

Student Bus Pass Misuse Procedure

Students issued with their bus pass at College will receive an information sheet explaining when and where their bus pass can be used. The travel zones and dates are shown on the websites of either South Downs College, Stagecoach or First Group.

If the pass is used	<ul style="list-style-type: none"> • Out of date (dates are printed on ticket face) • Out of area/zone (zones are printed on ticket face) • By another person with or without permission from the named student
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The following procedure will take place

- The pass will be confiscated by the Bus Driver, who will send it back to college with a report.
- The college will withhold the pass for a minimum of 5 college days.
- The Student will be reminded of the travel zones/dates by a member of the Finance & Travel Team.
- The student's Tutor will be informed.
- A letter will be sent to the Parent/Carer.

If the travel pass is misused for a second time, the following procedure will take place

- The pass will be confiscated and invalidated.
- The student's Tutor will be informed.
- A letter will be sent to the Parent/Carer, offering the option to re-apply for a non-subsidised bus pass.

If unacceptable behaviour occurs or criminal damage is caused the following procedure will be enforced depending on the circumstances

- The travel pass will be confiscated by the Bus Company or the College while the incident is investigated.
- The student's tutor will be informed.
- The student, with an advocate or Parent/Carer support, will be invited to a meeting to discuss the outcome of the incident after a full investigation.
- Parent/Carers will be informed by letter of the result of the investigation, which may result in you being removed from the College travel scheme permanently.