

**MONMOUTHSHIRE COUNTY COUNCIL**  
**APPLICATION FOR FREE HOME TO SCHOOL TRANSPORT**  
**PRIMARY & SECONDARY SCHOOLS**  
**ACADEMIC YEAR 2015/2016**

**IMPORTANT:** This form is only to be completed if you pay your Council Tax to Monmouthshire County Council.  
 For all other Councils contact them direct.

Please read the information attached prior to completing this form

**Secondary Schools ONLY:** A passport photograph must be included with the pupil's name, school and date of birth on the reverse side to enable a bus pass to be issued for travel

**PLEASE COMPLETE PUPIL'S DETAILS IN BLOCK CAPITAL LETTERS**

Surname			
First Name(s)			
Address			
		Post Code	
Email Address			
Telephone No.		Pupil's Date of Birth	/ /
Name of the School the Pupil will require transport to		Year Group	
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	(Please tick relevant box)

Is there a sibling currently using transport to the above school? Name: \_\_\_\_\_

Has your child a statement for special needs and require special transport arrangements? YES / NO

Date transport required from: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Contractor's Name		Contract No	
Feeder Contractor's Name		Contract No	

Out-Catchment:	Yes / No		
Nearest School:	Yes / No		
Distance Criteria	Yes / No		Assessing Officer:
Mileage:			Entered On CTX:
Catchment School:			Bus Pass Issued:
Refusal Letter Issued:			Confirmation Letter Issued:

I confirm that the statements made in the document are true to the best of my knowledge and belief and that I have read and understood the transport notes attached.

Signed Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and sign Parent Contract overleaf**



## SCHOOL TRANSPORT – PARENT CONTRACT (V2.0)

This agreement is made and will apply to all passengers who have been awarded with the provision of Home to School Transport.

**BETWEEN** Monmouthshire County Council, Passenger Transport Unit ("the Passenger Transport Unit")

In relation to (Please print full name):

( \_\_\_\_\_ Date of Birth: \_\_\_\_\_ ) ("the Pupil")

and

( \_\_\_\_\_ ) ("the Parent/Guardian") to the above

### DECLARATION

1. I confirm that I am the Parent/Guardian of the Pupil named in this application.
2. I am applying for the provision of Home to School Transport for the Pupil named in this application to the nominated school/educational establishment.
3. I have read, understood and agree with the contents in the Passenger Transport Unit's 'Rule Book' and the terms and conditions of this contract.
4. I agree to discuss the contents of the 'Rule Book' and Contract with the Pupil and ensure that the Pupil understands the rules that apply to him/her.
5. I will explain to the Pupil his/her legal rights and also his/her legal obligations and ensure that they understand that they can be prosecuted should they misbehave whilst boarding, travelling and alighting school transport.
6. I understand that if the Pupil has any problems on the journey to school that the Passenger Transport Unit will deal with this promptly and do everything reasonably possible to rectify the situation.
7. I understand and accept that if the Pupil misbehaves whilst boarding, travelling or alighting school transport that transport provision may be withdrawn completely or suspended and in these circumstances the Pupil may not be provided with an alternative/replacement mode of transport.
8. I will support any training programme the Passenger Transport Unit introduces in its continuous effort to improve the safety of the Pupils on school transport.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of Monmouthshire County Council, Passenger Transport Unit

Richard Cope, Manager  
Passenger Transport Unit, Chief Executive Directorate

This contract, transport form and passport sized photograph (secondary pupil only) must be completed, signed and returned to the Passenger Transport Unit, Monmouthshire County Council, PO Box 106, Caldicot, NP26 9AN or emailed to [passengertransportunit@monmouthshire.gov.uk](mailto:passengertransportunit@monmouthshire.gov.uk)

The passport sized photograph can be emailed to [passengertransportunitphotos@monmouthshire.gov.uk](mailto:passengertransportunitphotos@monmouthshire.gov.uk)

For general enquiries please telephone 01633 644777.

**PLEASE NOTE BUS PASSES WILL NOT BE ISSUED WITHOUT PHOTOGRAPHS**

## BACKGROUND TO PARENT CONTRACT AGREEMENT

1. The purpose of this contract is to ensure that the safest journey is afforded to all pupils, drivers, escorts and all other road users.
2. The Passenger Transport Unit provides transport for pupils as required by the Education Act 1996 and in conjunction with The Home to School Transport Policy.
3. The Passenger Transport Unit will procure the appropriate form of transport for the school journey, applying quality control and risk assessment measures, to ensure the safety of all persons on the vehicles including the pupils, drivers, escorts and members of the general public.
4. The Passenger Transport Unit has produced and adopted a 'Rule Book' which contains details of the rights and responsibilities of parents and pupils and the consequences of a failure to act in accordance with this set of rules. The 'Rule Book' will be applied when considered necessary following breach, disorder or inappropriate behaviour. This, in turn, can result in transport being withdrawn periodically for the pupil(s) involved.
5. By completing and signing this declaration, any following award of Home to School Transport, will acknowledge a legally binding contract between the Passenger Transport Unit and the Parent/Guardian.
6. Within a partnership agreement, the information provided below applies to all Parents, Guardians, Pupils and the Passenger Transport Unit.

## TERMS AND CONDITIONS OF CONTRACT

### **The Passenger Transport Unit will:**

- Provide school transport for pupils who have a statutory entitlement.
- Provide school transport for pupils who have been awarded a concessionary or discretionary seat.
- Provide transport that meets all legal requirements.
- Monitor transport operators, drivers, escorts, pupils and schools to ensure that all parties are complying with the Passenger Transport Unit's school transport policies and accompanying 'Rule Book'.
- Provide Parents/Guardians with a free copy of the 'Rule Book'.
- Investigate fully, any complaints from a Parent/Guardian and do so in accordance with the Authority's complaints procedure.
- Provide a driver training programme to continually improve the service we provide.
- Take any steps necessary to ensure that health and safety is a priority and if necessary, may through consultation, withdraw the provision of transport for any pupil who compromises the safety of themselves, the driver, escort, any other passenger or any other road user.
- Utilise CCTV footage, where installed and available on Home to School Transport vehicles, to support any pupil involvement within an incident or complaint.
- Provide advice and information surrounding school transport upon request.

### **In view of any transport awarded by the Passenger Transport Unit, the Parent/Guardian agrees that they will:**

- Ensure they have a copy of the Passenger Transport Unit's 'Rule Book' and undertake to read the contents of this document.
- Ensure the named pupil on this application form understands fully the rules which apply to him/her.
- Be responsible for ensuring that the named child on this form is aware of his/her legal rights and obligations.
  - It is your child's right to be provided with a safe vehicle and a safe, stress free journey.
  - It is the legal obligation of your child not to behave in any way which can affect the safety of themselves, the driver, escort, any other passenger or any other road user.
- Ensure that their child understands clearly that they must never distract the driver and be aware that in the event of misbehaviour that transport provision may be withdrawn immediately on the grounds of health and safety.
- Ensure their child understands that the driver legally has the final word over who he/she carries. The driver cannot put your child off the vehicle en route. However, your child must understand that the driver can legally refuse your child entry onto the vehicle at any time on the grounds of the health and safety of everyone else.
- Ensure that their child understands that if they do not behave on board a vehicle that they are breaking the law and can be prosecuted if an action is brought by the driver, the transport company or the Passenger Transport Unit.
- Ensure that if their child experiences any problems on board, such as bullying, that they must report this so steps can be taken as soon as possible to rectify the situation. A child may report this to a parent, the school, the Passenger Transport Unit, the driver, to BUSK, Kidscape or Childline.
- Ensure their child clearly understands that where safety belts are provided they must be worn at all times during the journey.
- CCTV footage, where installed and available on Home to School Transport vehicles, will be utilised as a means to support any pupil involvement within an incident or complaint.

## SCHOOL TRANSPORT TERMS & AGREEMENT

### 1. SCHOOL AND COLLEGE (Pre 16) TRANSPORT – GENERAL POLICY

The Authority's current policy for the provision of free transport is as follows:

(a) Pupils residing in Monmouthshire (up to the age of 16 years) are entitled to apply for free Home to School Transport. In order to qualify, one of the following criteria must be met:

Pupils attend their **catchment or nearest available** school and live more than **1.5 miles** at primary age, **2 miles** at secondary age. It is not always possible to arrange the routes of vehicles to pass close to the homes of pupils. Therefore, it may be necessary for **parents to make arrangements for their child(ren) to reach the nearest 'pick-up' point** of the vehicle. Every effort is made to keep this distance as short as possible and it should not exceed 1 mile along a safe, secure route for pedestrians.

**(Distances are measured electronically, using the shortest, safest walking distance between the home and main entrance to the school).**

(b) If a parent chooses to send their child(ren) to an out of catchment school, transport will be provided if that school is the **nearest** school to their home address and meets the distance criteria mentioned above.

(c) Where the Authority is satisfied that the route between the home and school is sufficiently dangerous to warrant transport provision, the Authority will make its decision having regard to both of the following factors:

- (i) There is a public service bus travelling along the route between home and school
- (ii) That the degree of danger involved is such that escorting adults themselves are at risk from the particular traffic situation.

(d) Pupils may be allowed to occupy spare seats on school buses as a concession. Charges will, however, be made for the use of vacant seats under the terms of the Council's Policy for Charges for Concessionary Places.

(e) Expenses incurred travelling to and from school are generally not reimbursed. However, exceptions are made given individual circumstances and will be at the discretion of the Passenger Transport Unit.

(f) Pupils who move home to an address outside the catchment area of the school attended will not be provided with free transport to that school, unless the move takes place during years **10-11** comprehensive education **and** the transport can be provided **on an existing contract or public service**. Transport provided in such circumstances during years 10 and 11 will not continue into year 12.

(g) Free transport is **not provided** for pupils attending private schools, for those in pre and after school activities or nursery education.

(h) Free transport is **not provided** for pupils/students aged 19 and over.

### 2. SEASON TICKET DECLARATION

Where a season ticket has been issued to my child/children, I hereby agree to return the said ticket in the event of my child's/children's premature withdrawal from school. This pass is to be returned within seven days from the date of withdrawal. Should I fail to do so I hereby agree to refund to the Authority upon demand a sum equal to the apportioned value of the season ticket.

The information you provide to the Passenger Transport Unit, will be used to allocate your child(ren) on Home To School Transport. Monmouthshire County Council in fulfilling its data protection obligations will treat all personal data, held manually and on a computerised administration database, with due care and information may be shared with other agencies that are involved in the health and welfare of school children. These uses of personal information are covered by registration under the Data Protection Act, 1998. Where CCTV is operational, footage maybe utilised in the monitoring of pupil behaviour. Digital photographs maybe requested and held electronically for the purpose of issuing of bus passes only.

# Acknowledgement Receipt

This is an acknowledgement receipt for your application form which you should return attached to your application to the Passenger Transport Unit (PTU). **Please complete the applicant details as titled.** This will enable the PTU to re-send this to you as confirmation that we have safely received your application form.

Once you have received this acknowledgement, please refrain from contacting the PTU, unless your circumstances have changed.

Name: .....

Address: .....

.....

.....

.....

Post Code: .....

**Applicants will be notified in due course of the transport provision made**

Your application was received by the PTU on:

MONPTU/ACKREC2015



monmouthshire  
sir fynwy