

Dear Parents,

As a follow-up to the letter from Nicky McAvoy (SHSK) and Justin Hodges (AS) regarding fares for the coming academic year, this letter outlines the process for booking school bus spaces on the Vectare JBS website.

Please note that even if you are a current user of the Joint Bus Service (JBS) and your bus stop arrangements will be the same next school year, we are asking that you re-book your JBS seat(s) for September. This is a slight change from previous years when bookings were 'rolled over' automatically. This change is part of an important data cleansing exercise.

For parents that have previously made ad-hoc bookings, this process should be very familiar, and if there are any queries, please do not hesitate to get in touch via email at jbs@vectare.co.uk. Bookings for the new year are available from now, with a guaranteed booking window ending on April 26th.

To book a space/s on the Joint Bus Service for the 2024/5 year, please follow the below steps:

1. Navigate to jbs24.vectare.co.uk.
2. Login with your existing account details - or alternatively select Sign Up on the site.
3. Select the 'Book Now' option.
4. Select 'Regular Travel'.
5. Parental and passenger information will be prefilled based on your account details – please ensure that this is accurate and up to date as it is used for communication and updates on the school bus service.
6. Select the required route and stop, and booking format. The options for this, as in previous years, is AM only, PM only or Full Return pass. For those booking a return pass, please book this as two legs of journey. To do this, please select the AM route and stop, then 'Add another journey' and select the PM route and stop.
7. The final stage of booking is the confirmation page. This displays a breakdown of trips to book, as well a price for these journeys.
8. Select 'Book Now' to confirm these details. A confirmation email will follow shortly after this, with a breakdown of costs for each term for the 2024/5 academic year. These will continue to be billed termly, and sent with the school bill.
9. If you don't want a space on the JBS from September please let us know via email at jbs@vectare.co.uk

We have tried to make this process as simple as possible and we appreciate your support in this slight change for the coming academic year.

Yours faithfully,

Vectare