**APPLICATION FOR FREE SCHOOL TRAVEL ON NCT BUSES**

Name of School: …… …………

Address:…………………………………………………………….

Telephone No: …………………………………….

E mail address: … …………………………

Head Teacher name: … …………………………………………….

Trip Leader Name: … ………………………………

Trip Leader Mobile contact number: ………………………………….

Date of Trip: …………………………………………….

Destination: ………………………………………………...

Intended service/s to be used (route number): …………………………………………

Bus stop to be used to destination: ………………………...

Bus stop/s to be used from destination: …………………………………………..

Planned time of boarding to destination:.................................................................

Planned return boarding time: ……………………………………………

Number of pupils in group: ………………….. Age of pupils: …………………

Number of adults / teachers accompanying children: …… Adult /Pupil ratio: …………….

Head teacher approved: Yes Signature:…………………………………

NCT approved: Yes Signature:. . . . . . . . . . . . . . . . . . . . . . .

**Applications for free travel should be made at least one week in advance by email to James Freeman at the Aquinas Foundation** [james.freeman@aquinaseducation.co.uk](mailto:james.freeman@aquinaseducation.co.uk) **Tel: 0115 9244788**

Travel conditions:

* Free school travel is only available between 10.00am & 4.30pm
* There must be a minimum Adult/Pupil ratio of 1:13
* For larger groups NCT may require several journeys to be used to ensure fare paying passengers can travel with a seat.
* Details of all NCT routes & scheduled services can be found at [www.nctx.co.uk](http://www.nctx.co.uk)
* All school trips should have relevant parental consents and insurance.
* **All parties travelling must comply with NCT terms and conditions of travel** see [www.nctx.co.uk](http://www.nctx.co.uk)

**Travelling parties should show the driver this sheet for free travel.**

**NCT drivers should record the number of adults and children travelling.**