

Post-16 Transport policy

- You can receive a subsidised travel pass under this scheme if you live at least 3 miles from, and attend, your designated school/college.
Please ring 01225 718576, if you are not sure where you are designated to.
- 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), where 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 e-mail us at 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

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 antisocial 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 2010 or are you already in full time education and continuing your course for another year?

Do you need help with transport?

Apply **now** for a travel pass from Wiltshire Council – £378 a year or £190 if you are in receipt of the maximum level of Education Maintenance Allowance (EMA).

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 2010, it is to your advantage to submit a transport application by 30th 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 2010.

When completed please send to:

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

Post-16 Transport Form 2010 – 2011



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

Notes on completing this application form

All applications from Wiltshire residents are assessed according to Wiltshire Council's 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 or phone 0300 456 0100 to request a copy.

Surname of student

First and middle 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

E-mail

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** **or School Year**
 (1, 2 or 3 Years) (1st, 2nd or 3rd) (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	LOGIN No	Finish Date		
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Comments <input type="text"/>				
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)
 I am entitled to the maximum level of EMA for September 2010 and am applying for a half price pass at a cost of £190.
 Evidence of EMA is enclosed.
 I will send in evidence of EMA later.

Please tick the option of your preferred method of payment (tick one box only)
 I will pay by standing order starting 1 August 2010*.
 I have completed and enclosed a standing order.
 I require a standing order form to be sent to me for completion.
 * Only available if standing order mandate is received before 30 June 2010.
 I will send/have enclosed a cheque for £378/£190 made payable to Wiltshire Council (please delete as appropriate).
 I will pay by credit/debit card (payment details will be sent on approval of your application)

Name of parent/guardian

I certify that I have read, understood and accepted the notes overleaf explaining the conditions attached to the Post-16 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** / /

Denominational transport
 If you are attending a sixth form or college for denominational reasons, please tick here
 If yes, we may contact you for further information.

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. 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 1st day of the first year of your course of study, and you live 3 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 £378 a year. To help you with the cost of this, it is possible to pay this over eight months (£47.25 a month) providing you apply before the 30 June. Alternatively, payment can be made in full by cheque or debit/credit card.

If you are entitled to the maximum level of Education Maintenance Allowance (EMA) of £30 a week for September 2010, you may qualify for a pass for just £190. For further information on EMA, or for an application pack, please telephone 0800 121 8989.

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 or e-mail educationtransport@wiltshire.gov.uk with details of your home address, including postcode. Please ring 01225 718576, if you are not sure where you are designated to.

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.

What if I apply after 30th June?
 If you apply after 30th 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 3 weeks for your application to be processed. Your pass will still be sent to school or college for collection.

Do I need to send in a photograph?
 If you are 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.

How do I prove my entitlement to EMA?
 Please send in the letter that you have received confirming that you are entitled to £30 a week.

If you claim a pass at the lower rate, but cannot prove entitlement to the maximum level of EMA, then you will be asked to pay the remaining £188. If you have paid the full amount, and later find you are entitled to the maximum EMA, Wiltshire Council will refund the difference.

Please send your completed form to:
 Passenger Transport Unit
 Wiltshire Council
 County Hall
 Bythesea Road
 Trowbridge BA14 8JN