

POST-16 TRANSPORT POLICY STATEMENT

Introduction

The Post-16 Travel Scheme for 2010/11 is managed and administered by Nottinghamshire Transport Services on behalf of the Children and Young People's Services Department and the Nottinghamshire 14-19 Transport Partnership. The scheme aims to enable all students to access post-16 education.

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/buses

Post-16 Travel Assistance Scheme 2010/2011

1. 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 12 hours per week of supervised study) at a participating special school, sixth form or FE college (the scheme does not apply for higher education courses or universities)
 - live beyond a 2 mile radius from the participating establishment
 - be over compulsory school age but under 19 years of age
- or**
- have begun a course of education and training at a participating establishment before attaining the age of 19 and continue to attend that course.

Additional benefits that are available for students with a disability or special transport need are detailed in section 3 of this policy statement.

2. What type of assistance is available?

The Council will endeavour to provide the necessary transport services but cannot guarantee to do so and will identify the most appropriate and cost effective transport service for each student. The arrangement may not offer choice of operator, route or service except where these are available and there is no extra cost incurred. Full conditions of the scheme are included in the Post-16 Travel Scheme booklet available at www.nottinghamshire.gov.uk/schooltravel-post16

There are 3 types of travel assistance available. Students may apply for one of the following:

- An annual **Half Fare Pass** costing £99.00 per year which entitles the student to travel at half the adult fare on a bus or train service to their school or college (currently not available on the tram). Full payment is required on application. The travel pass may be used on the designated bus services **ONLY**, for one journey to and from school or college each day started before 10.00pm, Monday to Friday during term time.

- A **Season Pass** is available to students travelling on specific school bus services and some other services arranged by Nottinghamshire County Council. This will allow the student to travel between home and school/college without having to pay a daily fare. The travel pass can **ONLY** be used on the designated bus service for one journey to and from school/college each day, started before 10pm, Monday to Friday during term time. If you indicate on the application form that you would like a season pass, a price quote will be sent to you. The price is calculated on half the annual adult fare plus the annual charge of £99. Students who purchase this pass may then travel without further daily payment on the specified service. 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 2010
 - 3rd instalment by 1st February 2011
- A **Travel Allowance** up to a maximum of £150 per year may be offered instead of a half fare travel or season pass in exceptional circumstances. This may be where no public transport or other transport services exist or where the college is outside the Nottinghamshire boundary. All travel allowances are paid termly in arrears and attendance must be certified by the school or college. Students sharing the same vehicle will be paid half the travel allowance each. (Late applications made after the start of the academic year will result in a reduction in the amount of grant available)

How do I apply?

Schools and Colleges in Nottinghamshire have supplies of the information booklet and application forms available for students. Students may also apply by completing a Post-16 Transport Application form which can be requested by contacting 08449 808080 or downloaded at www.nottinghamshire.gov.uk/schooltravel-post16. Copies of the booklet in large print, audio tape and Braille are available on request by calling the above number. You must securely attach a recent passport sized photograph to your application and enclose the appropriate payment by cheque or postal order. Payments may also be made by credit or debit card by telephoning 0115 977 2369 or 0115 977 4530.

When should I apply?

Applications should be made before the start of the 2010/11 academic year and by the end of July 2010 if possible so that your pass is available for the start of term and for you to gain the maximum benefit from it. Reimbursement of fares whilst you wait for your travel pass will not be made. There are no price reductions for late applications.

What happens when I have submitted my application?

- If you have requested a Half Fare Pass, it will be sent to your home address after your application has been processed
- If you have indicated that you would like to have a Season Pass, you will be sent an offer showing you the cost of the pass. If you accept the offer

you will need to send either the annual amount or pay in instalments.
(see section 2)

- 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.

3. Students with Special Transport Needs

- Students with special transport needs are eligible for support up to the age of 21 and must be under 21 on 1 September 2010. In exceptional individual circumstances the County Council will consider applications from students up to the age of 25.
- The student must be a Nottinghamshire County resident (excludes students resident in Nottingham City) and be attending a full time course (a minimum of 12 hours per week of supervised study) at a participating special school, sixth form or FE college (the scheme does not apply for higher education courses or universities)
- The 2 mile distance criterion and annual charges are waived for students who have a special transport need.
- Transport support will be assessed and determined by the County Council. The type of transport arrangements and additional support will depend on the student's needs and will normally be in the form of:-
 - additional adult support to access public transport services
 - the provision of a minibus, taxi or wheelchair accessible vehicle
 - additional supervision where appropriate in addition to the driver
- Students requiring special transport arrangements will normally travel to and from the nearest suitable special school, sixth form or college that can meet their educational and support needs. This will ensure the effective use of resources whilst promoting choice and managing public funds in a prudent manner. Transport services provide one journey to and from school/college at the start and the end of the day. Transport is not provided to students to travel during the day to access part-time courses.
- Colleges, special schools and sixth forms are encouraged to provide independent travel training within the context of independent living.

How is my application assessed?

- A special transport need is assessed by officers of the Children and Young People's Services Department, based upon medical advice and other evidence (such as the Disability Living Allowance mobility component) as required. A special transport need may arise where the student:
 - is unable to walk
 - lives within the qualifying distance but is unable to walk safely to the special school, sixth form or college
 - is unable to use public transport without assistance.

How do I apply?

- **Students with a special transport need attending FE colleges** wishing to apply for transport must complete a Post-16 special transport application form. These are normally available from the college and can also be requested from the County Council by contacting:

Student Finance Service, Children and Young People's Services,
Nottinghamshire County Council, County Hall, West Bridgford,
Nottingham, NG2 7QP. Tel: 0115 977 3310.

Applications should be made before the start of the 2010/11 academic year and by the end of July 2010 if possible so that transport is available for the start of term and for you to gain the maximum benefit from it. Reimbursement of travel costs whilst you wait for your transport to be arranged will not be made.

- **Students with a special transport need attending a special school or school sixth form** are required to contact:

SEN Strategic Services Team, Children and Young People's Services,
Nottinghamshire County Council, County Hall, West Bridgford,
Nottingham, NG2 7QP. Tel: 0115 977 4341.

Requests should be made before the start of the 2010/11 academic year and by the end of July 2010 if possible so that transport is available for the start of term and for you to gain the maximum benefit from it. Reimbursement of travel costs whilst you wait for your transport to be arranged will not be made.

4. Right of Review

- If a student is not satisfied with their transport provision then he/she may ask for the provision to be reviewed. A request for a review must be made in writing, giving full details of the reason for the request, together with any supporting information to:

Nottinghamshire Transport Services, Communities Department, Trent
Bridge House, Fox Road, West Bridgford, Nottingham. NG2 6BJ

- If a student is refused travel assistance, he/she may request a review of this decision. A request for a review must be made in writing, giving full details of the reason for the request, and sent together with any supporting information to:

The Transport Policy Officer, Children and Young People's Services,
Nottinghamshire County Council, County Hall, West Bridgford,
Nottingham, NG2 7QP.

5. General Conditions

All travel passes are subject to the terms and conditions of the County Council and transport operators. A full range of terms and conditions are available on application.

- Transport support is given for the method of travel approved by the Council.
- No reimbursement of fares will be made if a student purchases their own bus/rail pass without applying to the Council first.
- Seats allocated on a school contract bus will be subject to 7 days notice of withdrawal if the seat is required by a pupil of compulsory school age. If a seat is withdrawn travel assistance will be provided either by a new bus or rail pass or a travel allowance.
- Students using travel passes are expected to make their own way to the nearest appropriate pick up point to their home address or destination
- A replacement travel pass costs £5.00. Fares will not be reimbursed whilst a student is waiting for a new pass.
- If the travel details on a pass are changed at the student's request the charge is £10.00.
- Any travel pass remains the property of the Council and must be returned if a student leaves school/college.
- A new application must be made if the student changes school/college.
- Refunds may be made if:
 - the student does not take up their course
 - the student withdraws from the course
 - the course timetable changes
 - the student is unable to use the pass due to illness for more than 28 calendar days; the claim must be supported by medical evidence.
 - the student is unable to use the pass due to the bus service not operating because of inclement weather for 5 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 £5.00. No refunds are given in the Summer Term.

6. Main Contacts and Useful Information

Enquiries

Half Fare Passes, Season Passes and Travel Allowances

Nottinghamshire County Council, Communities Department, Nottinghamshire Transport Services, Trent Bridge House, Fox Road, Nottingham, NG2 6BJ

Tel: 08449 808080. Minicom 01623 434993

Email: travel.assistance@nottscc.gov.uk

Internet: www.nottinghamshire.gov.uk/schooltravel-post16

Special Needs Transport - College Students

Student Finance Service, Children and Young People's Services, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham, NG2 7QP.

Tel: 0115 977 3310.

Special Needs Transport – Special Schools or Sixth Forms Students

SEN Strategic Services Team, Children and Young People's Services,
Nottinghamshire County Council, County Hall, West Bridgford, Nottingham, NG2
7QP. Tel: 0115 977 4341

Bus and train timetable information

Information and timetables of bus services operating across Nottinghamshire can be found at www.nottinghamshire.gov.uk/buses

For comprehensive information on public transport services (local bus and rail) operating in Nottinghamshire and across the East Midlands please contact Traveline: 0871 200 2233 www.travelineeastmidlands.co.uk

7. Additional travel assistance that may be available

Some local bus operators may offer discount tickets which may provide greater benefits than those available through the Council's Post-16 Travel Scheme. For more information students should contact the relevant bus operators.

Some schools and colleges provide travel assistance in addition to that provided by the County Council. Students are advised to contact their school or college for further information.

Students wishing to travel by rail may purchase a 16-25 Railcard, which entitles the holder to discounts on most rail tickets if aged between 16 and 25, or a mature student over the age of 26 and in full-time education. Applications can be made on-line on the NationalRail web site or at any staffed rail station. For comprehensive information on all local and national rail services please contact NationalRail on 08457 484950 or www.nationalrail.co.uk.

Some students may be eligible for an Education Maintenance Allowance (EMA) which can be used by the student in support of travel costs. For further information about EMA's contact 0800 121 8989.

Any student who might require residential accommodation should seek advice and support from the college.