

College Bus Services Policy

2025 - 2026

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1. Purpose

This policy sets out the range of support available to students when travelling between a single home address and college. There is no automatic entitlement to support with transport to college, and this policy details the criteria to enable a student to be eligible to receive place on the college bus services.

The services are operated on a first come, first served basis, we encourage eligible students to apply to the service as soon as possible to avoid disappointment. We will also prioritise 16-18 learners and those who live furthest from college.

This policy also details the behaviour we expect to see from our students who use the college services.

2. Qualifying Criteria

The service is made available to our 16-18 students, and those aged up to 25 with an Education, Health and Care Plan (EHCP). Adult learners are not permitted to use the service, this includes those learners who are enrolled onto an Access course or a Higher Education course. Although consideration may be given to those adults aged up to 25 with special educational needs (SEN) and/or a disability which directly impacts travel or transport, if there is capacity on the bus. As already mentioned, priority will be given to our 16-18 students.

The student should:

- Be enrolled onto a full-time programme of study.
- Be aged 16-18 at the start of the academic year, or if they have an EHCP aged up to 25.
- Those students who have SEN and/or a disability and are looking to use a college bus service, will be asked to provide details of their need from their GP, medical team or local authority.
- Apprentices are not normally permitted to use the service, although we will consider any requests on an individual basis.
- Students are permitted to use the college service which is closest to the address registered on the college IT systems. Due to capacity issues, students can only register for one service, without exception.

3. Cost of Travel

Cost of the services is reviewed annually. In the academic year 2025/26 the cost to students will be £216. This can be paid in three tranches, payments would be due on 1st July 2025 (or at enrolment), 24th October 2025 and 12th December 2025. Students are encouraged to apply to the college bursary to ascertain whether the bursary is able to cover the cost of the bus pass.

The college reserves the right to revise the charge for the service. If this is to happen, all users and parents/carers will be informed a minimum of 30 days in advance.

This policy also details the behaviour we expect to see from our students who use the college services. Students who don't adhere to the standards of behavior expected and outlined in the code of conduct can lose their place on the bus. In this case no **refunds of monies paid will be made.**

4. Accessibility

Students who have been granted a place on the bus will be informed either at enrolment, or later via email. Students will be required to download the relevant bus company App to be able to use the service. Instructions will be given to students to enable them to do this. They will also need to ensure their phone is always charged, and they have sufficient mobile data on their phone to enable them to access the App when getting onto the bus. The bus company has been instructed to not allow students onto the bus if they do not have a valid ticket within the App, this is for the safety of other students, and to enable the college to monitor capacity and usage.

5. Withdrawal/Cancellation of Services

The college reserves the right to cancel any of the services.

If an individual student is found to be misbehaving or causing a nuisance, the college will withdraw the offer of the service to that individual. Students must always abide by the Code of Conduct.

6. Application to use the service

Students must pay for the service via the college nominated payment system; this confirms a place on a college bus. Those students who are eligible for college bursary will have a confirmed place once their bursary is agreed (if a place is available). For the academic year 25/26 those students who are returning to the second year of their Level 3 programme will need to advise us via bus@wvr.ac.uk that they require a place on the bus, there will be no cost to use the service for these students. Places are allocated on a first come, first served basis, places are limited.

7. Bus Timetables

The college will work closely with the appointed bus company to ensure that students arrive on site prior to 08:45 each day. The service will leave at the end of each day once all lessons have concluded, currently 16:40.

If necessary pick-up times may be revised to ensure students arrive to college on time.

The college cannot take responsibility for the late arrival or departure of the bus due to traffic or circumstances beyond our control.

We are not able to provide additional services which arrive/depart throughout the day. The college will not purchase public bus passes for those students where their timetabled hours start after 08:45 or finish before the service leaves campus each evening.

8. Behaviour

A Code of Conduct (Appendix A) has been drawn up to ensure all users of the services understand what is expected of them. Students must sign this Code of Conduct prior to using the service. If a student is found to be exhibiting behaviour which does not meet the code, or is unacceptable, the service will be withdrawn to that student. Students are representing the college while using the service and as such the college expects that students always behave in an appropriate manner.

The service will be withdrawn automatically to those students who have withdrawn from their course.

There is a separate college behaviour policy which details the behaviour expected of our students. There is also a disciplinary procedure the college follows should behaviour not be acceptable; this may also be applied to students using the college bus service.

9. Service Monitoring & Review

The college will continually monitor and review all services. We shall consider whether new routes should be added to the transport options, and whether under utilised routes should be withdrawn. Sufficient notice will be given should a service be withdrawn. New routes would normally be offered from the start of the following academic year, and as such, where possible, details will be made available on our website and at college open evenings.

Appendix A

Code of Conduct College – College Bus Service 2025/26		
This form goes through the Student Code of Conduct for using the College Bus Service this academic year.		
First Name		
Surname		
Student No (if known)		
Please confirm the service you require by ticking the relevant route		
WVR1	Irlam, Culcheth, Birchwood route	
WVR 2	Winsford, Hartford, Weaverham route	
WVR 3	Leigh, Golborne, Newton le Willows route	
WVR 4	St Helens, Widnes, Penketh, Great Sankey, Westbrook, Chapelford route	
WVR 5	Northwich, Barnton route	
WVR 6	Runcorn, Sandymoor, Latchford route	
Whilst using the bus service I agree to the following:		
<ul style="list-style-type: none"> I will scan my app ticket or my QR code pass each time that I travel on the bus I will not share my app ticket or QR code pass with any other student for the purpose of travelling on the bus I understand that the bus service is only for Warrington & Vale Royal students with a valid app ticket/QR pass code I understand the driver is only permitted to stop at the designated stops on the route I understand that ensuring the health and safety of other passengers and the driver is of paramount importance to ensure everyone is safe I will not play loud music on the bus I will not deface or damage any part of the bus in any way I will not throw things whilst on the bus I will always be seated and I will not leave my seat will the bus is in motion I will not prevent other students from taking a seat next to me I will not smoke or vape whilst on the bus I will not shout or swear whilst on the bus I will not distract the bus driver in any way I will report any concerns I have to college staff immediately I will respect my fellow passengers, the driver and my surroundings <p><input type="checkbox"/> I understand and agree</p>		
The standards of behaviour and conduct expected whilst at college, including bullying/harassment, are also applicable whilst using college bus		

☐ I understand and agree

It is your responsibility to ensure that you arrive at the bus stop at the correct time for the departure of the bus. Bus stops will be signposted at college. It is your responsibility to ensure you get onto the correct bus when leaving college. You must ensure you check the service number.

☐ I understand and agree

The college reserves the right to exclude you from using the college bus services if your behaviour and conduct significantly impacts other bus users and is deemed unacceptable. If you are excluded from using the college bus, you will not be entitled to a refund.

☐ I understand and agree