



For office use only

High School	Primary School	Distance	Notes
County:			
Catchment:			
1st:			
2nd:			
3rd:			
Denominational:			
Dangerous Route:		School Code:	
Code:		Contract No: 1:	
Assessed by:		2:	
Date:		3:	
Evidence of low income:		Permit No:	

Application for Travel Assistance

Pupils First Name		Surname		Male/Female
Home Address				Date of Birth
Postcode				Tel No.
				Year Group
Name of School		Date from which transport will be required		
If the application is because of change of address please state previous address and date of move				
Does the pupil have siblings attending the same school? (please circle) Yes/No				
If so please give their names				
Name				
Name				
Name				
I confirm that I have read the conditions				
Signature of Parent/Guardian..... Date.....				

Conditions of Transport

Does my child qualify for free transport?

- To be considered for assistance, you must live in the area administered by Herefordshire Council.
- Transport assistance will be provided to children who are attending the school designated for their home address, and who live beyond 'Walking Distance' from the school they attend.
- 'Walking Distance' is defined in law as up to 2 miles for children between the ages of 5 and 8 years and up to 3 miles for older children. It is always assumed that a child will be accompanied as necessary. The shortest available walking route along roads or footpaths measures the distance.
- Transport assistance is also provided for children between 8 but under 11 and those parents are in receipt of the maximum level of Working Tax Credit or the child is in receipt of free school meals.
- Children who are under 5 are not entitled to travel free of charge. Providing they meet the above criteria they will be entitled to transport the term in which they are 5. If the child is younger than this you can still apply for a seat under the Vacant Seat Payment Scheme. (See notes below)
- From September 2008 children who are 11 or over from low income families (children in receipt of free school meals or whose parents are in receipt of maximum level of Working Tax Credit) are eligible for free transport to one of their three nearest schools where they live more than 2 miles but not more than six miles from the school.
- In general children, accompanied by their parents where appropriate, maybe required to walk up to a mile to a boarding point. However, in certain circumstances the cost of redesignating a new boarding point may not be economic or cost effective and therefore parents may be expected to take their child up to the limit of the statutory walking distance.

What happens next?

Once you have completed the application form it should be forwarded to the Transport Office for assessment. If you qualify for free transport a pass will be forwarded to school for collection, and a route letter will be forwarded to your home address confirming the transport arrangements for your child. **Pupils are permitted to travel without a pass on the first few days of term.**

If the school does not give your child the pass, please contact the school to check it is there before informing us that it has not been received. Please note whilst we do process the applications as soon as possible, you should allow up to 14 days for receipt of the pass.

What if I don't qualify?

You will be contacted by letter shortly after we receive your application. If you don't qualify for free transport you may be eligible for the Vacant Seat Payment Scheme. If we have a spare seat on a bus we may be able to 'sell' that seat to you in return for a termly contribution. The seat may be withdrawn however, with one week's notice, if in the future an entitled rider requires it. You will be sent details of the cost of contributions for that seat (there is a discounted rate for those pupils in receipt of Free School Meals) and once your contribution is received your pass will be sent to school for collection on the first day of school.

What happens if a child is disruptive on the provided transport?

Parents must appreciate that the authority will not tolerate anti-social behaviour on its home to school transport and will issue various sanctions to deal with these situations. In the most serious or persistent cases these sanctions could result in a ban from the school transport. In these situations parents would then become responsible for their child's transport.

- Smoking and the consumption of food and drink on the vehicle are not allowed.
- Children *must* wear seatbelts where provided.
- Pupils on the bus must carry their passes at all times, pass checks will be carried out periodically by the driver or the School Transport Enforcement Officer.
- CCTV is installed on some vehicles and video footage of misconduct will be viewed if disciplinary action is required

If your child is provided with a transport to school, either as an entitled pupil or through the Vacant Seat Payment Scheme, it is expected that they will adhere to the guidelines in the Code of Good Practise for Transport for their own safety and comfort and for that of other riders. If you require a copy, please email your request to: schooltransport@herefordshire.gov.uk.

What happens if I change address?

You must re-apply. A form is available from school or the School Transport Office.

What happens if the pass is lost or defaced/damaged?

You need to send a letter to the Transport Office along with an administration fee: normally £10 unless travelling with a Stagecoach/First pass (please ring for details). New passes will be sent home.

Please return this form to:

**School Transport Office,
Blackfriars,
P.O. Box 185,
Blackfriars Street,
Hereford,
HR4 9ZR.**