



2017/18 Booking form

This contract runs from September 2017 to June 2018

Please read this information and if you are happy to comply, complete the form online

Otherwise paper forms can be returned to the bus driver or: Kierans of Drogheda, Mini Coach Hire, 27 College Rise, Drogheda.

1. SCHOOL FARES:

Primary School Fares are as follows:

One child:	€23.00
Two Children	€40.00
Three Children:	€60.00
Four Children	€75.00
One Way Fare:	€ 15.00

Secondary School Fares are as follows:

One Child:	€ 20.00
Two Children	€ 35.00
Three Children:	€ 45.00
Four Children:	€ 60.00
One Way Fare:	€12.00

2. SCHOOLS CATERED FOR:

St Mary's Parish Primary
St John's / St Pauls
Marymount

St Oliver's
Sacred Heart
Our Lady's Greenhills

St Joseph's CBS
Drogheda Grammar School
St Mary's Diocesan

3. PAYMENT METHODS :

- Please pay the amount that is stated on the envelope. If you have queries on the amount, please contact the office
- **We will charge 35 weeks for Secondary Schools & 39 weeks for Primary Schools. Please note that the full fare is due every school week regardless of absence or school closures of any sort.**
- Bank Transfers / Direct Debits can be set up for monthly / weekly payments
- For cash payments, envelopes will be provided the week before hand to return on the Monday Morning/first day you travel on the school bus each week.
- If you do not receive an envelope please pay in your own envelope with date, name & amount listed
- Should you have a problem with making the payment on time any week please contact us directly.
- Arrears of 2 weeks or more will forfeit your seat on the school bus.
- **Please note that weekly cheques are not accepted due to charges on same.**

Weekly payments: -

- Weekly payment must be made on the Monday Morning of each week (or on the 1st journey your child makes on the bus each week).
- Reminders will be sent each Monday evening to those accounts who have not made payment
- **Drivers have the authorisation to refuse entry to the bus if payment is not made on the first day of the week.**

Monthly / Term Payments

- Envelopes will be provided & are due to be paid on the 1st week of each month.
- Text message reminders will be sent to those who pay online
- Please note that where there are usually 4 weeks in each month, some months will contain five weeks, or less on term breaks.

Yearly payments

- Yearly payments are due by 10th August 2017 in order to receive discount
- For those who choose to pay for the school year in advance will receive the following discount:

€ 50.00	for 1 child	€ 150.00	for 4 children
€ 80.00	for 2 children	€ 40.00	One way fare
€ 110.00	for 3 children		



4. ALLOCATION OF PLACES

Due to the fact that there are limited places and large waiting lists we operate the following policy:

- Preference is given to existing customers, those who have travelled with us in previous years and their siblings starting school.
- Places for existing customers will only be held for those with good payment records. Those who have poor payment records will only be allocated a seat on a policy of paying by term in advance.
- ***Any account with outstanding payments for June 2017 will not have a seat allocated for September 2017***

5. ABSENCES / ATTENDANCE

- The full fare must be paid regardless of days off due to school closures or absence of any sort. Therefore in the event of a week consisting of one or two school days the full week will be charged.
- Work experience weeks are not charged; but the office must be notified of work experience dates in advance.
- Please leave a message with the Office/Driver, if children will be off sick to save driver calling.
- If your child is absent for the full week, there will still be a charge as you are holding a seat on the bus.
- Parents are asked to have their children ready at the appointed times, as delays result in overall lateness. Pick up times will remain very similar to last year. New customers should contact us if they are unsure.
- Children will not be permitted to get off anywhere other than their designated drop off point unless requested by a parent.
- If children, who are collected in the morning, are not returning on the bus in the afternoon, please inform the driver.
- Your driver's mobile phone number will be supplied at the start of the school year.
- You will be provided with a pick up time each morning - your child must be at their designated point before this time as buses cannot wait due to traffic & time constraints
- Buses depart schools each evening 10 minutes after school finishes - due to route planning buses will be unable to wait any longer at any school.

6. HEALTH & SAFETY

We would ask parents to ensure that their children behave on the bus and to remain seated at all times as distractions to the driver can affect safety. Our drivers' duties involve ensuring safe collection and delivery of your child but they are not responsible for disciplining unruly children on the bus. Please ensure your child is aware of the following rules.

- Bad behavior towards the driver or any other child on the bus will not be tolerated
- One occurrence of bad behavior will result in parents being notified in writing
- On a second occurrence notification will be made by telephone
- Any repeat will then result in loss of place.

Seating & Seatbelts

From September 2008 all children must be seated with seatbelts. All our vehicles are of the highest standards and fitted with seatbelts. Please note the driver will not be assisting children to use their seatbelt, it is the parent's duty to ensure their children know to use their seatbelt at all times and that they remain in their seat until the bus stops.

******All children should be seated at all times using the seatbelts provided.******

7. WEATHER CONDITIONS

- In bad weather conditions the bus will run unless the schools shut. If the service will not be running text message notifications will be sent.
- Buses **WILL** be delayed in bad weather. This is due to the drivers ensuring your child's safety but is **MOSTLY** due to major traffic delays. We have experienced traffic delays of 90minutes in adverse weather conditions
- Text message notification may ask for children to meet the bus at the entrance of each estate should the roads be too bad within the estates. We would be grateful if you could comply with this. This will only apply where the estate is deemed unsafe for the bus to travel through.

SHOULD YOU HAVE ANY QUERIES ON THE ABOVE PLEASE CONTACT THE OFFICE ON 041-9844602
Please note that office hours for School queries/ messages are 0730am to 1930pm Monday to Friday ONLY