

Under-16 Transport application form

for pupils attending school, years 0 to 11

Transport to school for pupils in Year 0 (Reception) – Year 11 (GCSE exam year)

Do not use this form if your child loses his/her pass or if it needs correcting. Ask for a lost pass or replacement pass form at the school.

This form should only be used for pupils living in Wiltshire (excluding Swindon Borough), who are starting a new school or changing address.

We arrange free or assisted transport for school children who live in Wiltshire. You will need to apply for transport for your child at the start of his/her schooling, when he/she changes school, or if you change address. Otherwise, a repeat pass will be sent to you for the start of each academic year.

How and when to apply

Applications should be received by **1 June** for transport requested for the start of the Autumn term. It may take up to 3 weeks for the application to be processed.

- 1• Read the guidance on pages 1 and 2**
- 2• Complete the sections on pages 3 and 4**
- 3• SAVE the form to your computer, CHECK that your details are saved then EMAIL it to:**

educationtransport@wiltshire.gov.uk

If you are unable to email the form, print it, complete it by hand and send it to:
[Education Transport, Passenger Transport Unit, Wiltshire Council, County Hall, Trowbridge BA14 8JN](#)

Conditions for the provision of home to school transport

By submitting this form, you are confirming that you and your child are fully aware of behaviour expectations on the transport. The conditions (detailed on page 2) are very important so that every child can travel safely.

All applications from Wiltshire residents are assessed fairly and equitably according to Wiltshire Council's [Policy on Education Transport](#), to see if they are entitled to help with transport to school.

This policy can be seen in full via the link above or phone 0300 456 0100 to request a copy.

Privacy notice

Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at dataprotection@wiltshire.gov.uk. This personal data will only be used for the purposes of providing transport, or purposes relating to this service. We will share your personal data where necessary and lawful within the Council and with transport suppliers, but we will not share your data with any other third parties unless we are required or permitted to do so by law. For further information about how we may use your personal data, including your rights as a data subject, please visit <http://www.wiltshire.gov.uk/schools-learning-transport-apply>

Transport arrangements

The Passenger Transport Unit of Wiltshire Council coordinates travel arrangements to schools and colleges as well as for other clients, and we reserve the right to decide on the most effective and economical transport to be provided. Usually this is on vehicles contracted to us although sometimes we issue season tickets to travel on public transport services, or by taxi.

We'll process your application as quickly as possible although travel passes are not sent out until just before the start of the academic year. If your application has to be refused, we will let you know the reasons why by email, and suggest other options if possible although it will be your responsibility to find a solution. It is important though that your child does not travel without a travel pass or written notification from us.

Lost and damaged passes

- If your child loses their pass, you'll need to obtain a replacement from us by asking at the school office for a Lost Ticket Form. Ring education transport on 01225 712852 and advise your child's bus pass has been lost and we will confirm the reference number and put you through to customer care to pay £12 for the lost pass. A temporary pass can be obtained from school.
- For damaged passes, obtain a replacement pass form from the school. The lower portion is used as a temporary pass once the school has stamped it. Email your details and photo evidence of the damaged pass to educationtransport@wiltshire.gov.uk for the new pass to be generated or alternatively return the top portion to us with the damaged pass. There is no charge for replacing a damaged pass.

Exceptional circumstances

If there are circumstances or additional information that you wish the council to take into consideration, please include a letter with your application form.

Bus passes and pick up points

- Usually, the travel passes we issue for buses have to be used on a specific service from a specific pick-up point at a time detailed on the information sent with the travel pass.
- Details of the bus to which your child has been allocated, including departure time and pick up point will be sent to you with your bus pass.
- A bus pass for the start of a new academic year will be sent out to your home address in the weeks before the start of term. If applying at any other time of year a travel pass will be sent out within 10 days of your application being approved.
- It will be your responsibility to make sure that your child is at the pick-up point at least 5 minutes before the bus is due.
- To avoid overloading, bus passes must be shown to the driver – **travel may be refused without a valid pass!!**
- It is parental responsibility to take/meet your children to and from the school bus at the allocated point and time.
- Remember that the travel pass is the property of Wiltshire Council and must be returned to us if we request it.

Change of address or school

If your child changes their home address or changes school, you need to advise the Passenger Transport Unit yourself – even if you intend your child to continue travelling on the same vehicle. If your child leaves school, you must provide photographic evidence of the pass having been destroyed (photo of pass cut into 4 pieces).

Email educationtransport@wiltshire.gov.uk to inform the council of change of home address or school, please provide both old and new address together with the date (or intended date of move) and child's details.

Behaviour of pupils

We take the safety of children using our school transport very seriously and all children are required to adhere to the following code of behaviour whilst travelling:

- Remain seated throughout the journey.
- Wear the seatbelt (if there is one fitted).
- Don't block the gangway or throw items around the vehicle.
- No smoking, vaping, eating or drinking can be allowed on the journey.
- The controls of the vehicle and the safety equipment on it (emergency doors/hammers etc) must never be interfered with.
- Always leave the vehicle clean and tidy.
- Treat the driver and other passengers with respect.

We will not tolerate bullying, vandalism or any other Anti-Social Behaviour and any right to free transport from the council may be withdrawn. You would have to get your child to school yourself at your own expense if this happens.

To raise behaviour standards, CCTV is installed on some school buses and coaches so we can confirm the identity of any pupils who choose to disregard this behaviour code.

To speak to the Education Transport Team please phone 0300 456 0100

E-mail us at educationtransport@wiltshire.gov.uk

Alternatively written correspondence should be addressed to:

Education Transport, Passenger Transport Unit, Wiltshire Council, County Hall, Trowbridge BA14 8JN

Under-16 Transport

Wiltshire Council

for pupils attending school, Years 0 to 11

Please

Read the notes on page 1 and 2 before completing this form. ✓

Surname of student

First and second name

Date of birth
(dd/mm/yyyy)

Sex M/F/G (non
gender specific)

School year group

Name of school to which transport is required

Select From List below - Schools are listed by town/village name. If the School is not in the list please type or write in.

Date from which transport is required
(dd/mm/yyyy)

Please allow up to 3 weeks for your application to be processed.

Home address (permanent residence - i.e. where student is registered for child benefit purposes)

House name,
number

Street

Village or
area of town

Post town

Postcode is essential 

 **Home telephone**

 **Work or mobile telephone**

Email address (private email)

Note, to reduce paper usage we will be responding to your application by email. Ensure you provide a private current email address if you have one.

Suggested method of travel (please click)

If not known, please leave blank

School contract bus/taxi

Local bus service

Other (please state)

Operator of service and bus number (if known)

Pick up point (if known)

If you live in an isolated area please attach a map (or supply a grid reference) to help us pinpoint your home.

Do you have another child receiving transport to this school from the same address? If Yes, give their name.

By entering my name below, I certify that the above information is correct and that I have read, understood and accepted the conditions under which transport is offered. I have read the section 'Behaviour of pupils' and agree to my child adhering to these conditions.

I declare that the address above is the student's primary address - i.e. where they are registered for child benefit purposes.

Name of parent/guardian

Date

Please check carefully that you have completed the form correctly and legibly. Your application may be delayed if you have not done this. then **go to the next page.**

Extra benefits for families on low income

The Education and Inspections Act 2006 gives additional transport assistance to families in receipt of free school meals or the maximum level of Working Tax Credit or Universal Credit as below:

Primary School children aged 8–11 may receive transport to their nearest school if this is at least two miles away.

Secondary School children aged 11–16 may receive transport to any of the three nearest qualifying schools to their address providing the school is at least two miles and no more than six miles from home.

You must send us the documentary evidence requested and complete the form below.

Documentary proof can be provided in any one of these ways:

- **Free school meals** - Send your letter of confirmation to entitlement.
- **Working Tax Credit** - this is only if you are on the maximum level, which varies according to numerous factors. Send in a copy of your current Tax Credit Award Notice (TCAN) so that we can check this for you.
- **Universal Credit** - based on net earned annual income not exceeding £7,400. Please send copies of your last 3 months statements.

Note that these rights are in addition to the statutory rights for all children of entitlement to free school transport. For further details on the full Wiltshire Council transport policy, see page one.

Free school meals

Tick the box that applies to you:

Maximum Working Tax Credit

Universal Credit

Denominational school transport

Please contact your secondary school for further information regarding any transport arrangements they may have, in the first instance.

If your child is attending a secondary school for faith reasons and they are in receipt of Free School Meals (FSM) or you are in receipt of the above benefits, then the council may be able to help with school transport. If your parish priest supports your application the qualifying distance to the nearest faith secondary school would be between 2 miles and 15 miles.

Please send in evidence of your income, as described in the 'Extra Benefits for families on a low income' section.

Please also attach a note with the name and address of your parish priest.

Spare seats scheme

Where spare seats exist on school bus or taxi contracts arranged by Wiltshire Council, they can sometimes be made available to pupils who would not be entitled to free transport to that school. Any offer of a spare seat is subject to the terms and conditions of the scheme.

For a copy of the terms and conditions contact **0300 4560100** or email educationtransport@wiltshire.gov.uk. All spare seats incur a charge. For a full list of current charges go to www.wiltshire.gov.uk/schools-learning-transport-apply.

Tick the box if you would like to apply for a spare seat

Transport to Bishop Wordsworth's Grammar School or South Wilts Grammar School in Salisbury.

Children attending either of the Salisbury Grammar schools in school years 7 to 11, can receive free transport if this is the closest school to your home, or one of the three closest schools between 2 and 6 miles away if you are in receipt of the above state benefits. In all other cases please contact your local bus company for details of their season ticket prices.

Visit www.travelinesw.com to find a bus company serving your child's route to school or www.salisburyreds.co.uk. If you have any further queries about Grammar School Transport please email educationtransport@wiltshire.gov.uk.

Be aware that some devices may not save the information you have entered on this form, so please **DOUBLE CHECK that it contains your information before emailing it to:**

educationtransport@wiltshire.gov.uk

**Alternatively, you can email in photos/scan of the pages of your form. If you are unable to email it, post the form to:
Education Transport, Passenger Transport Unit, Wiltshire Council, County Hall, Trowbridge BA14 8JN**