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# Transport Assistance for post 16 students

Information and application form  
Academic Year 2009-10

60/70 98869

**FOR OFFICE USE ONLY**

Action	Initial	Date
Rider data input/Passed to Co-ordination		
Allocated to transport/Data input		
Letter requesting payment		
Letter/ticket requested		

# Transport Assistance

## for post 16 students

### Information and Application Form

For travel assistance enquiries please ring  
**01905 765765**

More information available on line at  
[www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport)

This booklet contains information on transport assistance available to post 16 students of Worcestershire.

Please read through this brief guide and keep for future guidance. Complete the application form, which is inside the back cover and then send it to Worcestershire County Council at the address opposite.

Please send the completed form as soon as possible to reach us before the end of summer term. Transport requests cannot be considered unless an application has been received.

Applications can be made online.

[www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport)

## Education transport appeals policy

- All applications are individually assessed by officers in the Environmental Services Directorate against the County Council approved Home to School Travel & Transport Policy.
- Applicants are advised, in writing, of the outcome of their application.
- Unsuccessful applicants may ask for a review of the case by a senior officer in the Children's Services Directorate.
- When asking for a review, applicants must state the reason giving full details of the case. The request must be put in writing to the Education Travel Team.
- The outcome of the review will be provided in writing within fifteen working days of receipt of the request for a review.

If you are dissatisfied with the way in which your request has been handled you may wish to take the matter through the County Council complaints procedure.

**EDUCATION TRAVEL TEAM  
COUNTY HALL, SPETCHLEY ROAD,  
WORCESTER, WR5 2NP**

**FOR ENQUIRIES ABOUT YOUR APPLICATION  
TEL: 01905 765765**

**01905 765765**

**10**

### Application for Travel Assistance for students aged 16 - 19 in full time further education

Environmental Services Directorate

FOR OFFICE USE ONLY

Establishment No.		Code		Remarks	
Contract or SST Ref					
Nationality	First Name(s) (in full)	Surname		Please state Male/Female	
Permanent home address (Please ensure that Post Code is completed)	Date of Birth		Tel No.	Fax No.	
	Post Code		E-mail		
If you have lived at this address for less than three years please give details of previous address(es) during this period					
		Date of move(s)			
<b>Name of School/College you will be attending (and address if outside Worcestershire)</b>					
Full Title of Course (as detailed in school/college prospectus)					
Main Subjects					
How many hours per week will you study? (if known)		Date of admission		When does the course start?	
Duration of Course	years	*Year of attendance	1st	2nd	3rd
			* tick as appropriate		
<b>Details of Education before 16 years of age</b>					
School attended before the age of 16					
<b>Details of Education after the age of 16 (if any previous course studied)</b>					
School/College attended		Title of Course			
From	DAY MONTH YEAR	To	DAY MONTH YEAR		
Do you have any details of how the journey can be made? e.g. by public service bus, train, contract bus.					
<b>PLEASE NOTE THAT THE PASSENGER TRANSPORT GROUP WILL DECIDE UPON THE FORM OF ASSISTANCE PROVIDED</b>					
Where do you want to board/alight? Please give the name of the stop if known		(Home) Boarding Point		Via	
		(School) Alighting Point			
Please indicate required journeys					
AM Only		PM Only		Both	
Other					
<b>CERTIFICATION BY PARENT / GUARDIAN</b>					
I declare that I have read and understand the information supplied with this application form and agree to the conditions I have completed this form as accurately as I can and I will ensure that I notify the County Council of any changes to these details in the future.					
Signature of parent/guardian		Date			
Please print full name and title and relationship to pupil					

When completed please return this form to The Education Travel Team, County Hall, Spetchley Road, Worcester WR5 2NP

No money should be sent in with application forms.

### ● What about refunds?

There are no refunds for partly used tickets/passes where the decision not to use transport has been made by the parent/students. Where a refund is awarded for any other reason, an administration charge of £5.00 will be deducted. If the County Council removes a Vacant Seat arrangement a pro-rata refund will be made. No refunds will be made if the transport fails to operate for any reason.

### ● What should I do if I move address?

You will need to complete a new application form and send it to us. We will then re-assess your application as soon as we can. It is helpful if applications are submitted prior to your move. You may not continue to use your existing pass unless advised by us.

### ● What about transport in bad weather?

We have to be guided by the operator's opinion as to whether or not it is safe for the transport to operate. It is advisable to listen for information regarding closures on BBC Hereford & Worcester local radio and seek advice as necessary.

### ● What type of transport is provided?

Transport is normally provided on a Contract Vehicle, Public Service Bus or Train Service. Sometimes in special circumstances, for example if there is no bus or train service, a mileage allowance may be offered. A mileage allowance is not offered where there is available transport.

Transport is provided at the beginning and end of the normal school/college day. It is not provided at lunchtimes or for out of school activities or at weekends. Students are expected to make their own way, up to one mile, to the nearest boarding and alighting points.

## 7. Appeals policy

You may ask for your case to be reviewed by a senior officer in the Children's Services Directorate by completing a review form, giving full details of your request and enclosing any independent evidence to:

Education Travel  
County Hall  
Spetchley Road  
Worcester  
WR5 2NP

# Contents

	PAGE
1. Who is entitled to transport assistance?	3
2. Making an application	4
3. What about transport to a denominational school?	5
4. What if a student does not qualify for transport assistance?	5
5. Charging Schedule	7
6. Frequently Asked Questions	7
7. Appeals Policy	9

For any travel assistance enquiry please ring: **01905 765765**  
Completed application forms should be sent to:

Education Travel Team  
County Hall  
Spetchley Road  
Worcester  
WR5 2NP

This booklet and application form are also available to complete or download on the County Council website at: [www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport)



# 1. Who is entitled to transport assistance?

Full time students in Post 16 further education qualify for assistance provided the following criteria are met. For transport purposes full time Post 16 Education is defined as a course at a School or College that consists of at least 15 hours of learning and at least 7 sessions per week.

- You must live in Worcestershire.
- You must be over 16 years of age and under 19 years of age when the course commences. Students cease to be eligible at 31st August following their 19th birthday, even if they are continuing on the same course (excluding special needs courses).
- You should attend the Post 16 establishment that is nearest to your home address; this may be a School or College. (If you have previously been granted free transport to a school that has a sixth form then you will only be allowed to continue to receive subsidised transport to that school on completion of this form and the necessary payment being received.)
- You must live **more than 3 miles** from the School or College. The distance is measured by the shortest available walking route, as measured from the nearest pedestrian access at the School or College to the nearest entrance on the external boundary of the student's home address.
- You must not be in full-time employment or sponsored by any government-funded agency. Transport assistance is not given for a higher education course, e.g. HND, Degree Course.
- You must not be applying for assistance to travel to a course at the same or lower level as one which has previously been studied at Post 16, (except for a retake of the final year of a course previously studied).

The "No Pass, No Travel" policy is intended to ensure :

- no vehicle becomes overloaded by unauthorised riders, resulting in illegal operation
- Worcestershire County Council, schools and operators have accurate lists of all students using transport services for communication and emergency purposes
- effective operation of the Denominational, Post 16 and Vacant Seat payments schemes
- students use the correctly allocated vehicle where 2 vehicles may serve the same bus stop, again preventing overloading

If your child's pass is lost or stolen, follow the guidance in Section 12 (Frequently Asked Questions) to obtain a replacement. A Temporary Authorisation to Travel (TATT) can be obtained if a student's bus pass is lost or stolen. This can either be obtained through the School Office, or by contacting the Worcestershire Hub on 01905 765 765. TATTs are valid for a maximum of 2 weeks, and only one will be issued per student per term.

It is parental responsibility to ensure your child carries their bus pass and gets to and from the bus stop in safety, until they have boarded the vehicle. If your child is refused access to the vehicle as they have not got a valid bus pass or TATT, it is parental responsibility to make alternative arrangements to transport your child to and from school.

## ● **No Pass No Travel**

Schools and operators have previously reported overloaded buses, due to unauthorised students riding on school contract vehicles. This is unacceptable due to health and safety requirements and a policy of "NO PASS - NO TRAVEL" was introduced from September 2007. Drivers will check each pass. Any students that are found not to be carrying a pass should be refused transport and the details passed to the school and County Council.

## ● **What happens if a pass is lost or stolen?**

If a pass is stolen, a free replacement pass can usually be obtained if you report the incident to the police and provide the Authority with a valid crime reference number. If a pass for a contract vehicle is lost we can normally replace this for a charge of £10.00. Cheques should be made payable to Worcestershire County Council and sent to the Education Travel Team, County Hall, Spetchley Road, Worcester WR5 2NP. If a pass becomes unreadable a replacement will be required. Replacement tickets are available on commercial bus services and rail, however these prices may vary. Please contact the Education Travel Team or the operator directly for details on how to obtain a replacement ticket. Please note there is normally a limit of one replacement ticket per term.



## 5. Charging schedule

Payment Scheme	Price 09 - 10
Term	£156.00
Annual	£412.00
Half-Termly / One Way Travel	£84.00

## 6. Frequently asked questions

### ● When should application forms be submitted?

You should try and submit your application before the end of summer term to ensure that your application can be processed in time for the new academic year. The sooner an application is received, the more quickly it can be dealt with. Late applications may result in the application not being processed in time for the start of the academic year. (see 2 - making an application)

### ● How long will the ticket be valid?

Each ticket will be printed with an expiry date dependent on the contribution paid. Passes for rail or commercial bus services are normally issued each term photocards must be kept for following term. When they are nearing expiry, a new valid pass will be sent to the student's home address if an annual pass has been purchased. New applications for passes are only required when the student has either moved address and/or changed school/college.

### ● No Pass No Travel

Worcestershire County Council will be operating a "No Pass, No Travel" policy on all contracted education transport services from September 2009 onwards. It will be the driver's responsibility to check student's bus passes each time they board the vehicle, and the students must ensure they carry their pass at all times. Any students that are found not to be carrying a valid bus pass will be refused access to the vehicle.

Special conditions apply to pupils attending the following schools, as they have a Post 16 establishment nominated for them:

All Worcester City High Schools and Chantry High School	Worcester Sixth Form College or Worcester College of Technology
Tenbury High School	Ludlow Sixth Form College

If the desired course is not available at the nominated establishment, assistance will be provided to the nearest alternative establishment, which offers the desired or appropriate equivalent course.

If you feel there are special circumstances which the County Council should consider when assessing your application, please send an accompanying letter, with any independent evidence and attach it to the completed application form.

## 2. Making an application

Applications will be assessed and if transport assistance is approved, a request for contributory payment will be sent to your home address. You must allow four weeks from the date of receipt for your application to be processed. To guarantee assessment for the new academic year, send completed forms to reach us before the last day of summer term. Applications must be made on the enclosed form and submitted to the address at the end of this form.

**Please apply now.** Don't wait for your results - we can always change your application.

Some tickets are provided directly by local/national operators, it may be necessary to share your address details. A photo may be required or some passes before they can be used. Private travel arrangements may be a cheaper option - always check.



### 3. What about transport to a denominational school?

If you have previously been granted denominational transport assistance, and choose to stay on into the sixth form, you may continue to receive P16 transport assistance on completion of an application form and our receipt of the necessary payment.

### 4. What if a student does not qualify for transport assistance?

We may still be able to help under the County Council's Vacant Seat Payment Scheme, which offers the opportunity to buy a **spare seat** on a school contract vehicle. Vacant Seats can only be awarded once all riders eligible for free transport have been allocated. We will try to let you know as soon as we can if a spare seat is available, **although it is not always possible to do this until after the start of term and sometimes an offer cannot be made for travel in the Autumn Term until the end of September.**

We only offer spare seats on vehicles under contract to Worcestershire County Council, using existing routes and boarding/alighting points. **We cannot guarantee that the spare seat will always be available** as requirements for students who are entitled to free transport vary from time to time and on occasion, we may have to withdraw the facility. It is important therefore that you do not totally rely on the offer of a spare seat and that you have other transport arrangements available. If we do have to withdraw a spare seat, we will give at least one week's notice and will make a proportional refund. The County Council accepts no responsibility for any transport difficulties or costs resulting from withdrawal of a spare seat.

A pass will only be issued if payment has been received and it is important that payments are made promptly. Details of how to pay will be sent to you once assisted travel has been agreed. If travelling on a local bus service you should pay the daily fare or buy a season ticket from the operator.

Students will be awarded vacant seats on a points scoring system; points are awarded for the following criteria:

- Residence in Worcestershire
- Having used the bus before
- Siblings on the bus
- Alternative public transport service not available
- Attending designated or nearest school
- Living beyond the statutory walking distance from the school
- Date of application received.

If no seats are available you will be entered onto the waiting list and advised when a seat becomes available. Late payment of contribution may result in the withdrawal of this offer.

#### Severn Card Service

A multi-operator bus service available to Worcestershire residents under the age of 19.

For further information visit the Website or request a leaflet.

