



School Hire – Terms & Conditions

1. **Payments:**

All invoices must be paid before the date of hire unless prior arrangements have been agreed.

2. **Departure Times:**

When booking your coach please be clear with the required departure time from School to allow us to plan our coaches accordingly. Booking your departure time too early may incur increased costs.

3. **Departure Day:**

Please ensure that the pupils are ready to board the coach before the requested departure time.

4. **First Aid Kits:**

Although first aid kits are provided in all coaches our DRIVERS are not authorised to administer any medical procedures. Schools must make sure that they bring their own medical kit and have an authorised First Aider on the coach.

5. **Late Departure:**

Late departure from the destination **may incur additional charges** if this prevents the coach from arriving on time at its next destination.

6. **Seat Belts:**

Seat belts must be used by all passengers on the coach.

7. **Eating and drinking (soft drinks):**

The normal Company Policy on short journeys is that NO eating or Drinking is permitted on the coach. This ruling may be waived, if the senior teacher on the day confirms that any rubbish found will be collected and taken away at the end of the journey and that the coach is left in a tidy condition.

8. **Discipline on coach:**

Teachers must be seated on the coach at the rear, centre and front to maintain discipline.

9. **Luggage:**

Large bags must be placed underneath the coach in the baggage compartment, unless the bag contains items required for medical reasons.

10. **Behavior on our vehicles:**

We do not tolerate disruptive behavior or bad language on the vehicle.



11. Coach valeting:

The teachers on board the coach are responsible for making sure that the coach is left clean and tidy. In the event that the coach is not in a satisfactory condition, cleaning charges will be incurred and charged accordingly.

12. Parking charges:

Parking charges are always an additional cost unless otherwise stated on the invoice.

13. Toilet facilities:

The use of the toilet facilities on the coach is always a chargeable extra and cannot be used unless this has been pre-paid.

14. Lost Property:

Any lost property found on a coach after the hire will be handed in to our Lost Property Office and kept by Barton Coach Company for a period of thirty days, if not claimed it will be disposed of. Any request for an item to be returned by post, will incur a cost to cover postage.

15. Late Departures and Returns:

The Company accepts no responsibility for late arrival or return due to circumstances beyond their control (e.g. traffic delays/weather conditions etc.) and refunds cannot be issued in these circumstances.

16. Cancellation of Coach:

If you cancel within 48 hours of the date of hire, then a 50% charge will be incurred. If cancelled on the day of hire then the full hire charge will be due for payment. During June and July, peak times for school hires, any cancellation made within two weeks of the dates of hire will incur a cancellation charge of 50%.

17. Barton Coach Company's liability:

In the unlikely event we need to sub-contract your hire, we cannot accept any responsibility for any problems arising with this operator. Although we take great care in using reputable operators in each case.