

**Post-16 School/College Travel Assistance Scheme
Academic Year 2018/2019**



Post-16 Travel Assistance Scheme

2018/2019

This booklet contains information on the Post-16 Travel Scheme and an application form PSE1. Please take time to read the booklet before you complete the application form.

Copies of this booklet are available in large print, audio tape and Braille. Please telephone **0300 500 80 80**.

For general Post-16 Travel Scheme information / application forms please telephone **0300 500 80 80**.



Minicom available **01623 434993**.

You can download the booklet and application form at:

www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance

Other Useful Contacts

National Traveline	0871 200 2233	www.traveline.info/
Nottingham Express Transit	0115 942 7777	www.thetram.net
Robin Hood Network	0115 867 2700	www.robinhoodnetwork.co.uk
National Rail Enquiry Service	03457 48 49 50	www.nationalrail.co.uk
Trent Barton	01773 712265	www.trentbarton.co.uk
Stagecoach East Midlands	0845 605 0 605	www.stagecoachbus.com
Nottingham City Transport	0115 950 6070	www.nctx.co.uk
Marshalls of Sutton on Trent	01636 82113	www.marshallscoaches.co.uk
Travel Wright	01636 703813	www.travelwright.co.uk

Students are advised to consider what transport services and ticketing/fare initiatives are available locally before deciding if it is in their interest to apply to join the scheme. To assist students in doing this a journey planner and information about public transport services is available at

www.nottinghamshire.gov.uk/transport

About the scheme

The Post-16 Travel Scheme for 2018/19 is managed and administered by the County Council's Transport and Travel Services group. The scheme aims to enable all post-16 students to access education.

Who is eligible to join the scheme?

To participate in the scheme a student must:

- be a Nottinghamshire County resident (excludes students resident in Nottingham City)
- be attending a full time course (a minimum of 540 guided learning hours per year) at a school (including Academies), College of Further Education or Independent Specialist Provider that is funded directly by the Education Funding Agency. (The scheme does not apply to higher education courses, universities or fee paying independent schools).
- live more than three miles from the school/college using the nearest available walking route
- be over compulsory school age (16) but under 19 years of age on 1st September 2018

What type of assistance is available?

For travel to schools/colleges in the County or in the City of Nottingham:

- A **Half Fare Pass** costing £120.00 per academic year. This will entitle the student to travel to the school or college at half the applicable fare on a bus service (currently not available on the tram). A supporting letter must be submitted with the application form indicating your choice of transport and service number.
- A **Season Pass** is available to students travelling on **specific school bus services** or other services arranged by Nottinghamshire County Council. This will allow travel between home and school or college without having to pay a daily fare. If you indicate on the application form that you would like a Season Pass, a price quote will be sent to you. The quote will give details of the initial amount you need to send with your acceptance of the offer and the instalment amounts. The price is calculated on half the adult fare plus the £120.00 charge. You may pay for the season pass in full or by instalments as follows:

Initial payment to be made when you accept the quote

- 2nd instalment by
1st December 2018
 - 3rd instalment by
1st March 2019
 - Please note this is not a termly pass, but an annual pass which may be paid for in three instalments.
 - Failure to pay by these dates will result in the pass becoming 'hotlisted' and being withdrawn so please send your second and third payments two weeks before the above dates.
 - Please note that season passes cannot be offered for use on commercially operated services.
- A **Travel Allowance** up to a maximum of £150.00 for the academic year may be offered in exceptional circumstances, instead of a half-fare or season pass, but only where no public transport or other services provided by the County Council exist. Assistance will be limited to a maximum of 25 miles travelling distance and 75 minutes travelling time. A supporting letter must be sent with the application explaining the circumstances. All travel allowances are paid termly in arrears and attendance must be certified by the school or college. Late applications made after the start of the academic year will result in a reduction in the amount of grant available.

When can the travel pass be used?

Travel passes can only be used during term time for one journey to and from school/college each day. Journeys must start before 10.00pm, Monday to Friday and must be on specified services between nominated points.

Can students who are entering the second year of their course join the scheme?

You may join the scheme as long as you were under 19 on 1st September 2017.

What happens if your course is at a college/school outside Nottinghamshire?

Travel passes are available to schools and colleges within the City of Nottingham. A grant up to a maximum of £150 will be awarded in lieu of a travel pass to students attending other institutions outside the County up to a maximum of 25 miles travelling distance and 75 minutes travelling time. All travel allowances are paid termly in arrears and attendance must be certified by the school or college.

Please note that late applications made after the start of the academic year will result in a reduction in the amount of grant available.

Is help available for students with special needs?

Some pupils with special educational needs (SEND) may require assistance with their travel to school.

You can find further information about this at:

<http://www.nottinghamshire.gov.uk/education/travel-to-schools/special-transport-needs>

Alternatively you can obtain an information booklet and application form from Transport and Travel Services (contact details on page 7).

How do I apply for school travel assistance?

The quickest way is to make an on-line application at www.nottinghamshire.gov.uk/education/travel-to-schools/post-16-school-travel-assistance/apply-for-post-16-travel-assistance

Alternatively, you can ring our Customer Service Centre on **0300 500 80 80** and they will do it over the phone with you and email the completed form to us.

If desired, the Customer Services Centre can send a paper form to you.

When should you apply?

In order that your pass is available for the start of term and so you gain the maximum benefit from it, please apply before the start of the academic year. Reimbursement of fares whilst you wait for your travel pass will not be made. There are no price reductions for late applications.

Please note that late applications made after the start of the academic year will result in a reduction in the amount of grant available.

What happens when you have submitted your application

If you have requested a half fare pass, we will write and inform you whether we can sell a pass on your choice of service number.

If you have indicated on the travel application form that you would like to have a season pass, you will be sent an offer showing the cost of the pass. If you accept the offer you will need to pay the full amount or you may pay by instalments (see heading 'What type of assistance is available') The full charge and the instalments will be shown in the offer letter. Payments can be made by credit or debit card by telephoning **0300 500 80 80**.

Students who are awarded a travel allowance will be notified and claim forms will be sent to them. The travel allowance is paid termly in arrears.

General Conditions

1. Transport support is given for the method of travel approved by the County Council. No reimbursement of fares will be made if you purchase your own bus/rail pass.
2. Seats allocated on a school contract bus will be subject to seven days notice of withdrawal if the seat is required by a pupil of statutory school age. If a seat is withdrawn, travel assistance will be provided by either a different bus service, rail pass or a travel allowance if applicable.
3. The County Council will endeavour to provide the necessary transport services but cannot guarantee to do so and will identify the appropriate transport service for each student. The arrangement will not normally offer choices of operator, route or service except where available and at no extra cost to the Council.
4. Students using the transport services are expected to make their own way to the nearest pick up point from the home address or destination.
5. A new travel application must be made if the student changes school/college, changes course, or if there is a change in the home address.
6. A replacement travel pass for a lost or damaged pass costs £10.00. Fares will not be reimbursed whilst a student is waiting for a new pass.
7. If the travel details on a pass are changed at student's request the charge is £10.00.
8. Any travel pass issued by the County Council remains the property of the County Council and must be returned if a student leaves school/college.
9. Refunds may be made if the student
 - does not take up their course
 - withdraws from the course
 - the course timetable changes
 - is unable to use the pass for absence due to illness exceeding 28 consecutive calendar days. In this case, the claim must be supported by medical evidence. In other cases, supporting evidence may also be required
 - is unable to use the pass due to the bus service not operating due to inclement weather for five or more consecutive days.

The bus pass must be returned to obtain a refund. Refunds are calculated on the number of **full unexpired months** from the date of receipt of the pass less an administration charge of £10.00. No refunds are given in the Summer Term.

10. **No assistance is available under the Post-16 Travel Scheme for travel between school/college sites, to work experience/placements, to exams at off-site premises, or any other journeys in addition to those to and from school/college at the beginning and end of the day.**
11. Any student who might require residential accommodation should seek advice and support from the college.
12. Where a student's pass is stolen they should inform Transport and Travel Services, the school/college and notify the police immediately. The replacement fee may be waived in this case but the crime number must be supplied with the request to replace the pass.
13. Passes are issued to named individuals for a specified journey. Misuse of the pass by the holder or fraudulent use by others will result in its withdrawal, and may result in exclusion from the travel scheme. Reinstatement will only follow investigations of the circumstances of its withdrawal. Reimbursement of fares will not be made during any period of withdrawal.
14. All passes are issued subject to the terms and conditions of the County Council and transport operators. The County Council reserves the right to change terms and conditions of the scheme during the time of a student's course and will give as much notice as possible of any changes.

Right of review

If a student is not satisfied with their transport provision then they may ask for the provision to be reviewed by writing, giving full details of the request, together with any supporting information to:

TBH - Transport and Travel Services, Nottinghamshire County Council County Hall, West Bridgford, Nottingham NG2 7QP.

The Transport Policy Officer may award additional transport support in exceptional individual circumstances.

For information about how the Council manages the personal data that it collects, please see the Council's Privacy Statement:

www.nottinghamshire.gov.uk/global-content/privacy

Contacting us

Email	travel.assistance@nottsc.gov.uk
Phone	0300 500 80 80
Fax	0115 977 3900
Minicom	01623 434993
Post	Transport and Travel Services, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP

Internet

www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance

Traveline 0871 200 2233



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public transport info
www.traveline.info
0871 200 22 33
calls cost 12p per minute
plus your phone company's access charge