

Community Services

Application for

Free School Transport Information Sheet



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East Dunbartonshire Council

www.eastdunbarton.gov.uk

How we can help get your child to school

Whilst it is the parents' responsibility to secure their children's education East Dunbartonshire Council is happy to help you get your child of school age to school, safety and on time. That is why 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 of any Scottish local authority.

The policy states that we provide FREE school transport if:

- Your child lives one mile or more away from his/her catchment area primary school (by the shortest safe walking route).
- Your child lives three miles or more away from his/her catchment area secondary school (by the shortest safe walking route).
- Your child has a medical condition that is supported by a letter from your GP.
- Your child has been assessed to attend a school to meet the requirements of his/her additional support needs. (These assessments involve education's psychological services who, in liaison with the school also recommend appropriate transport arrangements.)
- Your child has to walk a route, which after seeking advice from the EDC Traffic Officer, is considered by the education office to be unsafe for a child to walk, when accompanied by an adult.

What free school transport means

The education office identifies the need for the provision. For primary and secondary schools we work through Strathclyde Partnership for Transport (SPT) who engage the operators to provide free school transport. For pupils with additional support needs the education office undertakes all arrangements. The choice of the precise mode of transport depends on a variety of factors and is decided by the education office after taking all circumstances into account.

This can result in any of the following:

- Dedicated school contract bus (services solely for pupils).
- Bus pass on local service bus (which can either be a commercial service or subsidised local service also carrying members of the public).
- Rail pass on service train.
- Taxi or private hired car and minibus.
- The council's own school transport vehicles.

Free 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 September each year. Children not collected by parents are supervised until 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 or her for school. If your child is going into secondary school you should apply in April of his or 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 any time during the year a fresh application for transport must be made.

Appeals

If you wish to appeal against any decision made regarding your application for school transport, you may do so by writing to the Chief Education Officer who is responsible for school transport at the address shown on the next page of this leaflet, indicating the grounds on which you wish to appeal.

Parents/Guardians

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/guardians you are responsible for ensuring that your child arrives at the pick up point on time and is collected from the drop off point at the end of the return journey.

Good Behaviour

Misbehaviour could result in your child losing the right to free transport. The responsibility of ensuring safe and acceptable behaviour remains yours while your child is travelling in the vehicle provided. In the case of misbehaviour, the driver may retain children's tickets/passes for the identification of pupils involved. The incident will then be reported to the driver's supervisor. Details will be sent to the head teacher which may result in your child losing the right to free travel either on a temporary or permanent basis. During this period parents/guardians will be responsible for making their own arrangements for the attendance of their child at school. Assurance will be sought from you on your child's good conduct prior to the return of the free travel pass. In cases of serious or repeated misbehaviour the head teacher has the right to implement exclusion procedures.

If you need to know more or wish to complain

If you have any enquires about the eligibility of your child for transport please contact the Head of Education at the address shown on the next page of this leaflet. Parents who have any concern or complaint connected to the 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 direct to parents and advise the school on the outcome of their investigations. SPT is responsible for securing primary and secondary school contracts and for their day-to-day operation. SPT actively monitors the performance of school transport contracts through the deployment of a team of specialist inspectors. To assist with monitoring, SPT welcomes the raising of any issues of concern by schools or by parents. SPT can be contacted at the address shown on the next page of this leaflet.

Ombudsman

The Council takes all complaints very seriously. We work hard to make sure that we deal with them promptly and effectively.

If you are unhappy with how we have handled your complaint, you can contact the Scottish Public Service Ombudsman. The time limit for making a complaint to the Ombudsman is usually 12 months.

The Scottish Public Service Ombudsman
Freepost EH641
Edinburgh
EH3 0BR

Tel: 0800 377 7330
Text: 0790 049 4372
Fax: 0800 377 7331
Email: ask@spsso.org.uk
Web: www.spsso.org.uk

Contacts

East Dunbartonshire Council
Shared Services – Transactional Finance
Suite S4
Strathkelvin Place
Kirkintilloch
G66 1XT

0141 578 8713

Strathclyde Partnership for Transport (SPT)
Bus Agencies Section
Consort House
12 West George Street
Glasgow
G2 1HN

0141 333 3256

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510

اس دستاویز کو درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुमोद करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

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School Use Only

Stage Number :P/S		SOED Number :	
Contract Number			

Education Office Use Only

Pupil Reference Number	
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Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.

Name of School to be attended	
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1. Pupil's Details

Surname		Forename	
Address			
Postcode		Date of Birth	

2. Application Details

Date from which the transport is required	
If currently in receipt of school transport, please state to which school	
This application is based on reason of:	<input type="checkbox"/> Walking Distance (see notes)
	<input type="checkbox"/> Medical (see notes)
	<input type="checkbox"/> Safety (see notes)

Please note the authority's granting of free travel is bound by the operator's/SPT conditions of carriage which as a result of mischievous behaviour may be withdrawn until suitable terms of agreement are reached on future behaviour.

Signature of parent/guardian		Date	
Home Telephone Number			

Data Protection Act 1998

Information provided by you will be processed by East Dunbartonshire Council in accordance with the Data Protection Act 1998. The data you provide will be used to assist in the administration of your transport request application and may be shared within East Dunbartonshire Council, other Local Education Authorities, Strathclyde Partnership for Transport and Transport Operators.

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NOTES

1. Walking Distance

Shortest walking distance between your home and the catchment area school i.e. 1 mile or more for primary schools and 3 miles or more for secondary schools.

2. Medical

Requests for transport on medical grounds should, in the first instance, be supported by a letter from your GP and this request will then be referred to the Chief Education Officer, who will make a decision and inform you as soon as possible.

3. Safety

If there is no reasonable safe walking route between your home and the school, please note that we will make a decision after checking with the Local Neighbourhood Service Manager, (Network Strategy).

4. Placing Requests

Please note that if a child attends a school by means of a placing request you are responsible for arranging transport to and from school.

5. Concessionary Transport

Concessionary application forms can be obtained from the EDC website, Community Hub or Shared Services. Concessionary seats are allocated when there are vacant spaces of home to school transport. These seats can be allocated to non-entitled pupils; this is known as concessionary transport.

Concessionary transport is normally allocated just before the schools return in August after all applications for entitled children have been processed.

A concessionary seat may be withdrawn at any time during the school session if it is required for an entitled child.