



**ST JOSEPH'S  
COLLEGE**

# **Bus Routes 2023-2024**

## Travel Information

St Joseph's College operates its transport scheme with a fleet of College minibuses and dedicated drivers. All of whom are employed by the College, are fully trained and have first-aid training. Due to the increasing need for transport to and from school, from September 2023 St Jo's will also use the services of KURA, a home to school transport specialist company for one of its routes.

### Routes

The routes and pick-up times are listed in this document however, timings are subject to traffic conditions. In addition, if travelling by train, we offer a complimentary shuttle service to and from Ipswich Railway Station, subject to availability, for both mornings and afternoons – please email the College's Transport Department for further details: [transport@stjos.co.uk](mailto:transport@stjos.co.uk).

### Booking

Please find a full timetable, current price list (price given is per Zone) and booking form in this booklet. For any enquiries about our transport service, please contact the College's Transport Department via [transport@stjos.co.uk](mailto:transport@stjos.co.uk).

This is a driver-only service; there are no additional staff to supervise students. Thus, students are expected to adhere to the Code of Conduct, as outlined below. By making a booking to use a College bus it will be assumed that parents and students clearly understand the expectations of the student when using this service. The College reserves the right to withdraw the service in the event of repeated poor behaviour.

There are limited spaces available on our services and places are issued on a first-come, first-served basis. Priority is given to those who use the service 100% of the time or for those families who are prepared to pay for a place 100% of the time, even if it is not required. Temporary or one-off journeys may be available in *very* exceptional circumstances with the prior agreement of the College and if space allows. Charges are based on Monday-Friday inclusive throughout the term and are levied termly to a parent's fee account.

Please note: Monday to Thursday in the afternoon, buses normally depart at 5.00pm after the College's Development Hour however, on a Friday and at the end of each half-term departure is at 4.00pm. The shuttle bus to the train station departs at 3.45pm and 4.45pm.

As traffic flow can have a significant bearing on timings, each student should be at their stop five minutes before the stated departure time as drivers are unfortunately unable to wait.

### Age Restrictions

There is no minimum age to use the College's transport service. However, students must be independent, including fitting of seat belts and booster seats (if required). Where there is a legal requirement for a child to use a booster seat, this must be provided by the parents and will be stored by the College during the day. Booster seats cannot be left on a bus overnight. The College reserves the right to withdraw use of a service if it feels that a student is not able to manage independently on a College minibus.

### Pick-Up Procedure

Please ensure your child is at the pick-up point in the morning in good time (five minutes before the designated departure time), as the bus will not wait for late arrivals. Several of the stopping points, though safe for a short halt, would cause serious inconvenience to other road users if the bus waited for more than the minimum time. In the event of a student not being at the designated stop, the driver will continue on route and the student will not be collected that day.

### Drop-Off Procedure

Senior School students will be dropped at the designated stop and allowed to walk home, or wait for a parent unsupervised. Prep School pupils will only be dropped if there is a parent or nominated adult to meet them. In the event that a Prep School child is not met, the driver will continue on his/her journey and attempt to drop the child on the return. If there is still no one to meet the bus, the driver will return the child to the College where they will be supervised until one of his/her parents arrives to collect him/her. This may result in an additional charge being incurred. Parents will be given their driver's contact details to be used in the event of an emergency.

### Important Notice to Parents

When using any of the College bus services offered, it is the parent's responsibility to ensure that their child is safe and secure in their transit between pick-up/drop off points and home.

### Pricing

Below are the prices for the St Joseph's College Bus Routes for the academic year 2023-2024. Prices are invoiced termly, in advance. In order to assist parents with transporting their children to and from school, the College subsidises its transport services.

Zone	Daily (100% Use)	Weekly Use (Less than 100% Use)	Ad-Hoc Use (if space permits)
A	£6.70 per day	£7.65 per day	£16.50 per day
B	£9.00 per day	£10.25 per day	£16.50 per day
C	£9.85 per day	£11.25 per day	£16.50 per day
D	£10.25 per day	£11.70 per day	£16.50 per day
E	£10.55 per day	£12.00 per day	£16.50 per day
F	£10.70 per day	£12.15 per day	£16.50 per day

Any Ad-Hoc use should be booked with the Transport Manager at least 24 hours in advance, whenever possible. An Ad-Hoc request should be emailed to [transport@stjos.co.uk](mailto:transport@stjos.co.uk) and must include the Student Name, Bus Route and Stop required, Contact Number for at least one parent and permission within the body of the email to charge the Student's fee account. Any other information (e.g. allergies) should also be made known to the Transport Manager in the body of the email. Only when a confirmation email/telephone call has been received from the Transport Manager should it be assumed a place is available on the requested bus.

Stops and timings for each route may be found on the next page.

## Bus Travel Information

All times listed are estimated departure times as routes/stops are provisional at the time of sending. When completing your booking form, please note your Bus Route and Hub stop. Please note, we are unable to collect from individual addresses. Students should be at their stop five minutes prior to departure.

### Boxford

07.15	Newton Green – Saracen’s Head Pub (Zone F)
07.25	Boxford – Outside Village Store (Zone E)
07.30	Boxford – Calais Street (Zone E)
07.40	Hadleigh – Magdalen Road Bus Station (Zone D)
08.10	Ipswich – Hadleigh Road (Zone A)
08.15	St Joseph’s College

### Brightlingsea

07.10	Thorrington Cross – Farrows Garage (Zone F)
07.15	Brightlingsea – Brightlingsea Museum, Station Road (Zone F)
07.25	Wivenhoe – Arlesford Road (Zone F)
07.35	Wivenhoe – Station (Zone E)
07.37	Wivenhoe – Co-op (Zone E)
08.10	St Joseph’s College

### Clacton

07.10	Clacton – Bus stop outside Clacton Train Station (Zone F)
07.15	Little Clacton – McColl’s Bus Stop (Zone F)
07.17	Weeley – Amerells Road (Zone F)
07.25	Tendring – Post Office (Zone E)
07.27	Goose Green (Zone E)
07.30	Chapel Lane (Zone E)
07.35	Little Bentley – Harwich Rd A120 Roundabout (Zone E)
08.10	St Joseph’s College

### Colchester

07.25	Colchester – Ipswich Road (Zone D)
07.30	Colchester – Baronía Croft (Zone D)
07.35	Colchester – Maximus Drive (Zone D)
07.40	Colchester – Turner Road (Zone D)
08.10	St Joseph’s College

### Dedham

07.30	Dedham – Bargate Lane (Zone D)
07.35	Heath Lane – Crossroads (Zone D)
07.40	Coggeshall Road – Cross Roads (Zone D)
07.45	Wooden Fender (Zone D)
07.55	Dedham – High Street (Zone D)
07.55	East Bergholt – Oranges & Lemons Pub (Zone C)
08.00	Long Road (Zone C)
08.05	Bentley (Zone C)
08.20	St Joseph’s College

### Frinton

07.00	Kirby Road – Bus Stop (Zone F)
07.10	Kirby Cross – Train Station (Zone F)
07.10	Thorpe-le-Soken – Police Station (Zone F)
07.20	Holland Farm (Zone E)
07.25	Great Oakley – All Saints School (Zone E)
08.15	St Joseph’s College

## Halstead

07.10	Halstead – Rugby Club (Zone F)
07.15	Colne Engaine
07.30	White Colne (Zone F)
07.35	Wakes Colne – General Stores (Zone F)
07.40	Ford Street (Zone F)
08.15	St Joseph’s College

## Manningtree

07.40	Mistley (Zone D)
07.45	Manningtree – Mill Hill (Zone D)
07.55	Stutton – Bentley Lane/Manningtree Rd (Zone C)
08.15	St Joseph’s College

## Woodbridge

07.10	Woodbridge – Duke of York (Zone D)
07.25	Kesgrave – Dobbs Lane (Zone C)
07.35	Ipswich – St Mary’s (Zone B)
07.40	Ipswich – Brunswick Road (Zone B)
07.45	Ipswich – Park Road (Zone B)
07.46	Ipswich – Graham Road (Zone B)
07.50	Ipswich – Henley Road (Zone A)
08.10	St Joseph’s College

## KURA ROUTE (from Coggeshall)

07.20	Coggeshall – White Harte Pub (Zone F)
07.25	Feering (Zone F)
07.30	Eight Ash Geen – Bus stop to A12 Slip Road (Zone E)
07.40	Colchester – Stadium (Zone D)
07.50	Langham – Lambs Corner (Zone D)
07.55	Gun Hill – Swan & Anchor Pub (Zone D)
08.05	Stratford St Mary (Zone D)
08.10	Copdock (Zone C)
08.15	Hadleigh Road (Zone A)
08.20	St Joseph’s College

Please note any undefined stops can be clarified with the Transport department directly, for example Stratford St Mary.

# Bus Travel Booking Form

Parent's Name:	
Postcode:	
Email:	
Mobile Number:	

## DETAILS OF PASSENGERS

	Student 1	Student 2
Full Name:		
Date of Birth:		
Form/Year:		
Date of commencement for passenger using transport:		
Bus Route required:		
Bus Stop required:		

I accept that the fares will be charged to my St Joseph's College fee account to be paid termly in advance. All Bus Transport routes require one term's notice if my child/ren no longer require the service. I can confirm that I have read and accepted the St Joseph's College Bus Routes Code of Conduct on behalf of my child/ren as well as the General Terms and Conditions for the In-house Transport Service.

Signature of Parent: .....

Date: .....

For 3 or more children, please use a duplicate of this sheet, attach both sheets and return together to the Transport Manager. Please complete and return this form to: [transport@stjos.co.uk](mailto:transport@stjos.co.uk)

NB: your child/ren's bus place will not be confirmed until such as time as the Transport Manager has sent a confirmation email to the email supplied above.

## BUS PASSENGER CODE OF CONDUCT / HEALTH AND SAFETY CONTRACT

(expectations for behaviour on the College minibuses and Health and Safety Contract for students)

Students travelling on the College minibuses represent St Joseph's College and accordingly must act responsibly and respect the following rules:

1. Remain seated with seatbelts fastened from boarding the bus and until the bus has come to a standstill at school/drop-off points
2. Will not take other students' belongings, throw anything on the bus, call out or deliberately annoy other students or the driver
3. Be courteous and considerate to the driver and other students on the bus. Unkind or bullying behaviour is not acceptable
4. Obey instructions given by the driver
5. Keep noise level low to avoid distracting the driver
6. Older students are expected to take some responsibility for younger students, helping if there are any difficulties and altering the driver or a member of staff of any concerns
7. Students should be considerate and courteous to members of the public
8. Place all rubbish into the bins/bags provided before leaving the bus

Failure to adhere to these simple rules may jeopardise the safety of all concerned. Any incidents or allegations regarding poor or unsafe conduct will be investigated. Students who abuse the rules can expect to lose the right to travel on College buses.

Any concerns regarding the behaviour of students on College buses should be reported to the Operations Manager, [d.shaw@stjos.co.uk](mailto:d.shaw@stjos.co.uk) who will forward the information to the relevant Head of Faculty/Principal.

We have read and understood this Health and Safety Contract. We agree to uphold this contract and support the staff of St Joseph's College and any other provide used by the College.

Signed: ..... (parent / guardian)

Signed: ..... (student)

Name: ..... (student) print      Date: .....

This sheet must be signed and returned by both parent and student, together with the Bus Travel Booking Form if travel on a College bus is being requested.

#### GENERAL TERMS AND CONDITIONS FOR THE IN-HOUSE BUS TRANSPORT SERVICE TO AND FROM ST JOSEPH'S COLLEGE

1. Background St Joseph's College runs this bespoke in-house service to enable parents requiring assistance in getting their children to and from school. The service is run on a day-to-day basis by the Transport Manager. A list of the current bus routes is enclosed.
2. Financial Policy The service, including overheads, is paid for by those parents using the service and is subsidised by the College. Charges will be collected termly via the College billing system. In the event that a child does not use the place for a day or period of days, no refund can be given.

3. Timetable The morning timetable is designed to allow the student to arrive at the College in good time for the start of the working school day. Normally students arrive on time, but given the level of traffic congestion in the area, it is not possible to guarantee this will always happen. Parents should take this into account when their child has an early start for a public examination.
4. Booking and Allocation of Places Parents wishing to use the service must complete/sign a Booking Form and Parents and their child/ren must complete/sign the Bus Passenger Code of Conduct. Once a place is allocated it will remain with the student unless:
  - a. The place is withdrawn in accordance with Paragraph 7
  - b. Notice is given to cease using the service in accordance with Paragraph 12
  - c. Demand for the particular route falls to such a point that it is no longer economically viable. In that case a place on an alternative service will be offered, if feasible.
5. Service It is the objective of the service to provide a place for every student for whom a booking form has been received and who resides within the catchment area. Wherever possible this will be on the route requested by the parent. Where this is not possible, the student will be placed on a waiting list and allocated a seat on the preferred route as soon as a place becomes available. Temporary alternative arrangements may be offered.
6. Pick-Up and Drop-Off Points The pick-up and drop-off points will be notified by the College to all parents who use the service. Bus drivers are only permitted to stop at these pre-agreed points and are expressly forbidden from deviating from this schedule. It is the responsibility of parents to ensure their child arrives at the pick-up point in good time and that they are adequately supervised until the bus arrives. Morning and afternoon arrangements must take account of delays caused by traffic congestion.
7. Supervision on Buses Whilst the College bus service is run by its own minibus drivers, there are no supervisory staff on the buses and it is to the credit of the students that instances of poor discipline are rare. Nevertheless, bus drivers have instructions to report all such instances and the College treats reports of this nature in a very serious manner. Normally, one warning will be given and any repeated occurrence may lead to the student's place being withdrawn temporarily or permanently without refund. Where the incident is of a very serious nature, the withdrawal will be immediate.
8. Safety in the mornings Students are dropped off on campus. When on a minibus your child must remain seated at all times and use the safety belt provided. Parents are asked to impress upon their children the importance of using the seatbelt.
9. Departure In the afternoon buses depart promptly from the College and it is important your child appreciates the need to go straight to the appointed bus park at the end of the school day.
10. Change to Routes etc. In order to run a cost effective and punctual service, the College may need from time-to-time, to alter the bus arrangements. We must therefore reserve the right to alter routes, pick up points, times and use external bus companies. We will endeavour to keep changes to a minimum and provide as much warning as the circumstances allow.
11. Visitors Where your child is hosting a visitor at their school, e.g. overseas exchange student, or wishes to take a friend home, the parent must first contact the Transport Department and check there is space available on the bus.
12. Notice The notice period is one term, in line with the Parent Terms and Conditions. The notice must be in writing and received by the Operations Manager by 12.00pm on the first day of the new term. Notice is not required where the student is leaving at the end of the Upper Sixth (Year 13).
13. Termly Charge The termly charge will normally remain the same for the whole of the academic year however, we do reserve the right to make changes in-year and pass on increased costs above that allowed for in the business plan.
14. Emergencies In the event of any emergency, e.g. minibus breakdown, the Transport Supervisor will endeavour to establish the nature of the problem and pass the information to parents.