



2 Acre Road, Reading, Berks, RG2 0SU Tel: 0118 923 9983 Fax: 0118 975 3515
E-mail: buspasses@horsemancoaches.co.uk

COACH SERVICE 244 HOLT, EMMBROOK & FOREST SCHOOLS

From Shinfield, Arborfield, Finchampstead & Barkham

Home to School Transport 2019/2020 Academic Year

This leaflet contains information relating to our Service for the forthcoming academic year. Here you will find a Timetable and the 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.

In order to apply for a pass please complete the application form and return it to us as soon as possible. **THE BUS PASS WILL BE POSTED TO YOU BEFORE TERM BEGINS.** Students **MUST** show their Pass every time they board the coach. Travel may be refused to anyone not showing a valid pass.

DIRECT DEBIT payment arrangements are now available (subject to status). The Direct Debit Mandate form can be completed online, over the phone, or by a paper form.

In the event that any payment is not received, the Pass may be withdrawn from the student until such time as all outstanding amounts have been settled.

The Pass incorporates a photograph of the Holder. It is essential therefore that you provide either a jpeg digital picture, or 2 passport-size printed photos to enclose with your application. Please write the student's name on the back of all printed photos.

In line with GDPR law, please note that the personal data supplied on your application form will be held on computer solely for administration and pass control purposes. We do not use personal data for marketing nor do we share it with third parties. Once your son or daughter ceases to be a passholder your personal data will be deleted, and you can opt out of future service notifications on our application form. Our full privacy policy can be found on our website at www.horsemancoaches.co.uk.



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	Air-conditioning/Forced air ventilation
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

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.



FARETABLE

2019/2020 Academic Year

COACH SERVICE 244

TO HOLT, EMMBROOK & FOREST SCHOOLS

The cost for an ANNUAL PASS to cover all days the schools are open for pupil attendance, between September 2019 and July 2020, is £645.00.

Alternatively, **CASH FARES** are available, payable to the driver at the time of travel - see separate document of **Fare Charts** for a full list of cash fares by stop. **The 244 service is subsidised by Wokingham Borough Council.**

PAYMENT METHODS:

1. Full payment by cheque, BACS or debit/credit card in the sum of **£645** (cheques to be made payable to Horseman Coaches Ltd). Cheques are not banked before 25th August 2019.
2. By Direct Debit (10 payments of £64.50) - complete a Direct Debit Mandate form and return this to our office, or contact us to set up over the phone or via email.

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

1. Completed and signed Application Form
2. Completed and signed Direct Debit Mandate Form (if paying by instalments)
OR
Cheque in respect of full payment for £645.00 (if paying by cheque)
3. 1 jpeg digital picture or 2 passport-size printed photographs (with the student's name written on the back of both)

Please post your application to: BUS PASS DEPARTMENT, HORSEMAN COACHES, UNIT 2 ACRE ROAD, READING, BERKS, RG2 0SU. PLEASE RETURN YOUR COMPLETED APPLICATION TO US BY 25th AUGUST. The pass will be posted out to you before term begins.



TIMETABLE

2019/2020 Academic Year

COACH SERVICE ROUTE 244

Mondays to Fridays
during School Terms Only

Stop No	Time AM	STOP LOCATION DETAILS	APPROX. PM Time
1.	07.13	Reading - Shinfield Road, Christchurch Green (AM ONLY)	-
2.	07.16	Reading - Shinfield Road, junction Cressingham Road	16.26
3.	07.19	Reading - Shinfield Road, opp. Sainsbury's (formerly The Maidens)	16.24
4.	07.21	Reading - Shinfield Road, bus stop just after junc. Halls Lane	16.21
5.	07.22	Reading - Shinfield Road, bus stop after Ducketts Mead	16.20
6.	07.23	Shinfield - Shinfield Road, The Black Boy PH	16.14
7.	07.25	Shinfield - School Green, bus stop just before roundabout	16.12
8.	07.26	Arborfield - Reading Road, bus stop just after Hall Farm	16.11
9.	07.27	Arborfield - Reading Road, bus stop just after junc. Church Lane	16.10
10.	07.29	Arborfield Cross - Eversley Road, bus stop opp. The Swan Inn	16.09
11.	07.31	Arborfield Garrison - Biggs Lane, bus stop by former Museum entrance	16.06
12.	07.32	Arborfield Garrison - Sheerlands Drive bus stop	16.05
		Due to the road closure on Nine Mile Ride a diversion is in place via Langley Common Road and Barkham Ride	
13.	07.48	Finchampstead - Barkham Ride, Barkham Ride East bus stop	15.53
14.	07.52	Finchampstead - Barkham Ride, bus stop opp. One Stop store	15.52
15.	07.56	Barkham - Barkham Road, bus stop opp. The Bull PH	15.48
16.	07.57	Barkham - Barkham Road, bus stop by junc. Aggisters Lane	15.46
17.	07.59	Barkham - Barkham Road, bus stop before junc. Sandy Lane	15.45
18.	08.01	Wokingham - Barkham Road, bus stop by Ye Olde Leathern Bottel PH	15.43
	08.14	Wokingham, Holt School, Holt Lane	15.40
	08.17	Emmbrook, Matthewsgreen Road, Dog & Duck PH bus stop	-
	08.32	Winnersh Crossroads	-
		Emmbrook, Emmbrook School, Emmbrook Road	15.35
		Winnersh, Reading Road, Winnersh Post Office	15.25

This route serves many other bus stops en-route to Wokingham - see the Route Map for other stops not listed here.