

Primary School Transport

We provide help with transport for some pupils. Please read this information and if you would like to apply for free school transport for your child, complete and **return this form by 15 June 2012 at the latest.**

A transport application form must be completed for each child who requires transport. Failure to return the form on time will mean that we will be unable to organise transport for the start of the autumn term 2012 and you will have to transport your child to school yourself at your own expense.

Whose responsibility is it to get a child to school? It is **your responsibility** to get your child to school for the whole time the child is there. You are encouraged to consider the practicalities of sending your child to a school which is not in walking distance, unless it is the designated or nearest school. It is unwise to rely on lifts from friends, concessionary places on buses or public transport routes which could change.

Will my child get free school transport? You can express a preference for a place at any school, but choosing the school you would like for your child may mean that you will not be entitled to free school transport. It is important to check whether your child will be entitled to transport and, if not, consider carefully how your child is going to get to the school you prefer for the whole of the time they will be there.

How do I check if my child is eligible for free school transport? If you apply for a place at the school designated to serve your home address and you live more than 2 miles away by the shortest walking route, your child will be entitled to free transport. Transport is provided only at normal school times at the beginning and end of the day. You can check which is the designated school to serve your home address by phoning **0845 155 1019** or at **www.devon.gov.uk/schoolareamaps**

Your child will also be entitled to free transport to the school **nearest** to your home, provided it is still over 2 miles from your home by the shortest walking route. This is usually the designated school, but not always. Transport is **not** provided for nursery schools, taster or induction days.

How are distances measured? Walking distances are measured using the shortest available walking route. This may include roads, recognised footpaths and bridleways. The measurement is made between the nearest entrance to your house (e.g. a front gate) and the nearest entrance to the school grounds. Private driveways to homes and within schools are not included in the measurement. Distances are measured using Mapscape, an electronic geographic information system (GIS).

What if my child lives at two addresses? We can provide transport assistance from one address. This should be your child's permanent home address. If your child lives at two addresses you must nominate one address as permanent for transport. You must let our transport team know if your child's home address changes and provide evidence of this.

Code of Conduct

We want all passengers to enjoy a safe and pleasant journey. All pupils (if able to) and their parents or carers must sign the transport application form to agree that children will behave appropriately on school transport and abide by the Code of Conduct which is enclosed. **Your application cannot be processed unless the agreement is signed.**

Please return this form by 15 June 2012 at the latest. Failure to do so will mean you will have to transport your child to and from school at your own expense while we process your application, even if your child is entitled to free school transport.

Please complete this form and return it by **15 June 2012** at the latest to the address below.
If you need help completing this form ring the Transport Team on **0845 155 1019**

School to be attended:

Start date for transport:

Age at 1/9/2012:

Forename(s):

Surname:

Date of birth:

Gender

Male

Female

Address:

.....

Postcode:

Home telephone:

Daytime telephone:

If your child has siblings at the chosen school please provide their names and dates of birth:

.....

Name of bus stop or train station transport is requested from:

Please indicate public service or contract coach stop or nearest railway station – or ring **0845 155 1019** for advice
Your child may need to make their way, accompanied as necessary, to a pick up point up to 0.75 miles from home.

Code of Conduct for pupils who use school transport

We need your help and co-operation to make sure that everyone stays safe and travels in comfort. A Code of Conduct leaflet is enclosed. Please read the leaflet carefully with your child then sign below to say that you agree to the Code. **Transport will not be provided unless the Code of Conduct agreement is signed by both parent or carer and pupil (if able to).**

I have read and agree to abide by the Code of Conduct Pupil

I have read the Code of Conduct with my child and explained its importance. I understand that if the transport is withdrawn because of poor behaviour, or if my child fails to comply with the Code of Conduct, it will be my responsibility to get my child to school.

Parent or carer: Date:

Please print parent/carers name in **BLOCK CAPITALS**

Using your personal information: The personal information you provide on this form will be processed and stored electronically by Devon County Council in accordance with the Data Protection Act 1998. Your personal information will be used for the purposes of administering your application for transport, and may be shared with other areas of the County Council, but only for administrative or other service provision purposes. This information may also be shared with your child's school. Your information will be held securely and will not be disclosed to anyone other than those stated above without your permission, unless we have a legal reason to do so, for example disclosure is necessary to protect a person from suffering significant harm or necessary for crime prevention or detection purposes. We will not keep your information for any longer than we need to. For more information about how we will use your information, contact the School Transport Team on 0845 155 1019. If you would like further information about Data Protection please see: www.devon.gov.uk/data_protection or contact the Corporate Information Governance Team on 01392 384682. You have the right to request a copy of the information we hold about you. To obtain a copy of your personal information, please write to Devon County Council, Data Protection Office, County Hall, Exeter EX2 4QD. **In accordance with the Education Transport Policy, should the information given be found to be fraudulent then school transport can be withdrawn.**

Please return this form to **Devon County Council, School Transport Office, Children's Services, Civic Centre, North Walk, Barnstaple EX31 1EG**

For office use only

Date received:

Entitled to transport?

Yes

No

Reason:

Trams no:

PUP:

Notes: