

February 2025

Dear Student,

Re: Important Information for Students using College Transport

This is an important message for all students who use college transport to ensure the system is used fairly and correctly. Please read it carefully.

When travelling on a college bus, you **must** carry a valid New College bus pass that belongs to you. Just like public transport, you are required to have your pass with you every time you board a bus.

To prevent misuse of the system, all drivers will now be required to check your pass before allowing you to travel. Please make it a habit to check that you have your bus pass before leaving home—alongside your college ID, phone, or another essential item—to help you remember. To avoid delays, have your pass ready to show the driver when boarding. Please be patient and polite with drivers; they are simply doing their job.

From Monday 24 February, students who do not present a valid bus pass will not be permitted to travel.

Important Reminders for Using College Buses:

- You must **signal clearly** to the driver for the bus to stop, even if you use the same stop every day, as drivers may change.
- Let the driver know your intended stop **in advance** so they can pull over safely.
- If a bus stops, you **must board** as the next bus may already be full.
- If a bus does not stop despite you clearly signalling, please wait for the next available bus.

This message is being sent to all students and their next of kin to ensure that expectations are clear and that all students have fair access to the service.

Thank you for your cooperation.



Vicky Marks
Principal