

# Under-16 Transport application form

for pupils attending school, years 0 to 11

## Transport to school for pupils in Year 0 (Reception) – Year 11 (GCSE exam year)

**Please do not use this form if your child loses his/her pass or if it needs correcting. Ask for a lost pass or replacement pass form at the school.**

**This form should only be used for pupils living in Wiltshire (excluding Swindon Borough), who are starting a new school or changing address.**

**We arrange free or assisted transport for school children who live in Wiltshire. You will need to apply for transport for your child at the start of his/her schooling, when he/she changes school, or if you change address. Otherwise, a repeat pass will be sent to you for the start of each academic year.**

### **How and when to apply**

Please return this completed form to the address overleaf preferably by **1 June** for transport requested for the start of the Autumn term. It may take up to 3 weeks for the application to be processed.

### **Conditions for the provision of home to school transport**

By submitting this form, you are confirming that you and your child are fully aware of behaviour expectations on the transport. The conditions (detailed overleaf) are very important so that every child can travel safely.

All applications from Wiltshire residents are assessed fairly and equitably according to Wiltshire Council's Policy on Education Transport, to see if they are entitled to help with transport to school.

This policy can be seen in full at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or ring 0300 456 0100 to request a copy.

**Thank you for your co-operation.**

## Transport arrangements

The Passenger Transport Unit of Wiltshire Council coordinates travel arrangements to schools and colleges as well as for other clients, and we reserve the right to decide on the most effective and economical transport to be provided. Usually this is on vehicles contracted to us although sometimes we issue season tickets to travel on public transport services, or by taxi.

We'll process your application as quickly as possible although travel passes are not sent out until just before the start of the academic year. If your application has to be refused, we will let you know the reasons why, in writing, and suggest other options if possible although it will be your responsibility to find a solution. It is important though that your child does not travel without a travel pass or written notification from us.

## Lost and damaged passes

- If your child loses their pass, you'll need to obtain a replacement from us by asking at the school office for a Lost Ticket Form. The lower portion is stamped by the school and can then be used as a temporary pass for a maximum of two weeks. The top portion is completed by you and sent to us with an accompanying £10 cheque or postal order made payable to Wiltshire Council or ring 0300 456 0100 to pay by card.
- For damaged passes, obtain a replacement pass form from the school. The lower portion is used as a temporary pass once the school has stamped it and the top portion is returned to us with the damaged pass. There is no charge for replacing a damaged pass.

## Bus passes and pick up points

- Usually, the travel passes we issue for buses have to be used on a specific service from a specific pick-up point at a time detailed on the information sent with the travel pass.
- Details of the bus to which your child has been allocated, including departure time and pick up point will be sent to you with your bus pass.
- A bus pass for the start of a new academic year will be sent out to your home address in the week before the start of term. If applying at any other time of year a travel pass will be sent out within 10 days of your application being approved.
- It will be your responsibility to make sure that your child is at the pick-up point at least 5 minutes before the bus is due.
- To avoid overloading, bus passes must be shown to the driver – **travel may be refused without a valid pass!!**
- Remember that the travel pass is the property of Wiltshire Council and must be returned to us if we request it.

## Change of address or school

If your child changes their home address or changes school, you need to advise the Passenger Transport Unit yourself – even if you intend your child to continue travelling on the same vehicle. If your child leaves school, you must return the pass to the school and it will be forwarded to us.

When writing to inform the council of a change of address please give both your old and new address, together with the date (or intended date) of the move.

## Exceptional circumstances

If there are circumstances or additional information that you wish the council to take into consideration, please include a letter with your application form.

## Behaviour of pupils

We take the safety of children using our school transport very seriously and all children are required to adhere to the following code of behaviour whilst travelling:

- Remain seated throughout the journey.
- Wear the seatbelt (if there is one fitted).
- Don't block the gangway or throw items around the vehicle.
- No smoking, eating or drinking can be allowed on the journey.
- The controls of the vehicle and the safety equipment on it (emergency doors/hammers etc) must never be interfered with.
- Always leave the vehicle clean and tidy.
- Treat the driver and other passengers with respect.

We will not tolerate bullying, vandalism or any other Anti-Social Behaviour and any right to free transport from the council may be withdrawn. You would have to get your child to school yourself at your own expense if this happens.

To raise behaviour standards, we have fitted CCTV on some school buses and coaches so we can confirm the identity of any pupils who choose to disregard this behaviour code.

**To speak to the Education Transport Team please phone 0300 456 0100**

**Written correspondence should be addressed to: Education Transport,  
Passenger Transport Unit, Wiltshire Council, County Hall, Trowbridge BA14 8JN  
Alternatively, you can e-mail us at [educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk)**

# Under-16 Transport

## for pupils attending school, Years 0 to 11

### Please

Read the notes on page 1 and 2 before completing this form in **dark ink** and **BLOCK CAPITALS**. ✓

**Surname of pupil**

**First and second name**

**Date of birth**      **Sex (M/F)**      **School year group**  
 /  /            

**Name of school to which transport is required**


If your child is a new starter and attending a Salisbury grammar school please read overleaf.  
**Date from which transport is required**      /      /  
 Please allow up to 3 weeks for your application to be processed.

**Home address (permanent residence)**

House name, No. and street

Village or area of town

Post town

**Postcode is essential** 

**Home telephone**      **Work or mobile telephone**  
 Code        Code

**Email address:**  @

Please note, to reduce paper usage we may be responding to your application by email instead of a letter. Please ensure you provide a current email address if you have one.

**Suggested method of travel (tick box)**  
 If not known, please leave blank

School contract bus/taxi       Local bus service       Other (please state)

**Operator of service and bus number (if known)**

**Pick up point (if known)**

If you live in an isolated area please attach a map (or supply a grid reference) to help us pinpoint your home.

**Do you have another child receiving transport to this school from the same address? If Yes, please give their name.**

I certify that the above information is correct and that I have read, understood and accepted the conditions under which transport is offered. I have read the section 'Behaviour of pupils' and agree to my child adhering to these conditions.

**Name of parent/guardian (BLOCK CAPITALS)**

**Parent/guardian signature**      **Date**      /      /

### Please turn over

**Office use only**

Eligibility       Log-in no.       Finish date  /  /

Comments

Contract	am/pm	JNY	Pick-up	Drop-off

Logon  Auth  / / Comp

 **Please check carefully that you have completed the form correctly and legibly. Your application may be delayed if you have not done this.**

Cut and detach along this line before sending

## Extra benefits for families on low income

The Education and Inspections Act 2006 gives additional transport assistance to families in receipt of free school meals or the maximum level of Working Tax Credit:

Primary School children aged 8–11 may receive transport to their nearest school if this is 2 miles or more away.

Secondary School children aged 11–16 may receive transport to any of the three nearest qualifying schools to their address providing the school is at least two miles and no more than six miles from home.

You must send us the documentary evidence requested **and** complete the form below.

Documentary proof can be provided in any one of these ways:

- **Free school meals** - please send your letter of confirmation to entitlement.
- **Working Tax Credit** - this is only if you are on the **maximum** level, which varies according to numerous factors. **Please send** in your current and original Tax Credit Award Notice (TCAN) so that we can check this for you. Alternatively scan all the pages of your document and email to **educationtransport@wiltshire.gov.uk** with your child's name and address in the email.

Note that these rights are in addition to the statutory rights for **all** children of entitlement to free school transport. For further details on the full Wiltshire Council transport policy, see page one.

Please tick the box that applies to you

Maximum Working Tax Credit

Free school meals

## Denominational school transport

Please contact your secondary school or college for further information regarding any transport arrangements they may have, in the first instance.

If your child is attending a school for faith reasons and they are in receipt of free school meals (FSM) or you are in receipt of the maximum level of working tax credit (WTC) then the council may be able to help with school transport. If your parish priest supports your application the qualifying distance to the designated faith secondary school would be between 2 miles and 15 miles.

Please send in evidence of your income, as described in the "Extra Benefits for families on a low income" section.

Please also attach a note with the name and address of your parish priest.

## Spare seats scheme

Where spare seats exist on school bus or taxi contracts arranged by Wiltshire Council, they can sometimes be made available to pupils who would not be entitled to free transport to that school. Any offer of a spare seat is subject to the terms and conditions of the scheme. Please contact **0300 4560100** or email **educationtransport@wiltshire.gov.uk** for a copy.

Tick the box if you would like to apply for a spare seat

## Transport to Bishop Wordsworth's Grammar School or South Wilts Grammar School in Salisbury.

If your child is in the designated transport catchment area for the above schools and is a new starter at the school and the above low income details do not apply to you then the fee for transport for the academic year will be £625. This can be paid by cheque, credit card or by direct debit over 8 instalments from August 2015 to March 2016. Payment details will be sent to you upon receipt and approval of your application form. Free transport can be offered in a very few cases where the grammar school is the nearest secondary school to your address. Please email **educationtransport@wiltshire.gov.uk** before sending your application if you think you may qualify for a free pass on this basis.

Alternatively you can check on **www.travelinesw.com** for details of public buses and contact the appropriate bus company during the summer, about purchasing a bus pass directly from them which may be cheaper.

**When completed please send to**  
**Education Transport, Passenger Transport Unit, Wiltshire Council,**  
**County Hall, Bythesea Road, Trowbridge, BA14 8JN**

### Data Protection Statement – Data Protection Act

Wiltshire Council has a duty to protect personal information; Wiltshire Council will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files. This personal data will only be used for the purpose of providing transport, or purposes relating to this service.