

# DEAN CLOSE CHELTENHAM BUS BOOKING FORM



TO		EAGLE LINE TRAVEL	
		Andoversford Trading Estate	
		Andoversford, Cheltenham	
		GL54 4LB	
		Telephone/Fax: 01242 820535	

FROM		
Parent Name & Initials		
Full Postal Address		
Post Code		
Telephone		Home
		Work
		Mobile
		Fax

PUPIL NAME(S)	YEAR/CLASS

JOURNEY DETAILS	
Route Number	
Pickup Point - Morning	
Drop off Point - Evening	

DETAILS OF PASS (Tick boxes as required)	AUTUMN	SPRING	SUMMER
Mornings & Evenings			
Mornings Only			
Evenings Only			

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Send completed form to Eagle Line at the above address**

See reverse for Terms & Conditions

**Office Use:**

# BUS BOOKING FORM TERMS & CONDITIONS



## GENERAL

1. Pupils must hold a valid PASS, issued by Eagle Line, when travelling on the school buses.
2. A Pass cannot be purchased for less than the full number of days in any school term. Parents may opt for:
  - A full pass permitting travel on all mornings and evenings throughout the term
  - A mornings only pass permitting travel on all mornings throughout the term
  - An evenings only pass permitting travel on all evenings throughout the term.
3. A Pass will only be issued on receipt of the full term's charge as invoiced by Eagle Line.
4. A Pass may only be used on the route and from/to the pickup/drop off point for which it was purchased.

## BOOKING PROCEDURE

1. Parents should send the completed booking form direct to Eagle Line at least 10 working days before the start of term.
2. Eagle Line will, on receipt of a booking form, send an invoice to the home address shown on the booking form.
3. A cheque for the full invoiced amount should be sent by return to Eagle Line.
4. A Bus Pass will be forwarded to the home address in time for the start of term.

The booking form allows for booking a full year in advance. Completion of the relevant section of the form will reduce the need to submit a booking form each term. If at a later point in the year a term booked in advance is no longer required Eagle Line should be advised accordingly.

Parents who book for a full year in advance will be invoiced before the start of each term.

Parents who have not booked in advance should obtain a booking form from the school office and submit it to Eagle Line at least 10 working days before the start of each term.

A new booking form is required at the start of each school year. The school will send out booking forms to all parents before the end of the summer term.