



APPLICATION FOR FREE SCHOOL TRANSPORT **INFORMATION FOR PARENTS**

Please read **ALL** of these notes **BEFORE** completing the application form

IMPORTANT: A PUPIL'S ENTITLEMENT TO TRANSPORT CAN ONLY BE GIVEN BY LETTER FROM THE AUTHORITY FOLLOWING COMPLETION AND SUBMISSION OF THIS FORM BY THE APPLICANT AND NOT BY ANY TELEPHONE OR VERBAL COMMUNICATION.

1. WHO IS ENTITLED TO SCHOOL TRANSPORT?

The pupil must be ordinarily resident in Shropshire.

A pupil is entitled to free school transport if attending full-time at the nearest or catchment primary or secondary school to the home address and living over 2 miles (for primary aged pupils) or 3 miles (for secondary aged pupils) from that school, measured by the nearest available pedestrian route. General advice about free school transport can be obtained by telephoning 01743 253030, although it will not be possible to give a definite answer over the telephone.

Measurements made for determining whether home addresses are 2 or 3 miles from the school in question, or for determining the nearest school to a home address, are made from the nearest available gate of the home to the nearest available gate of the school, both from the points where the nearest gate meets the public highway.

For determination of the nearest school to a home address, the shortest available pedestrian route between the nearest gate at the home and the nearest gate at the school is measured. In measuring this route the Local Authority is in no way suggesting or recommending that this route is to be used by the pupil in question, or by any pupil or person to get to this school or any other school or destination - rather, the route, so long as it is available, provides a constant means of identifying the nearest school to a home address, across the county, providing rigour, uniformity and fairness to all. Unless it is the shortest available pedestrian route, the measurement will not be made along any existing, past or future taxi, bus or public service route, nor any other logistical route of any description, (nor along a route preferred by a parent for whatever reason), whether viewed as appropriate or not.

Transport is not normally provided for after school activities.

Parents can also apply for assistance with transport if they move house from the nearest or catchment school in an exam year (years 10 or 11) or on temporary removal grounds, or for any other reason agreed by the Authority.

2. HOW DO I COMPLETE THE APPLICATION FORM?

Please tear off the attached sheet and complete the boxes in BLOCK CAPITALS. If you are applying on other than distance grounds, please enter the details on the reverse of the attached sheet.

3. WHAT DETAILS OF TRANSPORT ASSISTANCE SHOULD I GIVE?

If known, please give details of the transport that you want for your child. If more than one route is involved, please give details of both journeys if known.

If you do not know what transport is involved leave this section blank.

4. WHAT DO I DO WITH THE APPLICATION FORM?

Once you have completed the application form, please return it to your child's school.

5. WHAT WILL HAPPEN NEXT?

Your application will be dealt with as quickly as possible and you will be informed in writing whether or not free school transport has been granted. If you qualify you will be informed what transport has been agreed and a travel pass will shortly be made available at the school. Travel on the first morning of a new academic year is normally allowed without a travel pass.

6. WHAT SHOULD I DO IF I DO NOT RECEIVE NOTIFICATION?

If your child is at school you should allow about two weeks for your application to be processed and if you do not hear anything you should write to or telephone the Entitlement Team (01743) 254372, with the name of the school, the date the application was submitted, and your child's name and address.

If your application is being made in the Spring or Summer prior to your child starting school in September, processing will take longer than two weeks; if you have not heard anything by the end of July you should contact the Entitlement Team as described above.

7. IF ANY OF THE DETAILS GIVEN BY ME ON THE APPLICATION FORM CHANGE DO I NEED TO NOTIFY ANYONE?

YES. You must notify the Entitlement Team as soon as possible.

8. PUPILS WITH SPECIAL NEEDS

Where pupils have special needs and are the subject of a "Statement of Special Educational Needs" transport will be provided where appropriate.

Any transport provided will seek to meet the individual needs of the pupil and this may involve a vehicle capable of carrying a pupil in a wheelchair, or special seat or in a harness. Escorts are provided where necessary.

9. **SAFETY**

A leaflet about safety on school transport is sent out to all pupils in receipt of Shropshire County Council bus passes.

Please note: When the County Council provides transport, parents are fully responsible for the safety and care of their children until they board the provided transport at the designated pick-up point and, on the return home, from the moment they alight from the vehicle at the designated drop-off point.

CODE OF CONDUCT - YOUR CHILD'S SAFETY

Any transport granted is subject to the pupil adhering to these rules below. Failure to adhere to these rules may result in transport being withdrawn.

Before the school journey the pupil must:

- be accompanied to the pick-up point unless parents do not consider this necessary;
- if the bus, taxi is late, wait for at least ten minutes;
- make sure that they carry a valid travel pass (or travel may not be allowed);
- be at the pick-up point in good time;
- wait in an orderly manner;
- keep clear of other traffic;
- keep well clear of moving school buses or taxis;
- board the school bus or taxi when stationary, one at a time and in an orderly manner;
- go to their seats immediately and sit down properly;

During the school journey pupils must:

- stay properly seated - do not stand up whilst the vehicle is moving (unless **having** to stand on a public service - if so hold tight);
- wear seat belts where fitted;
- not distract the driver or be discourteous;
- not be abusive;
- treat other pupils with care and respect and not misbehave;
- not smoke;
- keep luggage/bags out of aisles;
- not attempt to operate doors or emergency exits (unless in an emergency) or any other mechanisms;
- not endanger people's safety or damage the vehicle;
- report any concerns about the journey to the driver and/or the school;
- follow the drivers instructions if there is a breakdown or emergency;
- not carry any offensive weapon, real or replica;

At the end of the school journey pupils must:

- stay seated until the vehicle stops;
- not operate any doors or exits (unless in an emergency);
- get off the bus in an orderly manner;
- ensure that clothing (toggles can be particularly dangerous) or bags do not become entangled/snagged in door mechanisms;
- stay well clear of other traffic whilst the bus is moving off;
- **NOT** cross a road in front of, or behind the school bus;
- wait until the bus moves off and the road is clear in both directions before crossing;
- be met at the drop-off point unless parents do not consider this necessary.

Other Information

- When crossing the road pupils should use the Green Cross Code;
- In dark winter months pupils should wear appropriate light, fluorescent and reflective clothing;
- In severe winter weather and in emergencies school transport may not operate or schools may close - parents should be aware of this and they may need to make appropriate arrangements to look after their children at home. Parents who take their children to school in bad weather should also bring them home in the afternoon. Local Radio will give out what advice and information it can.

**PLEASE DETACH THIS SHEET FROM THE APPLICATION FORM
AND KEEP FOR FUTURE REFERENCE**

PLEASE STATE REASON FOR APPLYING FOR FREE SCHOOL TRANSPORT BY PUTTING A TICK (✓) IN THE APPROPRIATE BOX BELOW

Pupil in full-time attendance at the nearest or catchment primary school and living 2 miles or more from school.

OR

Pupil in full-time attendance at the nearest or catchment secondary school (not including sixth form) and living 3 miles or more from school.

OR

Pupil in full-time attendance at the nearest or catchment primary or secondary school and reasons for applying shown overleaf.

DETAILS OF PARENT OR GUARDIAN (PLEASE USE BLOCK CAPITALS)

MR./MRS./MISS/MS.	FORENAME AND OTHER INITIALS	SURNAME
<input type="text"/>	<input type="text"/>	<input type="text"/>

FULL POSTAL ADDRESS

✓ Box if other siblings attend school

✓ Box if change of address

✓ Box if student has statement of special educational needs

POSTCODE

Home Telephone Number: _____

Email address: _____

✓ box if other siblings attend school

DETAILS OF PUPIL (PLEASE USE BLOCK CAPITALS)

SURNAME	FORENAME AND OTHER INITIALS
<input type="text"/>	<input type="text"/>

SEX OF PUPIL	DATE OF BIRTH		
M/F	DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of School to be attended: _____

Date Transport Required: _____

DETAILS OF TRANSPORT ASSISTANCE REQUESTED INCLUDING EXACT PICK UP POINT (IF KNOWN)

PICK UP POINT: _____

BUS COMPANY/ROUTE NO.: _____

I agree that if transport is granted it will be conditional on my son/daughter adhering to the Terms and Conditions.

Parent's Signature: _____ Date: _____

I certify that this pupil will be/is attending full-time at this school.

Signed: _____ (Head) Date: _____

OFFICE USE ONLY

Entitlement Letter sent <input type="checkbox"/>	Non-Entitlement Letter sent <input type="checkbox"/>	Entered on EMS <input type="checkbox"/>
Signed: _____	Date: _____	

Entitlement

Route No.

ROUTE 1

Start Point

End Point

Route No.

ROUTE 2

Start Point

End Point

If you are applying for free school transport for reasons other than the distance criteria described in Note 1, please give below your reasons why you think free school transport should be provided.

For further information about transport please contact:

Integrated Transport Unit, Economy & Environment, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.

Telephone: Shrewsbury (01743) 253030

June 2006

www.shropshire.gov.uk