The Henley College

Coach Service 220A

Home to College Transport
2017/2018 Academic Year

This leaflet contains information relating to our Service for the forthcoming academic year. Inside you will find a Timetable and Faretable showing the cost of an Annual Pass. Should you have any queries please ask. On the next page you will find some general information relating to the Service.

Enclosed is a separate Application Form. Please complete this and return it to us as soon as possible. PASSES WILL BE ISSUED ON THE FIRST DAY OF TERM, when students should give their name to the Driver and request their pass. Students MUST show their Pass every time they board the coach. Travel may be refused to anyone not showing a valid pass.

The “Standing Order” payment arrangements will still be available this year. The enclosed Bank Standing Order Form needs to be fully and accurately completed and MUST be returned to US for checking and processing. DO NOT SEND THIS FORM TO YOUR BANK (we will do that for you).

In the event that any payment is not received, the Pass may be withdrawn from the student until such time as all outstanding amounts have been settled.

In order to satisfy the Data Protection Act will you please note that personal data supplied in this application will be held on computer solely for administration and pass control purposes.

The Pass incorporates a passport size photograph of the Holder. It is essential therefore that 2 photographs are provided with your application. The Student’s name should be clearly written on the back of both photographs with an ordinary pen (not a marker type as this tends to come off onto the other photograph).
GENERAL INFORMATION - TERMS & CONDITIONS

1. Passes are issued subject to the following conditions:
   a. It must be produced for inspection on each journey, or travel may be refused.
   b. It is not transferable and will be invalid if altered, mutilated or defaced.
   c. It does not entitle the Holder to any priorities over other passengers.
   d. **A minimum of 30 DAYS notice is required if you no longer wish to use the service.** Such notice must be served in writing. We reserve the right to charge for all service days during the 30 day notice period.
   e. A Pass is valuable and every effort should be made to ensure its safekeeping. Therefore if it is lost or stolen, report it to the company immediately by telephone. **Then complete and return a declaration form, together with a fee of £10.00 and a new photograph.**
   f. Damaged Passes will be replaced on production of the original Pass, a new photograph and the required fee of £10.00.
   g. Passes should be handed to the Driver on their expiry date.
   h. The Company reserves the right to give one months notice to cease the service in the event of the service being undersubscribed or by factors outside our control.
   i. The Company reserves the right to vary the timetable from that published.
   j. Unacceptable behaviour will result in travel being refused.
   k. Applications for refunds in respect of cancellation will only be considered when the actual pass has been returned to our offices and a receipt issued. Returning the pass for cancellation and subsequent refund does not negate the need to serve the 30 days notice referred to in item d. above.

2. If you need help, contact:
   - LOST PROPERTY: 0118 923 9989
   - SERVICE INFORMATION: 0118 923 9987 (Operations)
   - PASS ENQUIRIES ONLY: 0118 923 9983
   - EMAIL ADDRESS: buspasses@horsemancoaches.co.uk

3. Our modern fleet of coaches feature:
   - CCTV cameras
   - Vehicle tracking
   - Tachograph recording
   - Speed limiter restriction
   - Fail-safe braking system
   - Forced air ventilation/air-cond.
   - Seat belt on every seat
   - Two-way communication with base

4. Our Drivers are:
   - Fully qualified PCV licence holders and CPC trained
   - DBS Police checked
   - Subject to annual driving standard assessment
   - Able to obtain the Institute of Advanced Motoring Certificate.

5. Students travelling on our coaches are expected to:
   - Occupy their seat correctly, using the belt provided.
   - Board and alight with consideration for others.
   - Dispose of litter in the bin provided or take it with them.
   - Have their pass with them to show EVERY time they board.
The cost for an **ANNUAL PASS** to cover all days THE HENLEY COLLEGE is open for student attendance, between September 2017 and July 2018, is **£1075** (for payment in advance by cheque or BACS) or **£1136** if paying by Standing Order.

Alternatively, a single cash fare of **£7.00** can be paid to the driver on boarding.

**PAYMENT METHODS:**

1. Full payment by cheque (or BACS) in the sum of **£1075** (made payable to Horseman Coaches Ltd.). Cheques will not be banked before 25th August 2017.

2. By **Standing Order** (8 payments of £142.00) - complete the enclosed Standing Order Mandate form and return this to **our office** (DO NOT SEND THIS FORM TO YOUR BANK - WE WILL DO IT FOR YOU).

**BEFORE SENDING US YOUR APPLICATION PLEASE CHECK THAT YOU ARE ENCLOSING THE FOLLOWING:**

1. Completed and signed Application Form
2. Completed **original** of the Standing Order Mandate Form (if paying by instalments)

   OR

   Cheque for **£1075.00** as full payment (made payable to Horseman Coaches)

3. 2 passport size photographs (with the student’s name written on the back of both)

**POST THE COMPLETED APPLICATION TO:**  
BUS PASSES, HORSEMAN COACHES, 
UNIT 2 ACRE ROAD, READING, BERKS, RG2 0SU.

**PASSES WILL BE ISSUED ON THE BUS DURING THE FIRST WEEK OF THE AUTUMN TERM.**

**PLEASE NOTE:** IF YOUR SON OR DAUGHTER WILL BE LEARNING TO DRIVE IN THIS ACADEMIC YEAR, REMEMBER TO GIVE NOTICE AT THE TIME OF APPLYING FOR A PASS (see note d. in General Information).
### TIMETABLE
**2017/2018 Academic Year**

**COACH SERVICE 220A**

Mondays to Fridays during College Terms

<table>
<thead>
<tr>
<th>Stop No</th>
<th>Time AM</th>
<th>STOP LOCATION DETAILS</th>
<th>APPROX. PM Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 1</td>
<td>06.45</td>
<td>Tilehurst - Bottom Langley Hill, bus stop after junction Royal Avenue</td>
<td>17.35</td>
</tr>
<tr>
<td>A 2</td>
<td>06.55</td>
<td>Tilehurst - Overdown Road, junc. Tring Road, bus stop</td>
<td>17.27</td>
</tr>
<tr>
<td>A 3</td>
<td>07.00</td>
<td>Tilehurst - School Road, bus layby opp The Plough PH</td>
<td>17.25</td>
</tr>
<tr>
<td>A 4</td>
<td>07.02</td>
<td>Tilehurst - The Meadway, St Michaels bus stop</td>
<td>17.21</td>
</tr>
<tr>
<td>A 5</td>
<td>07.03</td>
<td>Tilehurst - New Lane Hill, Cockney Hill bus stop</td>
<td>17.20</td>
</tr>
<tr>
<td>A 6</td>
<td>07.07</td>
<td>Bath Road - Burghfield Road bus stop</td>
<td>17.18</td>
</tr>
<tr>
<td>A 7</td>
<td>07.08</td>
<td>Bath Road - Honey End Lane bus stop</td>
<td>17.16</td>
</tr>
<tr>
<td>A 8</td>
<td>07.09</td>
<td>Bath Road - Liebenrood Road bus stop</td>
<td>17.15</td>
</tr>
<tr>
<td>A 9</td>
<td>07.10</td>
<td>Bath Road - Beefeater Restaurant bus stop</td>
<td>17.12</td>
</tr>
<tr>
<td>A 10</td>
<td>07.11</td>
<td>Bath Road - Downshire Square bus stop</td>
<td>17.11</td>
</tr>
<tr>
<td>A 11</td>
<td>07.12</td>
<td>Reading - Castle Hill, bus stop at top of hill</td>
<td>17.10</td>
</tr>
<tr>
<td>A 12</td>
<td>07.20</td>
<td>Caversham - Gosbrook Road (opposite flats)</td>
<td>17.05</td>
</tr>
<tr>
<td>A 14</td>
<td>07.27</td>
<td>Caversham Heights - Kidmore Road/junc. Oakley Road</td>
<td>16.58</td>
</tr>
<tr>
<td>A 15</td>
<td>07.28</td>
<td>Caversham - Hemdean Road/Oakley Road, first bus stop</td>
<td>16.55</td>
</tr>
<tr>
<td>A 16</td>
<td>07.30</td>
<td>Caversham - Hemdean Road, Library bus stop</td>
<td>16.50</td>
</tr>
<tr>
<td>A 17</td>
<td>07.32</td>
<td>Caversham - Peppard Road/Newlands Avenue</td>
<td>16.46</td>
</tr>
<tr>
<td>A 18</td>
<td>07.33</td>
<td>Caversham - Peppard Road/Surley Row</td>
<td>16.44</td>
</tr>
<tr>
<td>A 19</td>
<td>07.35</td>
<td>Emmer Green - Pond</td>
<td>16.43</td>
</tr>
<tr>
<td>A 20</td>
<td>07.36</td>
<td>Emmer Green - Caversham Park Road/Klin Road</td>
<td>16.41</td>
</tr>
<tr>
<td>A21</td>
<td>07.38 AM</td>
<td>Northbrook Road, bus stop</td>
<td>Caversham Pk Rd/Osterley Dr PM</td>
</tr>
<tr>
<td>A22</td>
<td>07.39 AM</td>
<td>Lowfield Road, Galsworthy Drive</td>
<td>Caversham Pk Rd/Devon Dr PM</td>
</tr>
<tr>
<td>A23</td>
<td>07.41</td>
<td>Caversham Park - Caversham Park Road/Henley Road</td>
<td>16.34</td>
</tr>
<tr>
<td>A24</td>
<td>07.42</td>
<td>Play Hatch - Roundabout (crossroads)</td>
<td>16.32</td>
</tr>
<tr>
<td>A25</td>
<td>07.43</td>
<td>Play Hatch - The Green at Dunsden</td>
<td>16.31</td>
</tr>
<tr>
<td>A26</td>
<td>07.45</td>
<td>Binfield Heath - bus stop, junc. Plough Lane (after Heathfield Avenue)</td>
<td>16.29</td>
</tr>
<tr>
<td>A27</td>
<td>07.46</td>
<td>Shiplake - Plowden Arms PH</td>
<td>16.25</td>
</tr>
<tr>
<td>A28</td>
<td>07.48</td>
<td>Shiplake - Memorial</td>
<td>16.22</td>
</tr>
<tr>
<td>A29</td>
<td>07.50</td>
<td>Henley - Reading Road, junc. Newtown Gardens</td>
<td>16.19</td>
</tr>
<tr>
<td>A30</td>
<td>07.52</td>
<td>Henley - Station Road</td>
<td>16.17</td>
</tr>
<tr>
<td></td>
<td>08.15</td>
<td>ARRIVE Henley College, Deanfield Avenue</td>
<td></td>
</tr>
</tbody>
</table>

Please note that the coach will only stop at locations where pass holders are known to be waiting. Therefore, not all the above stops may be used. We may be able to introduce an additional/alternative stop if requested. A single cash fare of £7.00 should be paid to the driver if you can’t show a valid pass.
BUS PASS APPLICATION FORM
2017/2018 ACADEMIC YEAR

220A COACH SERVICE TO THE HENLEY COLLEGE

(Please use CAPITAL LETTERS throughout)

<table>
<thead>
<tr>
<th>STUDENT'S NAME:</th>
<th>First Name:</th>
<th>Surname:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PARENT/GUARDIAN'S
TELEPHONE NUMBER:

YEAR
(ie Yr12):

PARENT/GUARDIAN'S
EMAIL ADDRESS:

BOARDING POINT:

<table>
<thead>
<tr>
<th>Stop No (AM):</th>
<th>Pick-up Location Description:</th>
<th>Route No:</th>
</tr>
</thead>
</table>

USE A SEPARATE FORM FOR EACH STUDENT

Do you wish us to send details of this service to you next year?  
☐ YES  ☐ NO  Please tick as required

Please supply 1 x ANNUAL PASS for **2017/2018** at **£1075.00** as I wish to pay for the full year in advance by cheque or BACS.  

OR

Please supply 1 x ANNUAL PASS for **2017/2018** at **£1136.00** as I wish to pay in 8 instalments by standing order.

I read the General Information, and agree to the Terms and Conditions

PLEASE DO NOT FORGET 2 PHOTOGRAPHS ARE REQUIRED.

Signature: _____________________________  Date: __________________

Payment details:  Quote student's name as ref  Sort Code: 40-38-04  Account No: 01254758