

REQUEST FOR COLLEGE TRANSPORT

ACADEMIC YEAR 2019/20

Forename:	Surname:	
Address:		
Postcode:	Which Campus are you attending:	
Are you a returning Student: YES/NO	Date of Birth: Age as of 31st August 2019:	
Mobile Telephone Number:	Student ID No:	
Email Address: Please complete the below where applicable		
HE (Level 4 or above) Course Name:		
FE (up to and including Level 3) Course Name:		
Transport Collection Point Required: As per the college transport booklet only	Days Transport Required: Please circle where appropriate Mon/Tues/Weds/Thurs/Fri	
<i>Transport will only be available from designated points as indicated in our information booklet and routes may be subject to change</i>		
PLEASE NOW ENSURE YOU READ THE STATEMENTS BELOW AND SIGN THE DECLARATION BELOW: I accept the terms and conditions stated and understand that non-compliance can result in the removal of my transport provision		
Name of Student (print):	Signed:	Date:
NB IF UNDER 18 AT THE TIME OF SIGNING THIS MUST BE COUNTERSIGNED BY THE PARENT/LEGAL GUARDIAN OF THE STUDENT.		
Parent/Legal Guardian Name (print):	Signed:	Date:
NB: BY SIGNING THIS FORM YOU ARE MAKING A COMMITMENT FOR THE 2019/20 ACADEMIC YEARS TRAVEL REQUESTED.		
<u>NOTE: NO LANYARD, ID BADGE OR BUS PASS = NO TRAVEL</u>		

TERMS & CONDITIONS

As a student of Askham Bryan College being transported to and from any of the College sites I declare that:
I will abide by the College student rules.

I understand that if I contravene the College/student rules, in force for the 2019/20 session, insofar as they relate to student transport, my right to continue to use transport through arrangements with the College may be removed, my space on the bus will be withdrawn and further disciplinary action taken.

Should I be suspended or excluded from the College, I understand that I will automatically forfeit any right to use College transport.

I understand by signing this form that I am making a commitment to the College or Local Authority (as/if appropriate) for the 2019/20 academic year's transport requested and obtain authorisation before any of that transport is used. I understand that if I am refused entry onto a coach or minibus, it is my responsibility to make alternative arrangements to get into and home from College. Should the College deem it necessary to make arrangements for transport in these circumstances, I agree to pay any costs incurred in full plus and administration fee of £20 per arrangement.

I unconditionally accept that the College:-

Is not responsible for providing transport where unavoidable delays/route changes are necessary due to unforeseen circumstances, i.e. road traffic accidents and traffic jams.

Reserves the right to vary routes and/or pick up points/times for organisational or safety reasons.

That any wilful damage caused will be re-chargeable to the student or all students accessing the transport.

YOU ARE REMINDED THAT AT ALL TIMES WHEN BEING TRANSPORTED ON COACHES OR MINIBUSES: -

- I. An ID badge, lanyard and or bus pass must be worn and shown to the travel in order to be able to travel
- II. Smoking or the use of naked flames is not permitted (including the use of e-cigarettes)
- III. Reasonable standards of behaviour, particularly towards others, are expected at all times. Bullying will not be tolerated and any passenger suspected of such behaviour will be immediately removed from the use of college transport until a full investigation has been completed.
- IV. The carrying out or consumption/use of alcohol/controlled substances is not permitted.
- V. Knives and other sharp objects are not to be carried on any college Transport under any circumstances.
- VI. The carrying of any fire arm or ammunition is not permitted.
- VII. Wilful damage to vehicles or their contents or interference with anything provided for, in the interest of Health and Safety, is not permitted.
- VIII. Where seatbelts are provided, they must be worn at all times.
- IX. Animals may only be transported on the buses if approval is given in advance by the Student Transport Manager and will only be authorised in exceptional circumstances.

Data Protection Notice

The information you have provided is subject to the Data Protection Act and as from 25th May 2018, the General Data Protection Regulation ("GDPR"). It will be stored on paper and digitally on computer, so the College can process your enrolment and for various administrative purposes. By submitting this application you agree to the College processing your personal and sensitive data in this way, to enable the College to provide you with accommodation. You also agree that in the event you are under 18 years of age, the College may contact your parent, guardian or carer.

Processing of your personal data is necessary to enable performance of this agreement. Your personal data will not be subject to any automated decision making and all data will remain within the UK at all times.

The College will retain the data of unsuccessful applicants for 2 years, 7 years for successful ones.

You have the right to withdraw this consent at any time; but please note, that in the event you do, this could have consequences in terms of the College being able to provide you with accommodation.

If you have any concerns about how your data is to be used, you understand that you can contact the College's Data Protection Officer at judith.clapham@askham-bryan.ac.uk or if necessary complain to the ICO at <https://ico.org.uk/concerns/>.

For further details as to your rights under GDPR please go to <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/> and see also the College's Data Protection Policy available on Moodle.