

# NOTES

## 1 Walking Distance

Shortest walking distance between your home and the local school, i.e. one mile for primary schools and two miles for secondary schools.

## 2 Privilege passes

### Please note

When it is possible, Education Services will endeavor to assist children who do not qualify for school transport by offering a privilege bus pass if there are spare seats on the vehicles dedicated for schools only.

However, such places can be withdrawn at short notice should a child who is entitled to free transport require a seat on the bus. A charge of £1 per day will be invoiced to the parent/carer for each privilege pass provided. (a payment plan can be arranged). Charges for passes will also continue should a child be absent from school or have exam leave. A pass, if granted, will not be issued until September/October when the uptake of places by pupils entitled to transport is known. **Please note the closing date for privilege passes is 31 August.**

## 3 Safety

Where there is no reasonable safe walking distance between your home and the school. Please note that we will make the decision after checking with the Road Safety Team, who will base their assessment on the basis of each journey being made in the company of a responsible adult.

## 4 Medical

Requests for transport on medical grounds to attend a catchment school, should in the first instance, be supported by a letter from your GP .

## 5 Appeals

If you wish to appeal against any decision made regarding your application for school transport, you may do so by writing to the Corporate Director of Education, Communities & Organisational Development at the address shown on the reverse of this form, indicating the grounds on which you wish to make your appeal.

## 6 Placing requests

Please note that if your child attends a school by means of a placing request, you are responsible for arranging transport to school, however, privilege passes may be available for certain schools.

## Parents/Carers

We would ask you to encourage your child to behave properly and safely when boarding and travelling on the transport and alighting from it. As parents you are responsible for ensuring that your child arrives at pick-up points on time.

## CCTV

In the interest of safety the transport provider may have discrete CCTV in operation on the vehicle and images may be recorded. Digital images may be taken from time to time by staff undertaking contract monitoring.

## Good Behaviour

MISBEHAVIOUR could result in your child losing the right to transport. The responsibility of ensuring safe and acceptable behaviour remains YOURS whilst your child is travelling in the vehicle provided. In the case of misbehaviour, the driver may retain the child's ticket/pass for identification of pupils involved. The incident will then be reported to the drivers supervisor. Details will be sent to the Head Teacher and parents will be invited to an interview with the Head Teacher for assurance of their child's good conduct prior to the return of the free travel pass.

During this period parents/guardians will remain responsible for making their own arrangements for the attendance of their child at school.

## If you need to know more or wish to complain

If you have any enquiries about the eligibility of your child for transport please contact the Corporate Director of Education, Communities and Organisational Development at the address on the reverse of this leaflet.

Parents who have any concern or complaint on provision of school transport may contact the school their child attends by telephone giving the details which will then be recorded and submitted to SPT (parents may also complain direct to SPT in writing to reinforce their concerns). SPT will respond directly to parents and advise the school on the outcome of their investigations.

SPT is responsible for placing school contracts and for day-to-day operation. SPT actively monitors the performance of school transport contracts through the deployment of a team of specialist inspectors. To assist monitoring, SPT welcomes the raising of any issues of concern by schools or by parents. SPT can be contacted at the address given on the reverse of this leaflet.

## Free School Transport



## Do you qualify?

## How can we help get your child to school

Whilst it is the parents responsibility to secure their child/children's education, Inverclyde Council is happy to help you get your child/children of school age to school, safely and on time. That is why the school crossing patrols are provided and we operate a school transport policy which is more generous than the law requires. Indeed, our home to school transport provision is amongst the most generous in any Scottish Council.

The policy will provide free school transport if:

- Your child lives more than one mile from his/her local primary school (by shortest walking route and when accompanied by a responsible adult).
- Your child lives more than two miles away from his or her local secondary school (by shortest walking route and when accompanied by a responsible adult).
- Your child had been recommended on health grounds by a designated medical officer.
- Your child has been assessed to attend a school to meet the requirements of his/her additional support needs. (These assessments involve the Educational Psychology Service who also recommend appropriate transport arrangements).
- Your child has to walk a route, which after seeking advice from the Road Safety Team, is considered to be unsafe for children.

## What free school transport means

Education Services identifies the need for provision. For primary and secondary schools we work through Strathclyde Partnership for Transport (SPT) who engage the operators to provide free school transport.

The choice of the precise mode of transport depends on a variety of factors and is decided by Education Services after taking all circumstances into account.

This can result in the following:

- Dedicated school contract bus (service solely for pupils).
- Bus pass on local service bus (which can either be a commercial service of a subsidised local service also carrying members of the public).
- Train pass on service train.
- Taxi or private hired cars, minibuses and ferries.
- Inverclyde Council's own school transport vehicles.

Free school transport normally covers one return journey to school in the morning and home at the end of the school day. No additional provision is made for home journeys for infants who may have a shorter day until after the September holiday each year. Children not collected by parents are supervised until the end of the normal school day.

Parents of pupils wishing to return home for lunch have to make their own arrangements. Special arrangements are made locally where possible to cover pupils taking part in activities after the end of the normal school day.

## When to apply for free transport

If your child is starting primary school you should apply when you enrol him/her for school. If your child is going to secondary school you should apply by the end of April on his/her last year at primary school.

You can apply at a later time but there could be a delay while arrangements are being made.

Should you move house at anytime during the year a fresh application for transport should be made.

## What happens after you apply

You receive an acknowledgement within 5 working days upon receipt of your application. You will be informed by Education Services by letter of the outcome of your application. Staff at the office will be happy to discuss this or any other matter connected with your child's application with you.

If your application relates to any child already attending school and it is successful, we aim to notify you of the arrangements before the end of June, although there can sometimes be a delay into the summer holiday period. If your child has been awarded school transport on the grounds of distance or safety, it is not necessary to reapply the following year as your child's application is automatically renewed. However, should your child move house you are required to submit a fresh application. If your child was successful in obtaining a privilege pass you must reapply every year as the availability of seats on the vehicle varies from year to year.

### Completed forms should be returned to :

Inverclyde Council, Customer Service Centre, Municipal Buildings,  
Clyde Square, Greenock, Inverclyde, PA15 1LY

Phone: 01475 712868  
E-mail: schooltransport.HO@inverclyde.gov.uk

**Strathclyde Partnership for Transport**  
131 St Vincent Street, Glasgow, G2 5JF  
Telephone: 0141 332 6811 Email: enquiry@spt.co.uk

## APPLICATION FORM

**Data Protection Act**—Please note that information provided by you may be held by the Council in computer files for use by the Council, SPT and transport operators in planning administration services.

<b>Name of School</b> (to be attended)	
<b>Surname</b> (child)	
<b>Forename</b> (child)	
<b>Date of Birth</b> (child)	
<b>Male / Female</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Address</b> (Child)	
<b>Town</b> (Child)	
<b>Postcode</b> (Child)	
<b>Date from which transport is required</b>	
<b>If currently in receipt of transport please state which school</b>	
This application is based on reasons of: please tick appropriate box)	
<input type="checkbox"/> Walking Distance (see note 1 on back page)	
<input type="checkbox"/> Privilege (see note 2 on back page)	
<input type="checkbox"/> Safety (see note 3 on back page)	
<input type="checkbox"/> Medical (see note 4 on back page)	
Please note that when the authority grants free transport it is bound by the operator's / SPT's conditions of carriage which as a result of mischievous behaviour may be withdrawn until suitable terms of agreement are reached on future behaviour	
<input type="checkbox"/> Tick if your child is a new or existing placing request (see note 6)	
<b>Signature of parent / carer</b>	
<b>Home telephone number</b>	
<b>Date</b>	