



*A unique family of independent  
schools for boys and girls*

# **School Coach Services**

## **2016/17**

## Introduction

For the benefit of families with children in Primary 4 and upwards, we operate morning/afternoon services as follows:

Route	Calling at	am	pm	Operator
Balerno	Currie, Colinton, Lanark Road	✓	✓	AAA
Bathgate	Livingston, Mid/East Calder, Dalmahoy, Hermiston	✓	✓	AAA
Dalgety Bay	Inverkeithing, North & South Queensferry	✓	✓	AAA
Dunbar	East Linton, Haddington, Tranent, Willowbrae	✓	✓	Prentice
Dunfermline	Rosyth, Queensferry Rd (Quality Street junction)	✓	✓	AAA
Eskbank	Bonnyrigg, Lasswade, Loanhead, Mayfield Road	✓	✓	AAA
Haymarket	(Minibus am; Eskbank coach pm)	✓	✓	ESMS/AAA
Kirkliston (trial)	South Queensferry, Dalmeny, Cramond	✓	✓	AAA
Larbert	Falkirk, Polmont, Linlithgow, Ratho, Corstorphine	✓	✓	AAA
North Berwick	Archerfield, Gullane, Aberlady, Longniddry, Levenhall, Musselburgh	✓	✓	Prentice
Trinity	Ferry Road, Arboretum, Comely Bank	✓	✓	AAA
West Linton	Penicuik, Fairmilehead, Morningside, Tollcross	✓	✓	AAA
Inter-site shuttle	MES to SMC SMC to MES	✓ ✓	✓ ✓	AAA

Prices vary according to the stop used. For regular bookings they range from 80p for the shuttle to £4.30 for Dunbar, our furthest stop. Exact prices and timetables can be found later in this booklet, and a map of each route can be seen on 'my esms'. All prices shown are for a single trip.

Families are welcome to make a regular booking for any combination of morning and afternoon journeys. In the event of oversubscription, priority will be given to those pupils who use the service most often.

For pupils only using the coach service on an ad hoc basis, a slightly higher price is charged for each trip. Ad hoc journeys may be added to a regular booking without this surcharge.

### New for 2016/17

The Kirkliston service now incorporates the Cramond loop, and has been expanded to include an afternoon coach. This new route will run on a trial basis for a year from August 2016; its continuation will depend on uptake. The Larbert coach will take over the morning Ratho/Corstorphine pick-ups.

### Bus passes

Each pupil travelling on a school coach will be issued with a bus pass. This may be checked by the driver on entry to the bus. Journeys in addition to those shown on the pass are permitted if booked as ad hoc trips on 'my esms' or notified to the Transport Coordinator.

Bus pass checks are also carried out on the SMC Games buses on Monday, Tuesday and Thursday afternoon.

## **Booking procedure**

Coach bookings are made on 'my esms'. Parents are invited to book there from 2 August. A guide to using the booking system can be found at the back of this booklet.

It is anticipated that parents may wish to change the details of their child's booking through the first half term of the new session, when after school arrangements have been finalised.

Parents will be able to view their current booking on 'my esms', and add or cancel journeys as required.

**From Monday 31 October, when school resumes after the break, 2 weeks' notice is required for a regular journey to be cancelled.** Where the cancellation is due to the pupil being asked to take part in a school activity, please contact the Transport Coordinator, otherwise parents should make any amendment via 'my esms'.

All charges for the school coach service are paid through Extras Accounts.

Pupils in year groups P6, P7 and S3 will automatically receive a reduction in transport charges for term 3 to take account of absence from school for Camp and Carbisdale.

We ask that parents control their own bookings for exam/study leave. You may wish to leave your arrangements in place, or may prefer to cancel your booking and then make ad hoc bookings for the journeys your child does need to take during study leave.

## **420 Club**

Junior School pupils who use the afternoon coaches are supervised in the SMC Dining Hall until the vehicles depart at 16:20. The supervisors ensure that all the 420 Club children board the correct bus safely. The price for this is included in the charge for the coach journey.

Pupils are encouraged to do homework, but may also talk quietly with friends or play outside under supervision (weather permitting).

Good behaviour is essential at 420 Club. Repeated bad behaviour will result in exclusion from the Club, which would jeopardise the child's place on the coach.

A register is updated daily to show which Junior School pupils are expected at 420 Club; this is based on existing bookings. Pupils sign-in when they arrive at the Dining Hall, and the registers are checked before allowing the coaches to depart.

Children who do not appear at 420 Club when expected can cause the coaches to be delayed whilst attempts are made to contact the parents.

***It is essential that you contact the Transport Coordinator to let us know if your P4-P7 child is being collected or is not using the afternoon coach service for any other reason.***

## **Our coach operators**

### **AAA Coaches**

Depot: Unit 7, Raw Camps Industrial Estate, Kirknewton, EH27 8DF

Telephone: 01506 883000.

AAA Coaches work closely with ESMS to provide coaches to and from home, and also supply the shuttle bus that transfers pupils between SMC and MES during the school day. AAA vehicles are used for many school trips and camps.

### **Prentice Coaches**

Depot: Station Garage, Hospital Road, Haddington, EH41 3BH

Telephone: 01620 822620

Prentice Coaches operate the coaches on our East Lothian routes. The Prentice website/app offers free 'live tracking' of their vehicles: <http://www.prentice.info/tracking.html>

The password will be emailed in September to parents of pupils using these coaches.

AAA Coaches (and its subsidiary company LA Travel) and Prentice Coaches are Benchmark members of BUSK and carry a six star rating based on safety compliance.

<http://www.busk-uk.co.uk/>

## **School Contacts**

Queries regarding the ESMS coach service should be directed in the first instance to the Transport Coordinator.

Transport Coordinator	0131 311 1166	<a href="mailto:coaches@esms.org.uk">coaches@esms.org.uk</a>
Junior School Reception	0131 311 1111	
SMC Reception	0131 311 1000	
MES Reception	0131 347 5700	
Boys' Boarding House (Dean Park House)	0131 311 1177	
After School Club (Solway Centre)	0131 311 1144	

## **FAQs**

### ***Do the coaches run every day?***

Coach services begin on the first whole day of the session (Wednesday 24 August 2016), and run every day when Junior and/or Senior pupils are in school.

The only exception is the last day of the session (Friday 30 June 2017) when neither morning nor afternoon services will run.

### ***Are pupils supervised before the departure of the afternoon coaches?***

Junior School pupils are supervised at 420 Club. It is the responsibility of Senior School pupils to get themselves on to the homeward coaches.

### ***Where does my child get off the coach?***

Please note that the coach drivers cannot take responsibility for ensuring children get off the coach at the correct stop. We would therefore suggest that an older sibling or friend accompanies a younger child until he or she is confident and sure of the stop to be used. Any child found to be on the coach at the end of its route will be taken back to the depot and kept until collected by a member of the family.

### ***What happens if my child misses the coach home?***

If your child misses the coach at the end of the school day, he or she should go to the closest school office or find any member of staff and tell them what has happened. If we know your child has missed the coach home we will try to contact you as soon as possible. In such an event your son or daughter would then wait in the boys' boarding house, Dean Park House, Queensferry Road until collected by you.

### ***What do I do if the coach is late in the morning?***

If the coach has not appeared 5-10 minutes after it is due, please phone the coach company directly to obtain up-to-date information.

### ***Who monitors behaviour?***

It is a condition of travelling on the school coach that the enclosed behaviour rules are observed at all times. Any pupil who acts in an inappropriate manner will not be allowed to use the coach service. In particular, all pupils **must** wear the seat belts provided during the journey.

Please note that school coaches are not supervised and the schools cannot accept responsibility for children until they reach their classrooms.

Concerns about behaviour should be passed to the Transport Coordinator, Sixth Form coach prefect or class/form teacher.

### ***What happens to lost property?***

Please contact the coach operator directly if an item is left on a coach.

All the drivers regularly check their coaches and items can usually be found quickly and handed into Reception at Home House. From there, items are passed to the Lost Property team.

### ***Can my child take a friend home?***

Any family wishing to use the coaches to take a friend (or overseas exchange partner) home should check availability before doing so. The relevant charge will be added to the Extras Account.

### ***How does my child travel back from Games?***

Most Games for P5 to P7 pupils and Senior boys take place off-site. Junior School girls go to Ravelston at MES. Junior/Senior boys travel to Inverleith, East Fettes Avenue or (for some Senior boys) the Spartan's football ground at Ainslie Park.

For those that require it, transport is provided to return pupils to SMC (and Haymarket on certain days). For Senior boys, this must be booked on 'my esms'. For Junior pupils, the Games register taken each week will be used for charging and to allocate a place on the Games bus.

### ***Are refunds offered for unused journeys?***

Unfortunately we cannot make refunds for unused journeys unless your child is asked to take part in a school activity. Please contact the Transport Coordinator in such an instance.

This means that you do not need to notify us for missed journeys by Senior School pupils, nor if your Junior School child is not taking the morning bus.

### ***What are the adverse weather arrangements?***

Snow, high wind, and serious road accidents can impact the coach service but rarely cause it to be cancelled; it is essential that you keep ESMS updated with your mobile telephone number so that you can be contacted at short notice.

In the event of disruption to either morning or afternoon service, a text message will be sent to parents using the SchoolPost system.

### ***What happens if the Forth Road Bridge closes?***

High winds can cause the Forth Road Bridge to be shut to high-sided vehicles although the single-deck coaches on our Dunfermline and Dalgety Bay routes are seldom affected. Where alerted to the possibility, the school and AAA monitor the status on <https://www.forthroadbridge.org/home>

*Morning:* If the FRB shuts early in the morning, a text message will be sent via SchoolPost informing parents of the arrangements that have been put in place.

*Afternoon:* If the FRB is shut to **all** vehicles, the Dunfermline and Dalgety Bay coaches will remain at/return to school. Parents will be contacted to make arrangements for their children to be collected (Junior School pupils will be supervised).

If the FRB is open to cars only, the coaches may travel to the car park at Ferrymuir Gait. Details of contingency arrangements will be sent to parents by text message.

## Rules for pupils

It is essential that you always act in such a way as to ensure your own safety and that of all other pupils using the coach. In particular please note the following:

- You must not run or push towards the coach as it approaches: this is very dangerous and greatly concerns the coach drivers. The potential for an accident involving a moving coach is obvious. You must not push each other, shout or generally misbehave.
- You should always have your bus pass ready to show the driver when you get onto the bus.
- You should enter the coach slowly and carefully and sit down immediately.
- **You must remain in your seat at all times with your seat belt fastened.** Never walk up and down the aisle while the coach is moving.
- Do not kneel on your seat to talk to pupils behind you: you are only safe when you are sitting in your own seat facing forward with your seat belt fastened.
- You must not distract the driver by talking to him while he is driving
- You must follow any instructions the driver gives you, without question.
- Quiet talking is permitted, but you must not shout or make excessive noise on the bus.
- You must not eat or drink on the coach. It is unfair and unacceptable that the driver should have to tidy the coach at the end of the journey.
- No litter is to be left on the bus.
- Mobile phones should only be used to make contact with a parent/guardian.
- School bags, sports bags etc. should be placed on the floor (but not in the aisle) to avoid damage to upholstery on the seats.

All these rules are designed with two aims in mind – your personal safety and the safety of every other boy and girl. If you are found to have misbehaved in any way you will be treated in the same manner as if you had broken any other school rule and may be excluded from using the service for a time. On the other hand, if you are concerned by anyone else's behaviour, it is essential that you tell someone about it as soon as you reach school, so that we can do whatever is necessary to ensure that the rules are followed by everyone – we need your help to ensure the safety of all coach users.

## 420 Club rules

Although 420 Club takes place after classes finish, it is a school activity. As such, the Junior School 'Values in Action' apply.

## Terms and conditions

It is a condition of travelling on the school coaches that the following are acknowledged:

1. All children must read the Rules for Pupils above.
2. Seatbelts must be worn for the duration of journey. Persistent offenders will be excluded from using the coach service.
3. The coaches are not supervised and ESMS cannot accept responsibility for children until they reach their classroom.
4. Coach drivers and ESMS cannot take responsibility for ensuring children get off the coach at the correct stop.
5. Bus passes must be carried at all times, and will be checked by the bus drivers and occasionally by school staff.
6. ESMS and the coach companies cannot take responsibility for any property left on the coaches. Many items will be returned to the Lost Property team in Home House – check there or contact the coach provider directly.
7. Parents of Junior School pupils must notify the Transport Coordinator if their child is expected at 420 Club but is going to be absent.
8. After 30 October 2016 two weeks' notice is required for the cancellation of a journey, and no refund will be made for unused journeys.
10. In the event of the cancellation of a service due to circumstances such as bad weather, a parent must be contactable to ensure appropriate alternative travel/collection arrangements are in place.
11. Pupils must arrive at their pick-up point at least 5 minutes before the scheduled departure time.
12. Charges for the coach service are paid via Extras Accounts.

Balerno route (AAA Coaches)		Single fare	
		Regular booking	Ad hoc booking
07:20	Balerno High School	£2.80	£3.10
07:25	Newmills	£2.80	£3.10
07:30	Currie, Riccarton Arms	£2.20	£2.50
07:33	Juniper Green, at Pentland Fry	£2.20	£2.50
07:40	Colinton, Redford Drive at Thorburn Rd	£2.20	£2.50
07:41	Westgarth Avenue	£2.20	£2.50
07:44	Lanark Road, top of Gillespie Road	£2.20	£2.50
07:45	Lanark Road, Kingsknowe Golf Course	£2.20	£2.50
08:00	Saughtonhall Drive	£1.20	£1.40
08:10	MES, Ravelston Dykes		
08:15	SMC front gate		
16:20	SMC front gate		
16:25	MES, Craigleith Rise		
16:30	Saughtonhall Drive	£1.20	£1.40
16:50	Lanark Road, opp Kingsknowe Golf Course	£2.20	£2.50
16:51	Lanark Road, top of Gillespie Road	£2.20	£2.50
16:54	Colinton, Westgarth Avenue	£2.20	£2.50
16:55	Redford Drive at Thorburn Rd	£2.20	£2.50
17:02	Juniper Green, at Pentland Fry	£2.20	£2.50
17:05	Currie, Riccarton Arms	£2.20	£2.50
17:10	Newmills	£2.80	£3.10
17:15	Balerno High School	£2.80	£3.10

Bathgate route (AAA Coaches)		Single fare	
		Regular booking	Ad hoc booking
06:50	Bathgate Railway Station	£3.80	£4.20
07:05	Livingston, Eastwood Park	£3.80	£4.20
07:10	Alderstone Rd (north of Campus Roundabout)	£3.80	£4.20
07:20	Livingston South Station	£3.80	£4.20
07:25	Mid Calder, Combfoot Cottages	£3.80	£4.20
07:30	East Calder, opposite church	£3.80	£4.20
07:35	Dalmahoy Hotel	£2.80	£3.10
07:40	Hermiston House Road	£2.20	£2.50
07:45	Calder Road, opposite Scotmid	£2.20	£2.50
08:10	MES, Ravelston Dykes		
08:15	SMC front gate		
16:20	SMC front gate		
16:25	MES, Craigleith Rise		
16:50	Calder Road, Scotmid	£2.20	£2.50
16:55	Hermiston House Road	£2.20	£2.50
17:00	Dalmahoy Hotel	£2.80	£3.10
17:05	East Calder, Main Street	£3.80	£4.20
17:10	Mid Calder, Combfoot Cottages	£3.80	£4.20
17:15	Livingston South Station	£3.80	£4.20
17:25	Alderstone Rd (north of Campus Roundabout)	£3.80	£4.20
17:30	Livingston, Eastwood Park	£3.80	£4.20
17:45	Bathgate Railway Station	£3.80	£4.20

Dalgety Bay route (AAA Coaches)		Single fare	
		Regular booking	Ad hoc booking
07:10	Dalgety Bay Parish Church (Regents Way)	£3.80	£4.20
07:11	Oxcars Drive	£3.80	£4.20
07:13	The Bridges	£3.80	£4.20
07:15	Link Road (Forth Reach)	£3.80	£4.20
07:16	St David's Harbour	£3.80	£4.20
07:18	St David's Business Park	£3.80	£4.20
07:25	Inverkeithing	£3.80	£4.20
07:32	North Queensferry, North Access	£3.80	£4.20
07:35	South Queensferry, Forth Road Bridge	£2.80	£3.10
08:10	MES, Ravelston Dykes		
08:15	SMC front gate		
16:20	SMC front gate		
16:25	MES, Craigleith Rise		
17:00	South Queensferry, Forth Road Bridge	£2.80	£3.10
17:03	North Queensferry, North Access	£3.80	£4.20
17:05	Inverkeithing	£3.80	£4.20
17:12	St David's Business Park	£3.80	£4.20
17:14	St David's Harbour	£3.80	£4.20
17:15	Link Road (Forth Reach)	£3.80	£4.20
17:17	The Bridges	£3.80	£4.20
17:19	Oxcars Drive	£3.80	£4.20
17:20	Dalgety Bay Parish Church (Regents Way)	£3.80	£4.20

The North Queensferry morning stop is currently unavailable due to roadworks for the Queensferry Crossing.

Dunbar route (Prentice Coaches)		Single fare	
		Regular booking	Ad hoc booking
06:50	Dunbar, Station Road (Royal Mackintosh)	£4.30	£4.80
06:52	Dunbar Asda	£4.30	£4.80
07:00	East Linton, Phantassie layby	£4.30	£4.80
07:10	Haddington High Street (at Boots)	£3.80	£4.20
07:11	Station Road, at park	£3.80	£4.20
07:12	West Road (at Park Lane)	£3.80	£4.20
07:13	West Road (at Gateside)	£3.80	£4.20
07:25	Tranent, Stair Park	£3.80	£4.20
07:37	Milton Road West (at Milton Gardens North)	£2.20	£2.50
07:39	Willowbrae Road (at Tesco)	£2.20	£2.50
07:41	Willowbrae Road (at Willowbrae Gardens)	£2.20	£2.50
08:10	SMC front gate		
08:15	MES, Craigleith Rise		
16:20	MES, Craigleith Rise		
16:25	SMC, opposite front gate		
16:54	Willowbrae Road (at Northfield Road)	£2.20	£2.50
16:56	Willowbrae Road (at Tesco)	£2.20	£2.50
16:58	Milton Road West (at Milton Gardens North)	£2.20	£2.50
17:10	Tranent, Stair Park	£3.80	£4.20
17:22	West Road (at Gateside)	£3.80	£4.20
17:23	West Road (at Park Lane)	£3.80	£4.20
17:24	Station Road, at park	£3.80	£4.20
17:25	Haddington High Street (at Boots)	£3.80	£4.20
17:35	East Linton, Phantassie layby	£4.30	£4.80
17:43	Dunbar Asda	£4.30	£4.80
17:45	Dunbar, Station Road (Royal Mackintosh)	£4.30	£4.80

Dunfermline route (AAA Coaches)		Single fare	
		Regular booking	Ad hoc booking
07:00	Dunfermline, Halbeath Road (at Kwikfit)	£3.80	£4.20
07:06	Appin Crescent at Park Place	£3.80	£4.20
07:07	St Margaret's Drive	£3.80	£4.20
07:08	St Leonard's Church	£3.80	£4.20
07:11	Aberdour Road (at Blacklaw Road)	£3.80	£4.20
07:14	Trondheim Parkway	£3.80	£4.20
07:18	Aberdour Road (at Masterton Primary School)	£3.80	£4.20
07:22	Masterton Road Crematorium	£3.80	£4.20
07:24	Blackwood Way	£3.80	£4.20
07:26	Enterprise Way (at Sky)	£3.80	£4.20
07:28	Rosyth Railway Station	£3.80	£4.20
07:30	Rosyth, Kings Road Primary School	£3.80	£4.20
07:55	Cramond Brig	£2.00	£2.30
07:57	Queensferry Road, Barnton junction	£2.00	£2.30
08:00	Queensferry Road, Davidson's Mains junction	£1.20	£1.40
08:05	MES, Ravelston Dykes		
08:10	SMC front gate		
16:20	SMC front gate		
16:25	MES, Craighleith Rise		
16:30	Queensferry Road, Davidson's Mains junction	£1.20	£1.40
16:33	Queensferry Road, Barnton junction	£2.00	£2.30
16:35	opposite Cramond Brig	£2.00	£2.30
16:57	Rosyth, Admiralty Rd (at Castle Rd)	£3.80	£4.20
16:59	Rosyth Railway Station	£3.80	£4.20
17:01	Dunfermline, Enterprise Way (at Sky)	£3.80	£4.20
17:03	Blackwood Way	£3.80	£4.20
17:05	Masterton Road, opposite Crematorium	£3.80	£4.20
17:09	Aberdour Road (at Masterton Primary School)	£3.80	£4.20
17:13	Trondheim Parkway	£3.80	£4.20
17:16	Aberdour Road (at Blacklaw Road)	£3.80	£4.20
17:19	St Leonard's Church	£3.80	£4.20
17:20	St Margaret's Drive	£3.80	£4.20
17:21	Appin Crescent, opposite Park Place	£3.80	£4.20
17:27	Halbeath Road	£3.80	£4.20

Eskbank route (AAA Coaches)		Single fare	
		Regular booking	Ad hoc booking
07:15	Eskbank, Station Road	£2.80	£3.10
07:20	Bonnyrigg High Street (at Park Road)	£2.80	£3.10
07:23	Lasswade/Wadingburn	£2.80	£3.10
07:26	Loanhead, Lasswade Rd (opp ex-servicemen's club)	£2.80	£3.10
07:39	Liberton Gardens (opposite petrol station)	£2.20	£2.50
07:41	Liberton Brae at Liberton Place	£2.20	£2.50
07:43	Mayfield Road (at King's Buildings)	£2.20	£2.50
07:47	Mayfield Road (opposite of Suffolk Road)	£2.20	£2.50
07:55	Hope Park Terrace	£2.20	£2.50
08:15	SMC front gate		
08:20	MES, Ravelston Dykes		
16:20	SMC front gate		
16:25	MES, Craigleith Rise		
16:35	Haymarket (if required)	£1.20	£1.40
16:55	Summerhall	£2.20	£2.50
17:02	Mayfield Road (top of Suffolk Road)	£2.20	£2.50
17:05	Mayfield Road (top of Hallhead Road)	£2.20	£2.50
17:07	Liberton Brae at Liberton Place	£2.20	£2.50
17:08	Liberton Gardens (petrol station)	£2.20	£2.50
17:20	Loanhead, Lasswade Rd (ex-servicemen's club)	£2.80	£3.10
17:22	Lasswade/Wadingburn	£2.80	£3.10
17:25	Bonnyrigg High Street (at Park Road)	£2.80	£3.10
17:30	Eskbank, on Bonnyrigg Road	£2.80	£3.10
17:32	At Glenesk Crescent	£2.80	£3.10

<b>Games bus</b> (AAA/Prentice/ESMS minibus)	Day	From	To	Single fare
<b>JS Games bus</b>	Wed, Thur, Fri	Inverleith/MES	SMC	£1
<b>JS Extra Games bus</b>	Wed	Inverleith	SMC	£1
	Wed	Inverleith/MES	Haymarket	£1.20
<b>SMC Games bus</b>	Mon, Tues	Inverleith	SMC	£1
	Tues	Inverleith	Haymarket	£1.20
<b>SMC Extra Games bus</b>	Thur	Inverleith	SMC	£1
	Thur	Inverleith	Haymarket	£1.20

<b>Haymarket route (ESMS minibus)</b>		Single fare	
		Regular booking	Ad hoc booking
<b>Haymarket 1</b>			
07:50	Grosvenor Street	£1.20	£1.40
08:00	SMC Ravelston Dykes		
08:05	MES Ravelston Dykes		
<b>Haymarket 2</b>			
08:16	Grosvenor Street	£1.20	£1.40
08:26	SMC Ravelston Dykes		
08:31	MES New Car Park		

Kirkliston route (AAA Coaches)		Single fare	
		Regular booking	Ad hoc booking
07:20	Newbridge, Old Liston Road	£2.80	£3.10
07:23	Kirkliston Dental Surgery	£2.80	£3.10
07:24	Top of Buie Brae	£2.80	£3.10
07:25	Kirklands Park Street	£2.80	£3.10
07:26	Eilston Road	£2.80	£3.10
07:29	South Queensferry, Viewforth Place	£2.50	£2.80
07:30	Queen Margaret Drive	£2.50	£2.80
07:36	Dalmeny Station	£2.50	£2.80
07:37	Dalmeny Village Hall	£2.50	£2.80
07:57	Whitehouse Road (at Templar's Cramond)	£1.50	£1.70
07:58	Cramond Glebe Road	£1.50	£1.70
08:12	MES, Ravelston Dykes		
08:16	SMC Q Terr		
16:20	SMC front gate		
16:25	MES, Craigleith Rise		
16:40	Cramond Glebe Road	£1.50	£1.70
16:43	Whitehouse Road (before Cramond Regis)	£1.50	£1.70
17:00	Dalmeny Village Hall	£2.50	£2.80
17:02	Dalmeny Station	£2.50	£2.80
17:03	Queen Margaret Drive	£2.50	£2.80
17:04	South Queensferry, Viewforth Place	£2.50	£2.80
17:09	Eilston Road	£2.80	£3.10
17:10	Kirklands Park Street	£2.80	£3.10
17:11	Top of Buie Brae	£2.80	£3.10
17:16	Kirkliston Dental Surgery	£2.80	£3.10
17:24	Newbridge, Old Liston Road	£2.80	£3.10

Larbert route (AAA Coaches)		Single fare	
		Regular booking	Ad hoc booking
07:05	Falkirk, Coppertop in Camelon	£4.30	£4.80
07:10	Newmarket Street (bus terminus)	£4.30	£4.80
07:15	Laurieston (at chip shop)	£4.30	£4.80
07:17	Polmont Road (end of Westquarter)	£4.30	£4.80
07:20	Polmont (at shops)	£3.80	£4.20
07:25	Linlithgow, at Highfield Avenue	£3.80	£4.20
07:30	Linlithgow Health Centre	£3.80	£4.20
07:32	Blackness Road, at Oracle	£3.80	£4.20
07:50	Ratho Station (bus stop after the footbridge)	£2.80	£3.10
07:52	Maybury (bus stop after petrol station)	£2.20	£2.50
08:03	Glasgow Road at Craigs Avenue	£2.00	£2.30
08:04	St John's Road, at St Ninian's Drive	£2.00	£2.30
08:05	St John's Road, opposite Station Road	£2.00	£2.30
08:08	St John's Road, Balgreen Road	£1.20	£1.40
08:15	MES, Ravelston Dykes		
08:20	SMC front gate		
16:20	SMC front gate		
16:25	MES, Craigleith Rise		
16:32	St John's Road, at Balgreen Road	£1.20	£1.40
16:35	St John's Road, at Kirk Loan	£2.00	£2.30
16:36	St John's Road, opposite St Ninian's Drive	£2.00	£2.30
16:37	Glasgow Road, opposite Craigs Avenue	£2.00	£2.30
16:46	Maybury (at Marriott)	£2.20	£2.50
16:48	Ratho Station	£2.80	£3.10
17:06	Springfield Road (opp Primary School)	£3.80	£4.20
17:08	Linlithgow Health Centre	£3.80	£4.20
17:13	Linlithgow, at Argos	£3.80	£4.20
17:18	Polmont (at shops)	£3.80	£4.20
17:21	Polmont Road (opp Westquarter)	£4.30	£4.80
17:23	Laurieston (at chip shop)	£4.30	£4.80
17:28	Newmarket Street (bus terminus)	£4.30	£4.80
17:33	Falkirk, Coppertop in Camelon	£4.30	£4.80

North Berwick (Prentice Coaches)		Single fare	
		Regular booking	Ad hoc booking
06:50	Tesco, North Berwick	£4.30	£4.80
06:55	North Berwick Railway Station	£4.30	£4.80
06:57	Direlton Avenue (Strathearn Rd)	£4.30	£4.80
07:00	Archerfield	£3.80	£4.20
07:03	Gullane, Fire Services College	£3.80	£4.20
07:10	Aberlady, Kilspindie Hotel	£3.80	£4.20
07:12	Craigielaw Road End	£3.80	£4.20
07:15	Longniddry Inn	£3.80	£4.20
07:25	Levenhall Roundabout	£2.80	£3.10
07:27	Musselburgh (at Luca's)	£2.80	£3.10
07:29	Musselburgh RBS	£2.80	£3.10
07:35	Milton Road East (at Kings Manor Hotel)	£2.50	£2.80
07:50	London Road opp Wellington St	£2.00	£2.30
08:10	SMC front gate		
08:15	MES, Craigleith Rise		
16:20	MES, Craigleith Rise		
16:25	SMC, opposite front gate		
16:45	London Road opp Wellington St	£2.00	£2.30
17:00	Milton Road East (at Kings Manor Hotel)	£2.50	£2.80
17:02	Musselburgh RBS	£2.80	£3.10
17:05	Musselburgh (opposite Luca's)	£2.80	£3.10
17:10	Levenhall Roundabout	£2.80	£3.10
17:20	Longniddry Inn	£3.80	£4.20
17:23	Craigielaw Road End	£3.80	£4.20
17:25	Aberlady, Kilspindie Hotel	£3.80	£4.20
17:29	Gullane, Fire Services College	£3.80	£4.20
17:31	Archerfield	£3.80	£4.20
17:33	Direlton Avenue (Strathearn Rd)	£4.30	£4.80
17:40	North Berwick Railway Station	£4.30	£4.80
17:45	Tesco, North Berwick	£4.30	£4.80

Shuttle 1 (AAA Coaches)		Single fare	
		Regular booking	Ad hoc booking
08:10	SMC front gate	80p	£1
08:15	MES Craigleith Rise		
16:20	MES Craigleith Rise		
16:25	SMC front gate	80p	£1

Shuttle 2 (AAA Coaches)		Single fare	
		Regular booking	Ad hoc booking
08:20	MES Craigleith Rise	80p	£1
08:25	SMC Queensferry Terrace		
16:20	SMC front gate		
16:25	MES Craigleith Rise	80p	£1

Trinity (AAA Coaches)		Single fare	
		Regular booking	Ad hoc booking
07:45	Ferry Road, at junction with Newhaven Road	£2.20	£2.50
07:46	Ferry Road, opposite Craighall Road	£2.20	£2.50
07:48	Caithness Place	£2.20	£2.50
07:49	Trinity Road	£2.20	£2.50
07:50	Lennox Row	£2.20	£2.50
07:53	at Wardie Church	£2.20	£2.50
07:55	Fraser Avenue	£2.20	£2.50
07:58	Arboretum Road	£1.50	£1.70
07:59	Inverleith Place (at junction of E Fettes Ave)	£1.20	£1.40
08:05	Comely Bank Road (before Learmonth Grove)	£1.20	£1.40
08:10	SMC front gate		
08:15	MES, Craigleith Rise		
16:20	MES, Craigleith Rise		
16:25	SMC, opposite front gate		
16:30	Comely Bank Road (opp Learmonth Grove)	£1.20	£1.40
16:36	East Fettes Avenue (before Inverleith Place)	£1.20	£1.40
16:37	Arboretum Road	£1.50	£1.70
16:40	Fraser Avenue	£2.20	£2.50
16:42	Afton Terrace	£2.20	£2.50
16:45	Lennox Row	£2.20	£2.50
16:46	Trinity Road	£2.20	£2.50
16:47	Caithness Place	£2.20	£2.50
16:49	Ferry Road, at Craighall Road	£2.20	£2.50
16:50	Ferry Road, at Newhaven Road	£2.20	£2.50

<b>West Linton (AAA Coaches)</b>		Single fare	
		Regular booking	Ad hoc booking
07:10	West Linton, Main Street at the clock tower	£3.80	£4.20
07:17	Ninemileburn bus stop	£3.80	£4.20
07:23	Penicuik, junction of Rullion Rd on Carlops Rd	£2.80	£3.10
07:25	Penicuik, John Street (Cuiken Ave)	£2.80	£3.10
07:30	Mauricewood	£2.80	£3.10
07:35	Lothianburn Golf Club (at bus stop)	£2.20	£2.50
07:40	Swanston Drive	£2.20	£2.50
07:43	Fairmilehead junction	£2.20	£2.50
07:45	Buckstone Terrace at Camus Avenue	£2.20	£2.50
07:50	Morningside, opp Cluny Avenue	£2.20	£2.50
07:51	Morningside Road, after Waitrose	£2.20	£2.50
07:58	Tollcross, at the Cameo	£1.20	£1.40
08:15	SMC front gate		
08:20	MES, Craigleith Rise		
16:20	SMC front gate		
16:25	MES, Craigleith Rise		
16:45	Tollcross, opposite the Cameo	£1.20	£1.40
16:52	Morningside Road, after Waitrose	£2.20	£2.50
16:53	Morningside, top of Cluny Avenue	£2.20	£2.50
16:58	Buckstone Terrace opp Camus Avenue	£2.20	£2.50
17:00	Fairmilehead junction	£2.20	£2.50
17:03	opposite Swanston Drive	£2.20	£2.50
17:08	Esso garage, opposite Hillend	£2.20	£2.50
17:13	Mauricewood	£2.80	£3.10
17:18	Penicuik, John Street ( Cuiken Ave)	£2.80	£3.10
17:20	Penicuik, opp Rullion Rd on Carlops Rd	£2.80	£3.10
17:26	Ninemileburn bus stop	£3.80	£4.20
17:33	West Linton, Main Street at the clock tower	£3.80	£4.20

## Coach Booking on 'my esms' – A Guide for Parents

**Accessing 'my esms':** <https://parent.esms.org.uk/>

Your username is the email address we hold as your primary contact detail.

Use the 'Forgotten Password' link if necessary. An email will be sent to your email address offering a link to a website where a new password can be created.

### **Making a Booking: Coach Services/Add Booking**

Bookings can be Regular (permanent for the session) or Ad Hoc (occasional use).

#### ***Regular***

Select the child to which the booking will apply.

Identical bookings can be made for more than one child at a time.

The Academic Year is set to the current session. The new session is available from 2 August.

Select the Coach from the drop-down box.

A link to the Google Map for the selected coach route is displayed. You can zoom in to the map to show the position of coach stops.

Clicking on '+' in the AM bar will display the pick-up stops for the morning service.

The days of the week will be shown when a stop has been selected; choose which mornings you require the service. The start date will default to today – you can override this by clicking in the top right-hand corner to reveal the calendar. Use the back/forward arrows in the top corners to move through the months.

Clicking on '+' in the PM bar will display the drop-off stops for the afternoon service.

The days of the week will be shown when a stop has been selected; choose the required afternoons. As with the morning selection, the default start date can be changed if required.

The Terms & Conditions can be reviewed via the link; tick the checkbox to acknowledge them.

Click on Request Booking – a summary of your booking will be displayed, including the weekly cost that will be charged to your Extras Account. Click on Confirm to place your booking, or Cancel to return to the Add Booking screen.

#### ***Ad Hoc***

Ad hoc bookings can be made up to two weeks in advance.

Select the child(ren) to which the ad hoc booking will apply.

Select the Coach.

Open the AM stops by clicking on the '+' and select the pick-up point.  
A list of possible dates is now displayed. Click on the dates required

Open the PM stops by clicking on the '+' and select the drop-off point.  
Click on the dates required.

The Terms & Conditions can be reviewed via the link; tick the checkbox to acknowledge them.

Click on Request Booking to display a summary of the booking including the cost that will be charged to your Extras Account. Click on Confirm to place your booking, or Cancel to return to the Add Booking screen.

### **Coach Services/My Bookings**

This screen displays a summary of all your bookings. Click on an individual booking to transfer to the details screen where the audit log can be viewed. The Cancel button is also shown here.

### **Amending your booking**

First cancel the current booking – select the line from My Bookings, then click Cancel on the details screen. The system will allow you to select the date from which the booking will be cancelled (this must be at least 2 weeks in the future).

Now enter a new booking with the revised details.

### **Some suggestions**

**1.** You can have multiple regular bookings for a child – these are accumulated to provide a picture of your child's transport requirements which is then printed on his/her bus pass.

It is likely that your morning transport requirements are more certain from the beginning of the session, whereas your child's after school arrangements will only be confirmed during the first term as clubs and sports teams are settled. It may be easier for you to book your child's morning journeys separately from the afternoon trips allowing the latter to be amended as required.

**2.** Use the Start Date to set up bookings in advance. Similarly, the 'cancelled from' date can be used to cancel bookings where you know in advance that a regular journey will no longer be required.

For pupils attending P6/P7 camps and Carbisdale, the system automatically prevents you being charged for journeys during these weeks. For other long periods of absence from school such as exam/study leave, please use 'my esms' to amend your child's booking accordingly.