

# Transport

2026/27

## Terms & Conditions



**RUNSHAW COLLEGE**

## College Transport Terms and Conditions 2026-2027

### 1. General

I. College bus passes are valid for one return journey, Monday to Friday, during term time, on the named service only; they are not valid on public transport services.

II. College bus passes must be shown and will be checked by drivers for all journeys. Where students do not have their pass, they will be able to access an emergency pass via the Student Portal for boarding their service in the morning.

III. A student without a valid ID card will not be able to access college premises.

IV. Travel ID cards will be confiscated and withdrawn if used by another student, misused, or mutilated. The College accepts no responsibility for students using other services to access Runshaw College Transport.

V. Runshaw College reserves the right to change the route, timings, and service of a college bus and move students to an alternative service to comply with loading and safety requirements.

VI. Runshaw College reserves the right to restrict or remove any student from the college bus services that does not comply with these terms and conditions.

VII. A £10 administration fee will be charged to any student requiring a replacement for a lost pass or change of service.

VIII. Bus services are allocated on application to the route closest to the registered address of the student. Bus services changed will only be supported in exceptional circumstances or for safeguarding needs and in agreement with the student's Head of Studies.

### 2. Positive Behaviour

I. Students must adhere to the college ABCDE policy when using the college bus services.

II. Students must be respectful to passengers, drivers and members of the public always.

III. Smoking and vaping are not permitted on college bus services at any time.

IV. Loud music is not permitted; headphones may be used.

V. Students must be respectful and always cooperate with bus drivers and bus marshals.

VI. Standing while the bus is in motion is not permitted unless standing room is officially available. This is to maintain the health and safety of all students and drivers.

VII. Students must comply with driver instructions that impact safety, such as remaining seated while the bus is moving. Failure to do so may result in the service returning to the college and disciplinary action being taken.

VIII. Students are unable to leave baggage unattended on services.

IX. Students are not able to reserve seats for other students to ensure that all paying students are able to access a seat.

X. Students who do not adhere to the ABCDE policy on college transport will be disciplined as appropriate. CCTV is present on all college transport services and is monitored daily.

### 3. Morning Services

I. Students must arrive at their stop 10 minutes before the advertised time.

II. Students must wait in an orderly manner on the pavement for their bus, always being considerate of other students and members of the public.

III. For safety purposes, students must clearly signal to the driver that they wish to board the service from the stop. This is to ensure that the driver knows that those wishing to board the service are Runshaw students.

IV. On all coaches and buses, students are responsible for wearing the seatbelt provided.

V. If the bus does not arrive, students must stay at the stop and call 01772 642020 (printed on the back of membership cards), to speak to a member of the Transport Team, who will ensure that they are picked up by the provider. If the student leaves the stop, they will need to make their own way to college. If they do not, it will affect their attendance.

VI. If a student misses the bus, they must make their own arrangements to reach the college.

VII. Emergency passes are only valid on morning services. These are accessed via the Student Portal. For evening services, temporary membership stickers must be obtained from Student Services Reception. Emergency passes cannot be used on evening services.

### 4. Refunds and Cancellation

I. The cost of a college bus pass is heavily subsidised by the college. As such, refunds are only processed if a student leaves their studies. In this case, a refund will be applied on a pro-rata basis upon receipt of the college bus pass.

II. Annual Bus Pass holders who leave after the Easter break do not qualify for a refund.

III. Leyland Zone passes are refundable only up to Christmas.

IV. We cannot process a refund for lost college bus passes.

V. Students who pass their driving test whilst at the college and wish to make their own way to college whilst in receipt of a college bus pass are not eligible for a refund.

VI. If a student does not take up their place at Runshaw after purchasing a college bus pass a refund request should be sent to [transport@runshaw.ac.uk](mailto:transport@runshaw.ac.uk)

VII. In the event of a college closure for five or more consecutive days, a full pro-rata refund will be issued for the closure period.

### 5. Dual Passes

I. Dual passes are only available to students living at two addresses, both of which must be visible on the student portal. This is typically reserved for parent/guardian residential arrangements.

II. Students with EHCPs may also be eligible at the discretion of the Transport Team.

### 6. Data Protection and Privacy

I. Runshaw College values the privacy of all stakeholders. Information such as name, unique learner number, date of birth, and address is collected to support bus pass applications.

II. Student ID photos may be used for investigative purposes if required.

III. If you have any questions or concerns about data collection, please contact the College's Data Protection Officer at [DataProtectionOfficer@runshaw.ac.uk](mailto:DataProtectionOfficer@runshaw.ac.uk). Further information is available at <https://www.runshaw.ac.uk/college-policies/>.

### 7. Late Exam Transport

Unless a student has an Education, Health and Care Plan (EHCP) or is subject to safeguarding considerations, any student whose examination finishes later than 16:15 will be required to make their own way home.

The transport department can arrange a taxi if requested; however, costs will be the responsibility of the student.