



KEARSNEY COLLEGE

Founded in 1921

Boarder Transport Policy

Approved by Management and effective from 06 May 2019

General Boarder Travel and Transport Regulations

1. Boarders must travel to and from the College in the appropriate College uniform, i.e. the Number 1 uniform with a blazer.
2. Boarders must have their Housemaster's permission to leave the College grounds, except in the case of sports teams and other groups supervised by a staff member.
3. Pupils must have their Housemaster's telephone number in case of emergency.
4. No pupil may hitchhike in Kearsney College uniform.

Bus Services for Returning Boarders

1. Kearsney College provides a weekly one-way charged service to returning boarders from Zululand, Ballito, Umhlanga Rocks, Hilton, Pietermaritzburg and the Berea. This service runs on Monday mornings, except for the first day of a new term.
2. Registration forms for this service can be found on the Kearsney College website ([Transport Services](#)) or are available from the Transport Manager at transport@kearsney.com.
3. Pupils must arrive at their pick-up points at least five minutes before departure time.
4. Should a friend who has accompanied a pupil home for the weekend also need transport, arrangements must be made the previous week with the Transport Manager.

Termly Boarder Transport

1. All termly boarder transport bookings are required to be booked using the Transport Booking form on the following link: [The online booking form](#).
2. The deadline for the submission of the online booking form for the forthcoming end-of-term or half term dates will be published in a routine Wednesday communication for parents/guardians, along with a link to the online form. The scheduled airport and bus terminal transfer times will be given on the form.
3. School transport will be provided for the pupils to and from King Shaka International Airport/Durban Bus Station only at the times given in the booking form.
4. The earliest time for departure for pupils travelling by air to destinations in South Africa is no earlier than three hours after school closes for the term or half term.

5. The desired time for arrival by coach or air, at the beginning of the term or the end of the half term, is between 16:00 and 20:00.
6. When booking flights, parents should please consider that it normally takes at least one hour to travel from Kearsney to King Shaka International Airport. Flight departure time should be at least two hours after the transport departs from Kearsney.
7. Pupils who arrive at the airport before the majority of the pupils may have to wait to be collected with the pupils arriving on later flights.
8. It is important to note that bookings received after the published deadline will be charged an administration fee (further information available from the Transport Manager).
9. Pupils requiring school transport must report for their scheduled transport from Kearsney at least 15 minutes before departure.
10. Transport will be provided to pupils who miss their scheduled transfer, subject to driver and vehicle availability, failing which a parent/guardian will need to make alternate arrangements for the transport of the pupil to the airport or bus terminal.
11. Pupils who miss their scheduled transfer from Kearsney will be charged a transport fee if applicable (further information will be available from the Transport Manager).
12. A transport fee will be charged for any special trip requests.
13. Pupils travelling by air or coach must have the telephone number of their Housemaster and the Transport manager, in case of an emergency or any changes in scheduled times.
14. The College does not arrange transport for passport or visa applications for pupils.
15. Parents are requested to ensure that matters concerning travel documents (e.g. vaccinations, photographs, etc.) are dealt with during the holidays.

Boarder Medical Transport

1. Transport within a radius of 15km is provided to boarders for medical appointments. Arrangements for medical appointments are to be coordinated by the Sanatorium Sisters.
2. Provision of transport out of the 15km radius is subject to driver and vehicle availability.
3. A transport fee will be charged for approved appointments outside the 15km radius.

Ad-hoc Boarder Transport

1. Transport for pupils to embassies and similar visits can be provided at a fee on request to the relevant Housemaster and the Transport Manager.
2. Requests for transfers to King Shaka International Airport for any other trips will attract a one-way fee (details from the Transport Manager).
3. The provision of transport for these requests is subject to driver and vehicle availability.