

## CHELMSFORD SHUTTLE - MAIN COLLEGE SHUTTLE SERVICE TIMES

### SERVICE OPERATION TIMES - FE Term dates only

(Due to the high demand for the service it is the responsibility of the student to reach the pickup point as early as possible to leave ample time to gain transport to reach the College in time for the start of the College day).

DAY	FULL SERVICE Chelmsford (Coval Lane) Main Campus Cow Watering Campus	Main Campus Chelmsford (Coval Lane)	Chelmsford (Coval Lane) Main Campus Cow Watering	FULL SERVICE Cow Watering Campus Main Campus Chelmsford (Coval Lane)
Mon	8:00 to 9:15 (full service) Circular route service	10:00,11:00,12:00,13:00,14:00	10:15,11:15,12:15,13:15,14:15	15:00 to 18:00 (full service) Circular route service
Tues	8:00 to 9:15 (full service) Circular route service	10:00,11:00,12:00,13:00,14:00	10:15,11:15,12:15,13:15,14:15	15:00 to 18:00 (full service) Circular route service
Wed	8:00 to 9:15 (full service) Circular route service	10:00,11:00,12:00,13:00,14:00	10:15,11:15,12:15,13:15,14:15	15:00 to 18:00 (full service) Circular route service
Thurs	8:00 to 9:15 (full service) Circular route service	10:00,11:00,12:00,13:00,14:00	10:15,11:15,12:15,13:15,14:15	15:00 to 18:00 (full service) Circular route service
Fri	8:00 to 9:15 (full service) Circular route service	10:00,11:00,12:00,13:00,14:00	10:15,11:15,12:15,13:15,14:15	15:00 to 18:00 (full service) Circular route service

**DURING FULL SERVICE TIMES INDICATED ABOVE THE MINIBUSES WILL BE CONTINUALLY IN OPERATION ON THE ROUTE.**

**THE LAST MINIBUS WILL LEAVE THIS STOP AT 18:00PM IN THE EVENING. PLEASE ENSURE THAT YOU ARE VISABLE AT THE STOP IF YOU REQUIRE THIS LAST MINIBUS SERVICE.**

## CODE OF CONDUCT FOR PASSENGERS TRAVELLING ON WRITTLE COLLEGE SHUTTLE SERVICE

Passengers **must remain seated** at all times and **seat belts must** be worn. **You will be denied future transport if you do not adhere to the above.**

Face coverings **must be worn** at all times whilst traveling on the minibus. Students must have their **lanyard and ID card** visible to gain access to the transport service. **No ID card may result in transport being denied.**

**All passengers to board and leave the minibus by the side loading door. The rear doors are for use in emergencies only.**

No food and drink are to be consumed on the minibus shuttle service.

The radio is for use by the driver only – students should not interfere with the radio at any time.

No smoking is allowed on the minibuses, this also includes all forms of electronic cigarettes.

No animals are to be carried on the buses at any time.

For the comfort of fellow passengers and cleanliness of the vehicle, soiled clothing and dirty boots must be changed before boarding the shuttle service or carriage will be refused.

Food or drink must not be consumed on this service. Rubbish must be disposed of in the correct receptacle.

CCTV equipment may be in operation on Writtle College Services for deterring and prevention the occurrence of vandalism and for passenger and staff safety.

Any persons under the influence of alcohol or drugs will not be allowed transit on the buses and will have to make their own travel arrangements.

Offensive and abusive language directed at the driver or towards fellow students will result in the persons being excluded from future travel on the shuttle service.

The buses will run between the times and dates published, operating a first come first serve basis. Due to the high demand for the service it is the responsibility of the student to reach the pickup point with ample time to reach the College on time. If you wish to travel outside these times it is your responsibility make your own way.

**You are expected to make prompt progress to the minibus pick up point in the afternoon/evening. Minibuses only operate within the stated times. If you wish to travel outside these times you will need to make your own transport arrangements.**

Students are expected to queue in an orderly and responsible manner for the minibuses. Pushing, queue jumping, or anti-social behaviour will not be tolerated. Persons found taking part in this behaviour will be excluded from future travel on the shuttle service.

Any person found causing damage or vandalism to the minibus will be held responsible for the cost of cleaning or repair. Also the individual will be refused carriage and their position at College reviewed. If you see any vandalism being committed please contact the driver immediately or have any information regarding any cases please contact the Transport Department.

By travelling on the Writtle College Shuttle Service you agree to adhere to the conditions above.