

# Taxi Booking Guide

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Lancing College have partnered with Vectare, our online transport booking platform, for all taxi bookings. Our preferred taxi provider is Brighton & Hove Radio Cabs. All drivers are subject to stringent checks, including enhanced DBS clearance, and are known to the taxi company.

All parents and guardians are to book via our online booking platform for all taxi requests: [Taxi booking form | Lancing College Transport Services 2025-26](#)

Once the online booking request has been completed, parents and guardians will receive a quotation directly from Brighton & Hove Radio Cabs. Acceptance of this quotation confirms the booking.

Following confirmation, the taxi company will provide details of the allocated driver, contact telephone number, and vehicle registration.

All taxi charges will be added to the end of term bill. Please note that a 1.5% surcharge will be included to cover the College's use of this service.



Scan to make a  
booking!



## Departing Students

All pupils are to be collected from the main reception at Lancing College.

They must arrive 10 minutes before the booked departure time to prevent any additional waiting charge.

You will be sent your driver's name, contact number and vehicle registration number prior to the time of departure.

## Shared Taxis

All pupils are encouraged to share taxis where possible, especially to airport destinations. This is to reduce the number of vehicles on site, and is also beneficial to parents and guardians as the cost of the taxi is reduced.

## Important Information

Please note that any cancellation or changes to the booked travel details, must be confirmed to Brighton and Hove Radio Cabs in advance.

Any transport bookings cancelled within 48 hours of the collection date may be charged at 50% of the fare, and cancellations made within 24 hours of the collection date may be charged 100% of the fare.

## Returning Students

You will receive your driver's name, contact number and vehicle registration number prior to the time of pick up. This will be sent directly to you from Brighton and Hove Radio Cabs. You may receive this during the holidays. If you have not had confirmation of your driver on the morning of collection, please contact Brighton and Hove Radio cabs directly, either by emailing them via the original quote email, or by calling them on 01273 414141.

All airport pick up quotations include parking charges incurred within the first half an hour of the driver arriving at the airport. Drivers will arrive 30 minutes after your pupil's flight has landed to allow for baggage collection and transit through the airport.

**Drivers will make contact with the pupil on arrival to arrange a meeting point for collection.**

It is vital that you give the pupil's contact number on the original booking request please.

Any additional waiting time will be charged at a rate of £20.00 per hour (or part thereof) for saloons, plus any additional parking charges. Waiting time is charged at £30.00 per hour (or part thereof) for multi seaters. Drivers will always check the landing time of the pupil's flight.



Scan to make a booking!