

## APPLICATION FOR EDUCATION TRANSPORT

This is an interactive PDF form which you can electronically type into the fields or print to fill out manually. When you have completed the form - please print off, sign and return it to: Integrated Passenger Transport Team, Hereford Council, County Offices, Plough Lane, Hereford, HR4 0LE.

Please ensure the conditions of transport overleaf are fully read and understood before completing the application form.

Pupils Firstname	Surname			
Address:				
Postcode				
Tel. Number:	Date of birth	Male		
Email address (THIS WILL BE USED FOR COMMUNICATION WHEREVER PRACTICAL)			Female	

Date from which transport will be required	Name of School:
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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 tick)		Yes	No
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If yes, please give their names (please note individual applications will be necessary if transport is required), and any other information to help your application.

Name(s)	
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Herefordshire Council is the Data Controller under data protection law and will use the information you provide on this form for the purpose of organising your transport. The legal basis for processing this data is our legal obligations under the Education Act 1996 legislation. We will store your data securely for 6 years after any transport ceases in line with the Data Retention Schedule. Herefordshire Council will only share your data with the Transport Operators and the School in order to provide you with transport and also Hoople Ltd for the collection of any payments. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk>

Signature of Parent / Guardian:	Date:
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### For office use only – updated 21/05/2018 KP

Nearest:		Mainstream Primary/Secondary	Denominational 100% Payment rate
2nd		Mainstream Primary/Secondary	Denominational Free
3rd		Mainstream Primary/Secondary	Denominational ER Free
C		Mainstream Primary/Secondary	ER / Ex Circumstances
Denominational:	School Code:	Mainstream Primary/Secondary	Exceptional Hazard Free
Dangerous Route:	Contract no: 1.	Mainstream Primary/Secondary	Free / Free until 8 years / PRU / SEN
Re-designated	2.	Mainstream Primary/Secondary	VSPS 100% payment rate
Assessed by:	Date:	Mainstream Primary/Secondary	Rider no:

## **Conditions of Transport**

### **Does my child qualify for free transport?**

1. To be considered for assistance, you must live in the area administered by Herefordshire Council.
2. Transport assistance will be provided to children who are attending the nearest school to their home address, and who live beyond 'Walking Distance' from the school they attend.
3. '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 distance is measured using the shortest available walking route along made up footpaths and/or road network from child's address, to the main entrance to school.
4. Transport assistance is provided for children between the ages of 8 and 11 whose parents are in receipt of the highest level of Working Tax Credit (WTC) or the child is in receipt of Free School Meals (FSM), who live over 2 miles from the nearest school.
5. Children who are 11 or over from low income families (children in receipt of FSM) or whose parents are in receipt of maximum level of WTC are eligible for free transport to one of their three nearest high schools where they live more than 2 miles but not more than six miles from school.
6. In general, children, accompanied by parent/guardian, maybe required to walk up to a mile to a boarding point. However, in certain circumstances you may be expected to take child(ren) 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 Integrated Passenger Transport Team for assessment. If you qualify for free transport a pass will be forwarded to school for collection and a route letter sent confirming the transport arrangements for your child.

If the school does not give your child the pass, please contact the school first before informing us it has not been received. Please allow up to 14 days for receipt of the pass.

### **Communication**

We will communicate timetables/acceptance letters via the email address that you have provided on this form. Please make sure it is current and legible.

### **What if I don't qualify?**

You will be contacted 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 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 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 school transport policy / code of conduct 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](mailto:schooltransport@herefordshire.gov.uk).

**What happens if I change address?** You must re-apply. A form is available from school, the School Transport Office or online [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)

**What happens if the pass is lost or defaced/damaged?** Contact the Integrated Passenger Transport Team for a replacement. An administration fee will be charged which is non refundable.