

# Post-16 Transport Policy

- You can receive a subsidised travel pass under this scheme if you live at least three miles from, and attend, your designated school/college.
- If you want to study A-levels at a school/college other than your designated one, you will not normally be entitled to assistance with transport under this scheme. However, if you can provide evidence (such as photocopies of prospectus pages) that a particular A-level subject is **generally necessary** for entry to a specific course at a named higher education establishment, then your transport application will be considered further.
- If applying for transport to a non-designated location, **please send in as much supporting evidence as early as possible with your application** to avoid delays in assessment. Supporting evidence should include:
  - i) why it is necessary (as generally stated in H.E. Level prospectuses or the UCAS Guide) for you to study this particular course; and
  - ii) evidence that the course (or one broadly similar) is not available at any nearer establishment.
  - iii) If you want to study a skill-based course (e.g. plumbing, carpentry and joinery) at a non-designated college, please send in letters from at least three prospective employers confirming that they would not employ you without this qualification so that we can consider your application further.
- If you want to study a course at a non-designated school/college where the optional modules are different to those on a 'broadly similar' course offered at the designated school/college, you are very unlikely to get help with travel under this scheme.
- You can also qualify for this transport scheme if you want to attend a preferred school (i.e. not the one designated for your address), when the cost of that journey (for Wiltshire Council) is not more than the cost of the journey to your designated college. The three mile qualifying distance still applies. Please ring us for further details of this.

To speak to the Education Transport Entitlement Team please phone **0300 4560100**.

Written correspondence should be addressed to:

**Passenger Transport Unit, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 8JN.**

Alternatively you can email us at [educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk).

Information about Wiltshire Council's services can be made available on request in other languages and formats such as large print and audio. Please contact the council on 0300 456 0100, by textphone on 01225 712500 or by email on [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

## Code of conduct

We take the safety of children and students using our school transport very seriously and all young people 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.
- Do not block the gangway or throw items around the vehicle.
- No smoking, 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 transport from the council may be withdrawn.

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

# Post-16 transport application form



## Are you attending Sixth Form or College?

Are you starting at sixth form or college in September 2012 or are you already in full time further education and continuing your course for another year?

## Do you need help with transport?

Apply **now** for a travel pass from Wiltshire Council – £414 a year or £144 if your gross household income is less than £20,819 for the year 2011/12.

## Even if you are unsure where you are going to study, please apply for transport now.

If you are not sure where you will be studying in September 2012, it is to your advantage to submit a transport application by 30 June for the course which you are most likely to study. If your plans change, please contact us immediately and we can transfer your details over to your new location and issue a pass if you are entitled. If a pass is no longer required, you will get a full refund of any money paid if we are informed before 1 September 2012.

## When completed please send to:

Passenger Transport Unit  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge BA14 8JN

# Post-16 Transport Form 2012/2013



Please read the notes attached before completing this form in **BLOCK** capitals.

**Surname of student**

**First and second name(s)**

**Date of birth**      **Sex (M/F)**  
 /  /      

**Home address, permanent residence.**  
 House name, No. and street   
  
 Village or area of town   
 Post town

**Postcode is essential**

**Home telephone** Code

**Work or mobile** Code

**Email**

**Full Title of Course** (please state qualification, level and subject)  
 (e.g. BTEC National Diploma in Engineering OR A levels – please state subjects)

**Course length**  **Course year**  **School year**   
 (1, 2 or 3 Years)      (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>)      (12 or 13)

Data Protection Statement – Data Protection Act 1998  
 Wiltshire Council has a duty to protect personal information; Wiltshire Council will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files. This personal data will only be used for the purpose of providing transport, or purposes relating to this service.

**Office use only**

Eligibility       Log-in no.       Finish Date  /  /

Comments

Contract	am/pm	JNY	Pick-up	Drop-off
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Auth  /  /       Comp       Log on by

**Name of school or college to which transport is required, if Wiltshire College please state town.**

Date from which transport is required  /  /

**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.

**Payment section (tick one box only)**  
**Please tick the option of your preferred method of payment**

I will send/have enclosed a cheque for £414/£144 made payable to Wiltshire Council with student's name on the reverse (please delete as appropriate).

I will pay by credit/debit card (payment details will be sent on approval of your application)

I will pay by instalments, spread up to the start of March 2013.  
 Please send me an invoice.  
 (You must ring within 30 days of receiving your invoice to set this up).

**Lower rate**

I will send my 2012/2013 Tax Credit Award Notice (TCAN)

**Name of parent/guardian**

I certify that I have read, understood and accepted the notes overleaf explaining the conditions attached to the Post-16 Transport scheme.

**Parent/guardian signature**      **Date**  /  /

I certify that I have read, understood and will comply with the code of conduct shown on page 4. I understand that failure to comply with this code may result in my pass being withdrawn by Wiltshire Council without refund

**Student signature**      **Date**  /  /

2. **When completed please send to address on front of form.**

## Notes on completing this application form

All applications from Wiltshire residents are assessed according to Wiltshire Council's Education Transport Policy on education transport. For further information on the policy, please refer to the additional information on page 4. Additionally, the full education transport policy is available on-line at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or phone 0300 456 0100 to request a copy.

### What is this form for?

This form enables you to apply for a reduced-rate pass to travel from home to school or college if you are a Wiltshire resident. Transport will be provided on any day when the school / college is open for normal lectures but Wiltshire Council reserves the right to select the most appropriate/economical mode of transport.

We need the information requested on this form so that we can assess your application to see if you are eligible for a **Post-16 travel pass**. We will write back to let you know if we can help you under this scheme and to give further details about your application, and how to make payment.

### Do not complete this form if you are:

- (a) living within the boundary of Swindon Borough
- (b) going into lodgings
- (c) studying part time
- (d) on block release
- (e) on a Government Training Scheme
- (f) sponsored by your employer
- (g) aged 19 or more at the start of term in the first year of your course
- (h) requiring door-to-door transport for Special Needs, there is a different form for this, ring 01225 713308
- (i) studying for a higher award, NVQ4/HND.

### How do I qualify?

You can apply for this offer of reduced rate travel if you are aged at least 16 but less than 19 on the first day of the first year of your course of study, and you live three miles or more from, and attend, your designated school or college.

Please refer to the Post-16 Transport Policy on page 4 if you want to go to a non-designated sixth form/college.

### How much will it cost me?

The Wiltshire Council travel pass is available at a cost of £414 a year. It may be possible to pay this over eight months (£51.75 a month) providing you apply before **30 June**. Payment can be made in full by cheque or debit/credit card.

If your household income is less than **£20,819** a year as stated by your current Tax Credit Award Notice (TCAN) you may qualify for a travel pass for £144.

### Lower rate pass

If your Tax Credit Award Notice (TCAN) for 2012/13 states your gross income was less than **£20,819** for 2011/12 you can apply for a lower rate pass at a cost of £144. Payments will be £18 per month from 1 August 2012 to 1 March 2013.

3.

### Where is my designated sixth form or college?

All parish areas in Wiltshire are allocated a designated sixth form and college. For further details of the designated area for your address, please either go to [www.wstan.info](http://www.wstan.info) or email [educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk) with details of your home address, including postcode.

### How will I get my pass?

All passes are sent to the sixth form or college for collection on the first day. Please note that you may have to pay for transport on the first morning.

### What happens if I don't start my course?

Please telephone the Passenger Transport Unit on or before the first day of term to cancel your request. Any money that you have already paid towards your bus pass will be refunded.

### What if I no longer need my pass?

Please return your pass to us with a note stating that it is no longer required. The transport entitlement officer will calculate any refund due based on the date of receipt in the office. Please note that no refund will be made without pass being returned.

### What if I apply after 30 June?

If you apply after 30 June, you may not be able to spread your payments over eight months. The entitlement officers will endeavour to process your application and issue a pass for the beginning of term; however this may not always be possible. Please allow three weeks for your application to be processed.

### Do I need to send in a photograph?

If you live in Royal Wootton Bassett, Purton, Cricklade or Lydiard Millicent area and studying at an establishment in Swindon, please enclose a passport photograph with your name written clearly on the back.

For students travelling by train, you will need to take a photograph to attach to the pass when you collect it from sixth form/college, please do not send this photograph to us.

For all other locations, a photograph is not required.