



Excellence  
Opportunity  
Happiness

# Transport Information Booklet 2019-20



# Bradford Grammar School

[bradfordgrammar.com](http://bradfordgrammar.com)



# Introduction

At Bradford Grammar School, we are committed to ensuring that pupils from a variety of locations can easily get to School. The Transport Information Booklet contains all the information related to our daily bus services.

All of the buses are modern, comfortable, safe, well maintained and fitted with seat belts and tracker systems. All drivers are experienced and have undergone all necessary child safety clearances. Whilst “buses” are the usual type of vehicle for the routes stated in this booklet, the School reserves the right to use alternative vehicles including minibuses, people carriers and cars.

Buses are scheduled to arrive in good time for the start of School at 8:45am and leave promptly at 4:10pm.

If you have any queries regarding this booklet or you cannot see your area within the route information, please do not hesitate to contact us on [transport@bradfordgrammar.com](mailto:transport@bradfordgrammar.com) and we will be happy to help you.

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# Key Contacts

**Fourway Coaches**  
BG1, BG2, BG3, BG4,  
BG7



Traffic, lost property and  
scheduling issues

**0113 250 5800** 07:00-18:00  
**0794 338 3668** Out of hours  
[fourwaycoaches@hotmail.co.uk](mailto:fourwaycoaches@hotmail.co.uk)

**Star Coaches of Batley**  
BG5, BG6, BG8



Traffic and scheduling issues

**01924 477 111** Open 24/7  
[info@star-coaches.com](mailto:info@star-coaches.com)

Lost property

**07930 505614** (Yard Manager:  
Mon-Fri only)

**Miss Abigail Langton**  
Secretary and Transport  
Coordinator

Seat reservations and  
cancellations

**01274 553 767**  
[transport@bradfordgrammar.com](mailto:transport@bradfordgrammar.com)

**Mrs Maxine Metcalfe**  
Finance Department

Payment and billing enquiries

**01274 553 722**  
[mmetcalfe@bradfordgrammar.com](mailto:mmetcalfe@bradfordgrammar.com)

Overall responsibility for the School bus service lies with the Bursar, Mrs G Monnickendam who can be contacted on [GMonnickendam@bradfordgrammar.com](mailto:GMonnickendam@bradfordgrammar.com).

# How to Reserve a Place on the Bus

**Seats are subject to availability and priority is given to those wishing to travel on a return basis and with the greatest distance to travel. As there is a large demand for places on some routes, the form should be completed as early as possible.**

## **For NEW to BGS pupils only**

Please read through this booklet carefully and if you wish to reserve a place for your son/daughter then fully complete the Seat Reservation Form found on page 20 and return to School via email ([transport@bradfordgrammar.com](mailto:transport@bradfordgrammar.com)) or by handing it in to reception, for the attention of Miss A Langton. The deadline for forms to be submitted is **4:00pm on 28 June 2019**. You will then be contacted via email, before the start of the new academic year, to confirm whether your son/daughter has been allocated a seat.

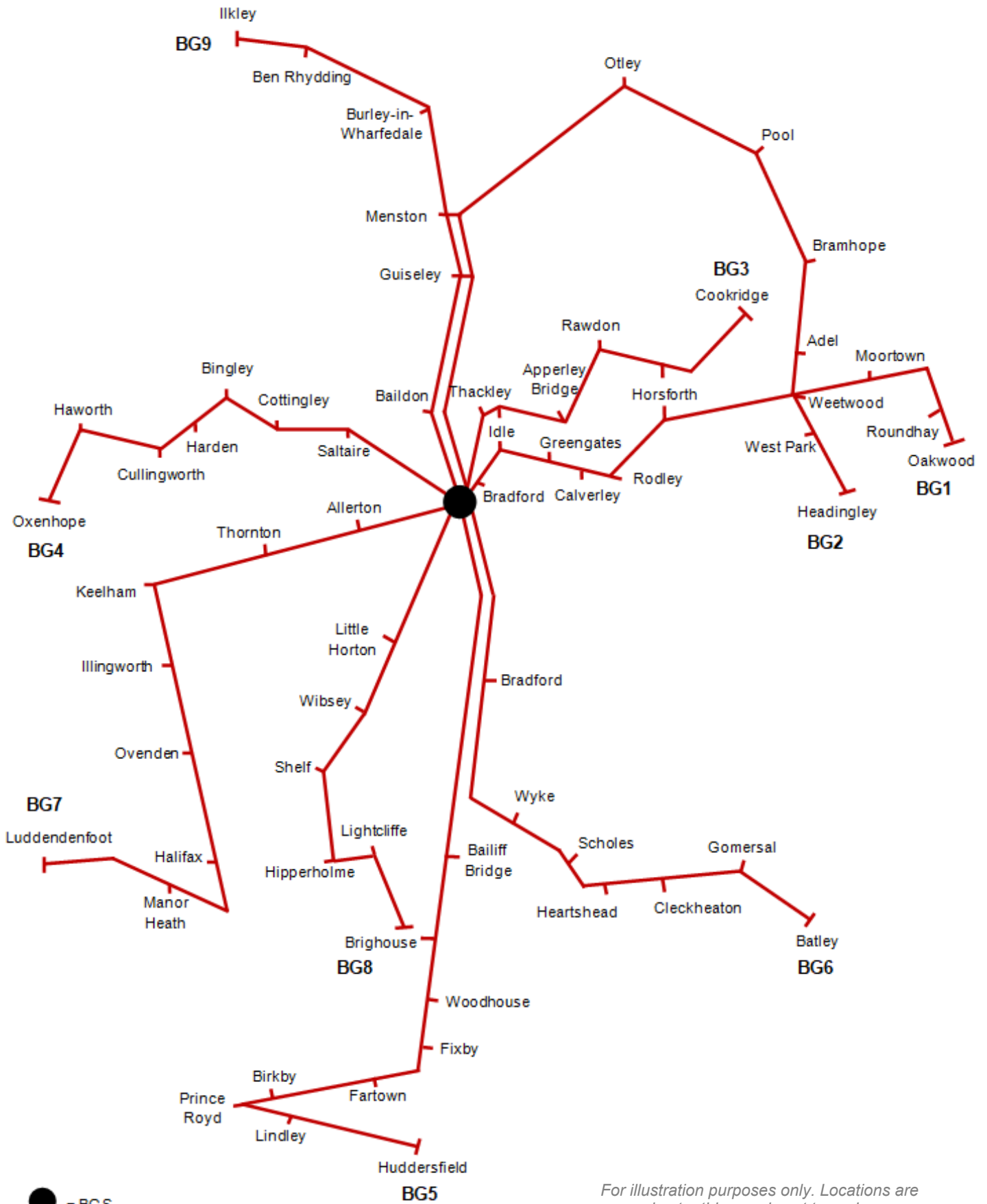
**Please note:** *The Seat Reservation Form on page 20 is for new to BGS pupils only. If you also have a child who is a current BGS pupil, you must complete the online form via Firefly for them (details will be sent out via email to all parents on Wednesday 1 May 2019). Paper forms for current BGS pupils will not be accepted.*

## **For EXISTING BGS pupils only**

Please read through this booklet carefully and if you wish to reserve a place for your son/daughter then fully complete the online booking form on Firefly (details on how to do this will be sent out via email to all parents on Wednesday 1 May 2019). The deadline for forms to be submitted is **4:00pm on 28 June 2019**; you will then be contacted via email, before the start of the new academic year, to confirm whether your son/daughter has been allocated a seat.

**Please note:** *The online booking form is for existing BGS pupils only; if you also have a child who will be joining BGS as a new pupil in September 2019, then to book them on to a bus, you must complete the Seat Reservation Form on page 20 (see "For NEW to BGS pupils only" instructions above).*

# Map of Bus Routes to BGS



*For illustration purposes only. Locations are approximate; this map is not to scale.*

# Bus Route Timetables

## BG1 Oakwood – Fourway Coaches

All stops listed are located at **designated public bus stops**. Pupils must not attempt to stop the bus at any other location than listed below.

*\* Due to unavailability, logistical and/or safety issues, the two stops marked with an asterisk below are not located at public bus stops; the exact locations for pick up and drop off have been listed for your information.*

AM and PM times may vary due to traffic conditions. Pupils must arrive at their stop **at least 5 minutes** ahead of the times shown. Pupils must be standing visibly at their pick up point and are responsible for flagging the bus down in an obvious, safe and clear way. Pupils must show their bus pass each time they board.

Stop No	Area	Bus Stop Location	AM Time	PM Time	Zone
1	<b>Oakwood</b>	Park Avenue * (end of Park Avenue; opposite the Clock Tower)	07:15	17:12	4
2	<b>Roundhay</b>	Princess Avenue (opposite main entrance to park)	07:17	17:10	4
3	<b>Moortown</b>	A6120 Ring Road/Church Gardens	07:24	17:05	4
4	<b>Moortown</b>	A6120 Ring Road/Queenshill Crescent/Lingfield Road	07:25	17:04	3
5	<b>Weetwood</b>	A6120 Ring Road/Weetwood Lane	07:29	17:02	3
6	<b>Weetwood</b>	A6120 Ring Road/Lawnswood School	07:34	17:00	3
7	<b>Horsforth</b>	A6120 Broadway (bus lay-by)	07:39	16:55	2
8	<b>Horsforth</b>	A65 New Road Side/The Fleece Pub * (pick up at public bus stop on A65 New Road Side, drop off directly outside The Fleece Pub main entrance on A65 New Road Side)	07:44	16:51	2
9	<b>Rodley</b>	A657 Rodley Lane (bus stop after Rodley Day Nursery)	07:53	16:48	2
10	<b>Calverley</b>	A657 Towngate/Woodhall Road	07:55	16:45	2
11	<b>Greengates</b>	A657 New Line/Redcar Road	08:03	16:42	1
12	<b>Idle</b>	Bradford Road/Rowantree Drive	08:07	16:35	1
13	<b>Five Lane Ends</b>	Swain House Road/Radcliffe Avenue	08:09	16:30	1
14	<b>Bradford</b>	Kings Road/Princes Crescent	08:11	16:20	1

## BG2 Headingley – Fourway Coaches

All stops listed are located at **designated public bus stops**. Pupils must not attempt to stop the bus at any other location than listed below.

*\* Due to unavailability, logistical and/or safety issues, the three stops marked with an asterisk below are not located at public bus stops; the exact locations for pick up and drop off have been listed for your information.*

AM and PM times may vary due to traffic conditions. Pupils must arrive at their stop **at least 5 minutes** ahead of the times shown. Pupils must be standing visibly at their pick up point and are responsible for flagging the bus down in an obvious, safe and clear way. Pupils must show their bus pass each time they board.

Stop No	Area	Bus Stop Location	AM Time	PM Time	Zone
1	<b>Headingley</b>	Buckingham Road * (top of Buckingham Road; opposite Rose Court Nursery)	07:10	17:08	3
2	<b>Headingley</b>	A660 Otley Road (opposite the Arndale Centre)	07:11	17:05	3
3	<b>Headingley</b>	A660 Otley Road (bus stop between St Anne's Road and St Chad's Drive)	07:12	17:03	3
4	<b>West Park</b>	A660 Otley Road/Church Wood Avenue	07:15	17:02	3
5	<b>West Park</b>	A660 Otley Road/Welburn Grove	07:17	17:01	3
6	<b>Weetwood</b>	A660 Ring Road/Otley Old Road	07:18	17:00	3
7	<b>Adel</b>	A660 Otley Road/New Adel Lane	07:19	16:57	3
8	<b>Adel</b>	A660 Otley Road/The Crescent	07:20	16:56	3
9	<b>Adel</b>	A660 Otley Road/Kingsley Drive	07:21	16:55	3
10	<b>Bramhope</b>	A660 Leeds Road/The Birches	07:24	16:54	3
11	<b>Bramhope</b>	A660 Leeds Road/Tredgold Avenue	07:27	16:53	3
12	<b>Bramhope</b>	A660 Leeds Road/Hall Rise	07:28	16:51	3
13	<b>Pool</b>	A658 Pool Bank New Road (opposite White Hart Pub)	07:35	16:48	3
14	<b>Pool</b>	A659 Pool Road * (opposite petrol station)	07:37	16:47	3
15	<b>Otley</b>	A659 Cross Green/Dennison Hill	07:40	16:43	3
16	<b>Menston</b>	A65 Bradford Road/The Fox Pub	07:47	16:35	2
17	<b>Menston</b>	A65 Bradford Road/High Royds Drive	07:50	16:34	2
18	<b>Guiseley</b>	A6038 Bradford Road/Fieldhead Drive * (pick up and drop off just after Fieldhead Drive; at the metal railings)	07:54	16:32	2
19	<b>Guiseley</b>	A6038 Bradford Road/Southway	07:56	16:30	2
20	<b>Baildon</b>	A6038 Otley Road (opposite Halfway House Pub)	08:02	16:24	1



## BG3 Cookridge – Fourway Coaches

All stops listed are located at **designated public bus stops**. Pupils must not attempt to stop the bus at any other location than listed below.

*\* Due to unavailability, logistical and/or safety issues, the stop marked with an asterisk below is not located at a public bus stop; the exact location for pick up and drop off has been listed for your information.*

AM and PM times may vary due to traffic conditions. Pupils must arrive at their stop **at least 5 minutes** ahead of the times shown. Pupils must be standing visibly at their pick up point and are responsible for flagging the bus down in an obvious, safe and clear way. Pupils must show their bus pass each time they board.

Stop No	Area	Bus Stop Location	AM Time	PM Time	Zone
1	<b>Cookridge</b>	Green Lane/Kirkwood Drive	07:15	17:02	3
2	<b>Cookridge</b>	Tinshill Road/Wood Hill Road	07:18	17:00	3
3	<b>Horsforth</b>	Station Road/Sussex Avenue	07:19	16:55	3
4	<b>Horsforth</b>	Brownberrie Lane/The Old Ball Pub	07:20	16:52	2
5	<b>Horsforth</b>	Brownberrie Lane/Southway	07:22	16:51	2
6	<b>Rawdon</b>	Town Street/Carr Lane	07:25	16:50	2
7	<b>Rawdon</b>	Over Lane/Well Lane	07:27	16:46	2
8	<b>Rawdon</b>	B6152 Micklefield Lane/King Street	07:31	16:42	2
9	<b>Apperley Bridge</b>	A658 Apperley Lane/The Moody Cow Pub	07:39	16:30	2
10	<b>Apperley Bridge</b>	Apperley Road/Tannery Court * (pick up and drop off just after Tannery Court)	07:45	16:26	1
11	<b>Idle</b>	A657 Leeds Road/Marlborough Road	07:46	16:25	1
12	<b>Idle</b>	A657 Leeds Road/Cross Road	07:47	16:24	1
13	<b>Thackley</b>	A657 Leeds Road/Baddeley Gardens	07:50	16:22	1
14	<b>Thackley</b>	A657 Leeds Road/Glenholme	07:55	16:18	1

## BG4 Oxenhope – Fourway Coaches

All stops listed are located at **designated public bus stops**. Pupils must not attempt to stop the bus at any other location than listed below.

*\* Due to unavailability, logistical and/or safety issues, the stop marked with an asterisk below is not located at a public bus stop; the exact location for pick up and drop off has been listed for your information.*

AM and PM times may vary due to traffic conditions. Pupils must arrive at their stop **at least 5 minutes** ahead of the times shown. Pupils must be standing visibly at their pick up point and are responsible for flagging the bus down in an obvious, safe and clear way. Pupils must show their bus pass each time they board.

Stop No	Area	Bus Stop Location	AM Time	PM Time	Zone
1	Oxenhope	Mill Lane	07:32	17:10	3
2	Haworth	A6033 Haworth Road/East Terrace	07:39	17:00	3
3	Cullingworth	B6429 Halifax Road/South Road	07:46	16:50	2
4	Cullingworth	B6429 Halifax Road/Cullingworth Post Office	07:47	16:49	2
5	Cullingworth	B6429 Bingley Road/Woodfield Road * (pick up in lay-by after Woodfield Road; drop off on opposite side)	07:48	16:48	2
6	Harden	B6429 Harden Road/Keighley Road/Long Lane	07:52	16:43	2
7	Bingley	B6265 Main Street/Market Street	07:58	16:38	2
8	Bingley	B6265 Main Street/Ferncliffe Road	08:01	16:35	2
9	Bingley	B6265 Bradford Road/Wagon Lane	08:02	16:33	2
10	Cottingley	B6265 Bradford Road/Cottingley New Road	08:04	16:30	1
11	Saltaire	A650 Bingley Road/Sherwood Grove	08:09	16:27	1
12	Saltaire	A650 Bingley Road/Park Grove	08:11	16:25	1

## BG5 Huddersfield – Star Coaches of Batley

All stops listed are located at **designated public bus stops**. Pupils must not attempt to stop the bus at any other location than listed below.

*\* Due to unavailability, logistical and/or safety issues, the two stops marked with an asterisk below are not located at public bus stops; the exact locations for pick up and drop off have been listed for your information.*

AM and PM times may vary due to traffic conditions. Pupils must arrive at their stop **at least 5 minutes** ahead of the times shown. Pupils must be standing visibly at their pick up point and are responsible for flagging the bus down in an obvious, safe and clear way. Pupils must show their bus pass each time they board.

Stop No	Area	Bus Stop Location	AM Time	PM Time	Zone
1	<b>Huddersfield</b>	St George's Square	07:00	17:15	4
2	<b>Huddersfield</b>	New North Road/Cemetery Road	07:10	17:10	4
3	<b>Lindley</b>	A629 Halifax Road/Hungerford Road	07:15	17:05	4
4	<b>Prince Royd</b>	Birkby Road/Prince Wood Lane * (pick up just before Prince Wood Lane; drop off on opposite side)	07:20	17:02	4
5	<b>Birkby</b>	Birkby Hall Road/Oakfield Road * (pick up just before Oakfield Road; drop off on opposite Side)	07:22	17:00	4
6	<b>Fartown</b>	A641 Bradford Road (opposite Mumbai Spice)	07:26	16:56	4
7	<b>Fixby</b>	A641 Bradford Road/Dorchester Road	07:35	16:54	4
8	<b>Woodhouse</b>	A641 Huddersfield Road/Heath Mount Road	07:38	16:51	3
9	<b>Brighouse</b>	A641 Bradford Road/Oddfellows Street	07:42	16:48	3
10	<b>Bailiff Bridge</b>	A641 Bradford Road (before traffic lights at A649 Wakefield Road junction)	07:45	16:47	3

## BG6 Batley - Star Coaches of Batley

All stops listed are located at **designated public bus stops**. Pupils must not attempt to stop the bus at any other location than listed below.

AM and PM times may vary due to traffic conditions. Pupils must arrive at their stop **at least 5 minutes** ahead of the times shown. Pupils must be standing visibly at their pick up point and are responsible for flagging the bus down in an obvious, safe and clear way. Pupils must show their bus pass each time they board.

Stop No	Area	Bus Stop Location	AM Time	PM Time	Zone
1	<b>Batley</b>	A652 Bradford Road/Stocks Lane	07:08	17:19	3
2	<b>Batley</b>	Heaton Road (before junction with Timothy Road)	07:10	17:16	3
3	<b>Gomersal</b>	A643 Church Lane/Muffit Lane	07:18	17:08	3
4	<b>Gomersal</b>	A643 Church Lane/A643 Spen Lane (bus stop before and after junction)	07:20	17:05	3
5	<b>Cleckheaton</b>	A638 Bradford Road (bus stop next to Moorend Park) – <b>AM ONLY</b>	07:30	X	3
6	<b>Cleckheaton</b>	A643 Westgate/Crown Street	07:38	16:57	3
7	<b>Hartshead</b>	A649 Halifax Road/Brier Hill Close	07:42	16:55	3
8	<b>Scholes</b>	B6120 Scholes Lane/The Copse	07:45	16:52	3
9	<b>Scholes</b>	B6379 Westfield Lane/Westfield Place	07:50	16:50	2
10	<b>Wyke</b>	B6379 Town Gate/Albert Street	07:55	16:45	2
11	<b>Wyke</b>	B6379 Huddersfield Road/Markfield Drive	07:58	16:40	2
12	<b>Bradford</b>	A641 Manchester Road/Carrbottom Road	08:02	16:28	2
13	<b>Bradford</b>	A641 Manchester Road/Marsh Street	08:05	16:23	1

## BG7 Calder Valley – Fourway Coaches

All stops listed are located at **designated public bus stops**. Pupils must not attempt to stop the bus at any other location than listed below.

*\* Due to unavailability, logistical and/or safety issues, the stop marked with an asterisk below is not located at a public bus stop; the exact location for pick up and drop off has been listed for your information.*

AM and PM times may vary due to traffic conditions. Pupils must arrive at their stop **at least 5 minutes** ahead of the times shown. Pupils must be standing visibly at their pick up point and are responsible for flagging the bus down in an obvious, safe and clear way. Pupils must show their bus pass each time they board.

Stop No	Area	Bus Stop Location	AM Time	PM Time	Zone
1	Luddendenfoot	Station Road * (pick up and drop off at Northern Central Tyres car park)	07:10	17:26	4
2	Luddendenfoot	A646 Burnley Road/Danny Lane	07:11	17:25	4
3	Luddendenfoot	A646 Burnley Road/Windle Royd Lane	07:13	17:23	3
4	Manor Heath	Birdcage Lane (outside The Gleddings School gate)	07:26	17:07	3
5	Manor Heath	Skircoat Green Road/Manor Heath Road	07:30	17:05	3
6	Halifax	A629 Skircoat Road (opposite swimming pool)	07:31	17:00	3
7	Halifax	Waterhouse Street/Gills Court – <b>PM ONLY</b>	X	16:59	3
8	Ovenden	A629 Keighley Road/Club Lane	07:40	16:50	3
9	Illingworth	A629 Keighley Road/Pavement Lane	07:43	16:45	3
10	Keelham	B6145 Thornton Road/A644 Brighouse Road	07:48	16:40	2
11	Thornton	B6145 Thornton Road/Lower Kipping Lane	07:52	16:35	2
12	Thornton	B6145 Thornton Road/Bell Dean Road	07:54	16:25	1
13	Allerton	Pearson Lane/Yew Tree Avenue	08:05	16:20	1
14	Bradford	Duckworth Lane (bus stop outside Bradford Royal Infirmary A&E)	08:09	16:15	1

As from September 2019 the BG7 bus will pick up and drop off outside the gate of The Gleddings School (stop 4). Mrs Wilson, Head of The Gleddings has very kindly offered our pupils the use of their 'before and after' School care, free of charge. The following is the provision they can offer:

*The Gleddings will welcome any BGS pupil who needs a 'before and/or after BGS bus' place to wait. We will happily provide (no charge) breakfast and tea (our Chef Lizzie is a legend!) and a place to be warm, dry, do homework, safe internet access and even a game of football. We open at 7:00am (earlier for anyone needing it) and close at 6:00pm (later by arrangement). We have Crossleys, North Halifax and Huddersfield Grammar 'drop in' pupils on a daily basis and all BGS pupils will be truly welcome, as guests and friends.*

This is a very generous offer and one we hope you will use should the need arise. No pre-booking is needed. If you would like further details, please contact Mrs Karen Hewitt (BGS Admissions Manager) on 02174 553702 or [khewitt@bradfordgrammar.com](mailto:khewitt@bradfordgrammar.com).

## BG8 Brighouse - Star Coaches of Batley

All stops listed are located at **designated public bus stops**. Pupils must not attempt to stop the bus at any other location than listed below.

AM and PM times may vary due to traffic conditions. Pupils must arrive at their stop **at least 5 minutes** ahead of the times shown. Pupils must be standing visibly at their pick up point and are responsible for flagging the bus down in an obvious, safe and clear way. Pupils must show their bus pass each time they board.

Stop No	Area	Bus Stop Location	AM Time	PM Time	Zone
1	<b>Brighouse</b>	Garden Road/Lightcliffe Road (bus stop before and after roundabout)	07:28	16:56	3
2	<b>Brighouse</b>	Lightcliffe Road/Bracken Road	07:29	16:55	3
3	<b>Lightcliffe</b>	A649 Wakefield Road/Wakefield Road (opposite The Sun Country Inn)	07:33	16:50	3
4	<b>Lightcliffe</b>	A649 Wakefield Road/Westfield	07:36	16:48	3
5	<b>Hipperholme</b>	A644 Denholme Gate Road/Inglewood Court	07:40	16:42	3
6	<b>Hipperholme</b>	A644 Denholme Gate Road/Towngate	07:41	16:41	3
7	<b>Hipperholme</b>	A644 Denholme Gate Road/Northedge Lane	07:42	16:40	3
8	<b>Shelf</b>	A644 Brighouse and Denholme Gate Road/Ing Head Gardens	07:47	16:35	2
9	<b>Shelf</b>	A6036 Wade House Road/Brow Lane	07:50	16:32	2
10	<b>Shelf</b>	A6036 Carr House Road/Chapel Close	07:52	16:30	2
11	<b>Wibsey</b>	St Enoch's Road/Beechwood Grove	07:57	16:25	2
12	<b>Little Horton</b>	Little Horton Lane/Clarges Street	08:02	16:20	1

## BG9 Ilkley – Unconfirmed provider

All stops listed are located at **designated public bus stops**. Pupils must not attempt to stop the bus at any other location than listed below.

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AM and PM times may vary due to traffic conditions. Pupils must arrive at their stop **at least 5 minutes** ahead of the times shown. Pupils must be standing visibly at their pick up point and are responsible for flagging the bus down in an obvious, safe and clear way. Pupils must show their bus pass each time they board.

Stop No	Area	Bus Stop Location	AM Time	PM Time	Zone
1	<b>Ilkley</b>	West Street * (adjacent to car park)	07:30	17:05	3
2	<b>Ben Rhydding</b>	A65 Leeds Road (bus stop after junction with B6382 Wheatley Lane)	07:33	16:48	3
3	<b>Burley-in-Wharfedale</b>	Main Street (opposite The Red Lion Pub)	07:40	16:40	3
4	<b>Menston</b>	A65 Bradford Road/Barrowby Close	07:45	16:35	2
5	<b>Guiseley</b>	A6038 Bradford Road/Fieldhead Drive * (pick up and drop off just after Fieldhead Drive; at the metal railings)	07:50	16:30	2
6	<b>Baildon</b>	A6038 Otley Road (opposite Halfway House Pub)	07:55	16:25	1

Due to low demand for this service in 2018/2019, the exact provider and type of vehicle to be used for 2019/2020 will only be determined once user numbers are known. Please be assured, a service will run for 2019/2020.

During 2018/2019 this service was restricted to Clock House and Year 7-8 pupils only; for 2019/2020 this restriction will not be in place. However, given the presence of Ilkley Railway Station, it is not anticipated that many (if any) older pupils are likely to use the service.

The School reserves the right to move any pupils using stops 5 and 6 on the BG9 Ilkley bus to the BG2 Headingley bus where the identical stops are numbered 18 and 20.

# Pass Types

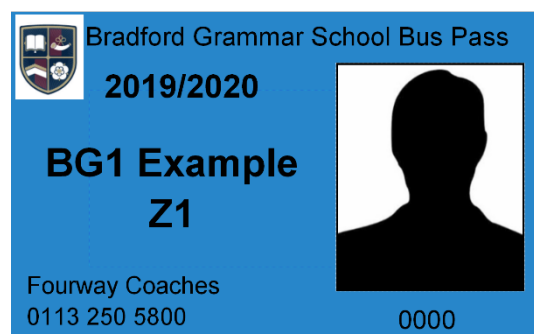
## Pass Types

There are 6 ways in which pupils can travel and their bus pass will be colour coded to reflect this:

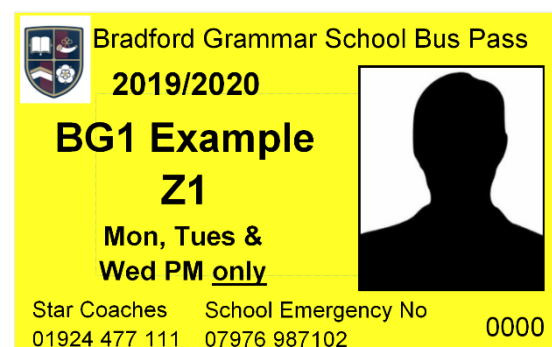
Pass Type	Colour of Pass
Return (all AMs & PMs)	Blue (as shown in example 1 below)
All AMs	Red
All PMs	Green
All AMs plus some PMs	White
All PMs plus some AMs	White
Other	White

Safeguarding passes, if opted for, will be **yellow** regardless of travel type (as shown in example 2).

Example 1: Return (all AMs & PMs)



Example 2: Safeguarding Pass



Daily ad hoc passes will be in the form of a temporary paper pass which must be handed over to the driver as the pupil boards. See page 14 for how to book ad hoc travel.

Pupils will be issued with a bus pass which they **must** show the driver on every journey to ensure travel is not refused. The pass states the bus company's telephone number which should be used, in the first instance, for issues like lost property or if the bus is delayed. If the bus pass is lost or damaged, you **must** inform Miss Langton on [transport@bradfordgrammar.com](mailto:transport@bradfordgrammar.com) immediately; there will be an administrative charge of £5 for a replacement.

## Safeguarding for our younger pupils

As an additional safeguarding measure for pupils in **Year 2 to 7**, we ask that parents choose whether to opt in or out of our Safeguarding Pass system. There is a section on the Seat Reservation Form to express your preference.

- Pupils in Years 2 to 7, whose parents request it, will be issued with a yellow Safeguarding Pass. This means they **will not** be able to disembark the bus on an evening without the driver being able to see, in person, the adult due to pick up the pupil. **The adult must be clearly visible to the driver i.e. standing at the bus stop and not waiting around the corner or in a car.**
- Pupils **must** hand their pass to the driver as they board and collect it as they get off.
- If the adult is not visible, the bus driver will hold the pupil on the bus and wait for **5 minutes**.
- If after 5 minutes, no one arrives, the driver will ask the pupil to phone their parent/expected adult to explain the next steps. *If the pupil is unable to phone, the driver will contact BGS Aftercare.*
- At the end of the bus route, if no one has turned up to collect the pupil, **the driver will return them to School** to await collection, supervised by a member of School staff.

**The driver and bus company will be in regular contact with BGS throughout the process.**



# Fare Information

## Payment Methods

There are three types of payment method:

1. **Annual** – By paying in one annual amount, this will guarantee a seat for the whole academic year based on the days selected. There will be a 5% discount for the following annual pass types: Return, All AMs or All PMs. *If All AMs plus some PMs or All PMs plus some AMs is selected, then a 5% discount will be applied to the All AMs/All PMs fare only and the other extra days will be charged at a daily rate of £4 per journey, regardless of zone.*

There will be a reduced fare for Year 11 and 13 pupils who depart on study leave during the summer term – please see page 16 for details.

2. **Termly** – By paying termly, this will guarantee a seat for the term that the payment applies to. There will be a reduced summer term fare for Year 11 and 13 pupils who depart on study leave during the summer term – please see page 16 for details.
3. **Daily** – Daily ad hoc passes must be purchased **at least 24 hours** in advance of the date of travel. They are not intended for regular use. Daily passes can be purchased on a return (£8.00) or single (£4.00) basis by contacting [transport@bradfordgrammar.com](mailto:transport@bradfordgrammar.com). *Subject to availability.*

## Billing and Payment

Settlement of the travel fare for an annual payment is collected by Direct Debit on the first day of the academic year with termly payments being collected by Direct Debit on the first day of each term. Both annual and termly payments are **non-refundable**.

For termly payments, cancellations for the next term must be made at least **half a term in advance** by informing Miss Langton at [transport@bradfordgrammar.com](mailto:transport@bradfordgrammar.com) otherwise the full term's fare will be charged.

At the end of the academic year, a new agreement will be required in the form of a newly completed Seat Reservation Form if your son/daughter is to continue travelling on the School bus.

Travel on an ad hoc basis is paid for by cash/cheque (*payable to Bradford Grammar School*) and should be handed to Miss Langton in the Secretarial Office in advance of travel.

## Fares

There are 4 fare zones based on the distance from School in 3 mile bands (0-3, 3-6, 6-9 & 9-12). If a pupil requires the use of more than one zone i.e. different AM stop to PM, the fare will be charged at the higher zone rate. Pupils are not permitted to use a higher zone than their pass states without prior agreement from Miss Langton; *an additional charge may apply.*

The fare charged will depend on the zone that your son/daughter's stop is in as well as the type of pass purchased. Please see the next two pages for the fares for each pass and payment type.

## Annual Fares

<b>Return (all AMs &amp; PMs)</b> <i>5% discount applies</i>			
Zone	Annual fare 177 days	<i>Equivalent daily return fare</i>	<i>Annual saving vs paying termly</i>
1	638.70	3.61	33.62
2	777.47	4.39	40.92
3	929.63	5.25	48.93
4	1103.51	6.23	58.08

<b>All AMs or All PMs *</b> <i>5% discount applies</i>			
Zone	Annual fare 177 days	<i>Equivalent daily single fare</i>	<i>Annual saving vs paying termly</i>
1	383.22	2.17	20.17
2	466.48	2.64	24.55
3	557.78	3.15	29.36
4	662.11	3.74	34.85

\* **Please note:** If **All AMs plus some PMs** or **All PMs plus some AMs** is selected, then the above fare will apply to the All AMs or All PMs part **only**. The other extra AMs or PMs will be charged at a daily single rate of £4 per journey, regardless of zone.

## Termly Fares

<b>Return (all AMs &amp; PMs)</b>					
Zone	Total for 177 days	<i>Equivalent daily return fare</i>	<i>Autumn Term 68 days</i>	<i>Spring Term 60 days</i>	<i>Summer Term 49 days</i>
1	672.32	3.80	258.29	227.91	186.12
2	818.39	4.62	314.41	277.42	226.56
3	978.56	5.53	375.94	331.72	270.90
4	1161.59	6.56	446.26	393.76	321.57

<b>All AMs or All PMs *</b>					
Zone	Total for 177 days	<i>Equivalent daily single fare</i>	<i>Autumn Term 68 days</i>	<i>Spring Term 60 days</i>	<i>Summer Term 49 days</i>
1	403.39	2.28	154.98	136.74	111.67
2	491.03	2.77	188.65	166.45	135.94
3	587.14	3.32	225.57	199.03	162.54
4	696.95	3.94	267.76	236.26	192.94

\* **Please note:** If **All AMs plus some PMs** or **All PMs plus some AMs** is selected, then the above fare will apply to the All AMs or All PMs part **only**. The other extra days will be charged at a daily single rate of £4 per journey, regardless of zone.

If **Other** travel type is selected (e.g. Monday AM & PM and Thursday PMs only), these will be charged at the daily rate fare of £4 single/£8 return, regardless of zone.

## Year 11 & 13 Fares – Study Leave

Year 11 & Year 13 pupils will depart for study leave part way through the summer term, therefore, there will be a reduced fare for both annual and termly payments. Please note, pupils will only be able to travel on the days their pass permits e.g. if a pupil has an All AMs pass for the summer term, they are not permitted travel on any PM without prior booking. If any additional days are required, you must contact [transport@bradfordgrammar.com](mailto:transport@bradfordgrammar.com) at least 24 hours before the required journey; the £4 single/£8 return daily rate will apply.

Please see below for the Year 11 & 13 fares.

### Year 11 & 13 Annual Fares – with study leave reduction included

Return (all AMs & PMs) 5% discount applies			
Zone	Annual fare	Equivalent daily return fare	Annual saving vs paying termly
1	578.20	3.27	38.29
2	703.82	3.98	46.61
3	841.56	4.75	55.73
4	998.97	5.64	66.15

All AMs or All PMs 5% discount applies			
Zone	Annual fare	Equivalent daily single fare	Annual saving vs paying termly
1	346.92	1.96	22.97
2	422.29	2.39	27.96
3	504.94	2.85	33.44
4	599.38	3.39	39.69

### Year 11 & 13 Termly Fares – with study leave reduction included

Return (all AMs & PMs)					
Zone	Total of all 3 terms	Equivalent daily return fare	Autumn Term 68 days	Spring Term 60 days	Summer Term 49 days
1	616.48	3.48	258.29	227.91	130.29
2	750.42	4.24	314.41	277.42	158.59
3	897.29	5.07	375.94	331.72	189.63
4	1065.12	6.02	446.26	393.76	225.10

All AMs or All PMs					
Zone	Total of all 3 terms	Equivalent daily single fare	Autumn Term 68 days	Spring Term 60 days	Summer Term 49 days
1	369.89	2.09	154.98	136.74	78.17
2	450.25	2.54	188.65	166.45	95.16
3	538.37	3.04	225.57	199.03	113.78
4	639.07	3.61	267.76	236.26	135.06

# Code of Conduct for Pupils Using a School Bus

Pupils are required to carefully read, and comply with, the Code of Conduct shown below.

**The School expects all pupils using a School bus to agree to the following Code of Conduct:**

## **Catching the bus in the morning**

- Arrive safely and in good time at your stop; **at least 5 minutes early**.
- When you are at your stop, you must stand sensibly and at all times be considerate to other pupils and members of the public. *You must be stood visibly at the stop and not sat in a car.*
- Safely step forward and flag down the bus by putting your arm straight out in good time to ensure you are visible to the bus driver.
- Have your pass ready and show to the bus driver every time you board.

## **Once on the bus**

- When you have found your seat, fasten your seatbelt and remain seated for the entire journey.
- Always show the driver respect and on no account distract them unless in an emergency.
- Behave sensibly and with consideration to the other pupils using the bus; keep noise to a minimum and do not use any offensive language.
- Be sensible about where you stow your bags, keeping the aisles clear at all times. Seats must not be reserved or occupied by bags unless there is sufficient space. If a pupil requires a seat, they are entitled to remove bags and occupy it.
- Do not leave any litter on the bus. Eating and drinking is at the driver's discretion.
- Do not tamper with bus fittings or damage the bus in any way. If you notice any damage to the bus, report it to the driver before you get off.
- Seats located at the front of the bus should be left free for Clock House pupils.

## **Using the bus in the afternoon**

- Take care approaching the bus in the turning circle and behave sensibly as you board. Do not stand around in the turning circle, you must go straight to your bus.
- All buses will depart at 4:10pm therefore you must be seated before this time.
- Have your pass ready and show to the driver each time you board. If you have a yellow safeguarding pass, you must hand this to the driver as you board and collect it as you disembark.
- When nearing your stop, inform the driver by clearly stating "next stop please".
- When you get off the bus, make sure you have taken your belongings and any litter with you.
- Wait until the bus has moved away before crossing any roads so that you have clear visibility.

**You must not change your stop, travel on an unauthorised day or use a different bus without prior permission from Miss Langton.**

Please remember that using the School bus is a privilege. The School will not tolerate anti-social behaviour or bullying. Such behaviour will be dealt with swiftly and may result in a temporary or permanent loss of using the School bus. A refund will not be issued if your pass has been suspended due to behaviour.

# Terms and conditions

1. To apply for a seat on the bus, a Seat Reservation form must be fully completed.
2. Settlement of the travel fare for an annual payment is collected on the first day of the academic year with termly payments being collected on the first day of each term. Both annual and termly payments are **non-refundable**. All payments are collected by Direct Debit. Please note that parents must maintain a valid Direct Debit mandate at all times; a £10 charge will be levied for any rejected Direct Debits. Travel on an ad hoc basis is paid for by cash/cheque (*payable to Bradford Grammar School*) and should be handed to Miss Langton in the Secretarial Office in advance of travel. Refunds will only be given in exceptional circumstances. For termly payments, cancellations for the next term must be made at least **half a term in advance** by informing Miss Langton at [transport@bradfordgrammar.com](mailto:transport@bradfordgrammar.com) otherwise the full term's fare will be charged.
3. Pupils will be issued with a bus pass, which they must show each time they board. Failure to produce a valid pass may result in refusal to board the bus. If the bus pass is lost or damaged, you must inform Miss Langton on [transport@bradfordgrammar.com](mailto:transport@bradfordgrammar.com) immediately; there will be an administrative charge of £5 for a replacement.
4. Pupils must arrive at their stop **at least 5 minutes** ahead of the times shown. Pupils must be standing visibly at their pick up point and are responsible for flagging the bus down in a safe way.
5. On occasion it may be necessary for the School to vary the mode of transport and/or the operator; any changes will occur once reasonable consultation has taken place with any affected families.
6. Each pupil should be instructed by yourself on how to contact a parent/guardian should a problem arise at any time. A contingency plan is strongly advised.
7. School reserves the right to amend the routes, pick up points and times along with occupants, at any time, in order to make the best use of the bus.
8. Pupils must not change their stop, travel on an unauthorised day or use a different bus without prior permission from Miss Langton.
9. There is no supervision on the bus other than the driver. Pupils must remain seated at all times for their own comfort and safety, and the safety of their fellow passengers. The buses are fitted with seatbelts and pupils must wear them at all times. Failure to do so is not the responsibility of the bus operator or School.
10. Seats must not be reserved or occupied by bags unless there is sufficient space. If a pupil requires a seat, they are entitled to remove bags and occupy it.
11. Pupils are expected to comply with the Code of Conduct at all times; failure to do so may result in a temporary or permanent loss of using the School bus. **No refund will be made.**
12. Incidents of disruptive behaviour will not be tolerated and will be firmly dealt with. If a pupil is involved in an incident on the bus, they are likely to incur disciplinary action.
13. It is the pupil's responsibility to look after their own belongings. Any lost property should be reported to the relevant bus company in the first instance and then inform Miss Langton in the Secretarial Office if necessary. Every step will be taken to recover the lost item. It is also worth mentioning any lost property to the bus driver as soon as possible.
14. **ADVERSE WEATHER:** In the event of adverse weather, the decision to close School will be taken by 5:30am. A closure notice will be posted on the School's website, Twitter account, Facebook page and a notice will be given out on BBC Radio Leeds and Pulse Radio. The decision to close the School early due to adverse weather will be made by the Senior Leadership Team. Parents are requested to seek information from School and to check the School's website. Every attempt will be made by the bus company to get the pupils back to their respective drop off points however this cannot be guaranteed; a contingency plan is strongly advised.
15. For administrative and operational purposes, pupil's name, year group and route information will be shared with the relevant bus company.
16. It is your responsibility to directly inform the relevant bus company of any medical conditions relating to your child.

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# Seat Reservation Form 2019/2020

Please complete **all sections**. A separate form should be completed for each pupil. Seats are subject to availability and priority is given to those wishing to travel on a return basis and with the greatest distance to travel. Please return to **Miss Langton** in the Secretarial Office, or email to [transport@bradfordgrammar.com](mailto:transport@bradfordgrammar.com) by **4:00pm on Friday 28 June 2019**.

Personal Details:			
Pupil full name		Year group as of Sept 2019	
Pupil home address <i>(including postcode)</i>			
Contact 1	Parent/Guardian full name		
	Primary telephone number		
Contact 2	Parent/Guardian full name		
	Primary telephone number		
Travel Details:			
Route number <i>(e.g. BG1)</i>		Pick up stop name and number	
Price zone		Drop off stop name and number <i>(if different)</i>	
Please <u>tick</u> the type of pass you require			
<input type="checkbox"/> Return (All AMs & PMs) <input type="checkbox"/> All AMs only <input type="checkbox"/> All PMs only <input type="checkbox"/> All AMs plus some PMs (please circle PMs required):    Mon   Tue   Wed   Thu   Fri <input type="checkbox"/> All PMs plus some AMs (please circle AMs required):    Mon   Tue   Wed   Thu   Fri <input type="checkbox"/> Other (please circle journeys required):    AMs – Mon   Tue   Wed   Thu   Fri <span style="margin-left: 300px;">PMs – Mon   Tue   Wed   Thu   Fri</span>			
Please tick your chosen payment method	<input type="checkbox"/> Annual <input type="checkbox"/> Termly		
Safeguarding for children in Years 2 to 7 <b>only</b> (please tick the applicable option): <i>Full terms are included in the Transport Information Booklet</i>			
<input type="checkbox"/> I wish my child to be issued with a Safeguarding Pass. <input type="checkbox"/> I do not wish for my child to be issued with a Safeguarding Pass. <input type="checkbox"/> N/A: My child is in Year 8 or above.			
By signing below, you confirm that the details on this form are correct and you have read and accept the information, terms and conditions listed in the Transport Information Booklet.			
Parental Signature:			Date:

# Bradford Grammar School

Senior School  
01274 542492  
[snr@bradfordgrammar.com](mailto:snr@bradfordgrammar.com)

Junior School  
01274 553742  
[jnr@bradfordgrammar.com](mailto:jnr@bradfordgrammar.com)

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