



St Edward's
CHELTENHAM

**CHELTENHAM INDEPENDENT SCHOOLS'
BUS SERVICE
BOOKING FORM**

Please send this completed form by post or e-mail to our transport partner:

EAGLE LINE TRAVEL
Andoversford Trading Estate
Andoversford
Cheltenham GL54 4LB
Email: eaglecoach179051@aol.com

If you have any questions, please contact Eagle Line during working hours on:

01242 820535
07764 787478

Parent Name & Initials		
Full postal Address		
Post Code		
Contact Numbers	Home	Mobile
	Work	

Pupil Name(s)	Year/Class

JOURNEY DETAILS: (Please refer to route map or timetable on the school website)

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			

I confirm that I have read and understand the Terms and Conditions for the Purchase of a Bus Pass.

Signed:	Date:
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Typed signature with supporting email will suffice if you are sending this by email

Terms & Conditions for Purchase of a Bus Pass

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 fare as invoiced by Eagle Line.
4. A Pass may only be used to and from the destination for which it was purchased.

Booking Procedure

5. Parents should send the completed booking form direct to Eagle Line at least 10 working days before the start of term.
6. Eagle Line will, on receipt of a booking form, send an invoice to the home address shown on the booking form.
7. A cheque for the full invoiced amount should be sent by return to Eagle Line or a bank payment maybe paid direct quoting your surname as a reference:

Sort Code 30-93-48
Account Number 03468142

8. 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 at the end of the Summer Term.