthly basis.

### **What if I cannot afford the fee but need transport?**

The College has funds available to assist low income families or those on benefits. You will be required to pay at least 10% of the cost. For further information contact the Bursary Fund Administrator on 01305 215165

### **Will I be issued with a pass?**

Your Student ID card is your bus pass for College minibuses. Double decker passengers will be issued with a separate pass. You will need to show this every time you travel. You will be issued with your ID card during your induction week.

### **What if I lose my Student ID card/Pass?**

The College will replace the missing Student ID Card, but a £5.00 charge will be made for the double decker bus pass.

### **Can my place on the bus be withdrawn?**

Students are advised that the College reserves the right to ban students who do not abide by the Transport Code of Conduct. Non payment of fees can also result in being withdrawn from the bus.

### **Where will the bus pick me up?**

You will be notified of your bus stop and pick-up time at your enrolment day.

### **How does the College decide which bus I use?**

The College endeavours to place students on a route which runs near to their home town. Some routes have fixed stops that cannot be easily changed. The smaller minibuses are more flexible. The College is required to ensure that routes are not over-subscribed and the best use of the contract buses is maintained.

**What should I do on the first day?**

If you have applied for transport before the start of the new term, your pick-up point and time will be finalised at your enrolment day. You'll collect your Student ID card during your first week so don't worry about not having your bus pass for the first day.

**What happens if I put in a late application for transport?**

You may be put on a waiting list until the passenger lists are finalised and we are sure we have enough room for everyone to travel. You will be responsible for your own travel arrangements until your transport is agreed and we find space for you on the bus.

**What happens if my address changes?**

If you move to a different area we will change your pick-up point provided there is enough room on the new bus route.

**Can I go home on a different route with a friend?**

This is not a problem provided there is space on the bus. All we ask is that you inform the Student Admissions Office at least 24 hours before the intended travel so we can check the availability of space and inform the bus company for insurance purposes.

**I no longer wish to travel on College transport – can I get a refund?**

Refunds will be calculated from the date the Student Admissions Team are notified and the amount already paid.

**Note:** All information correct at publication.

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