

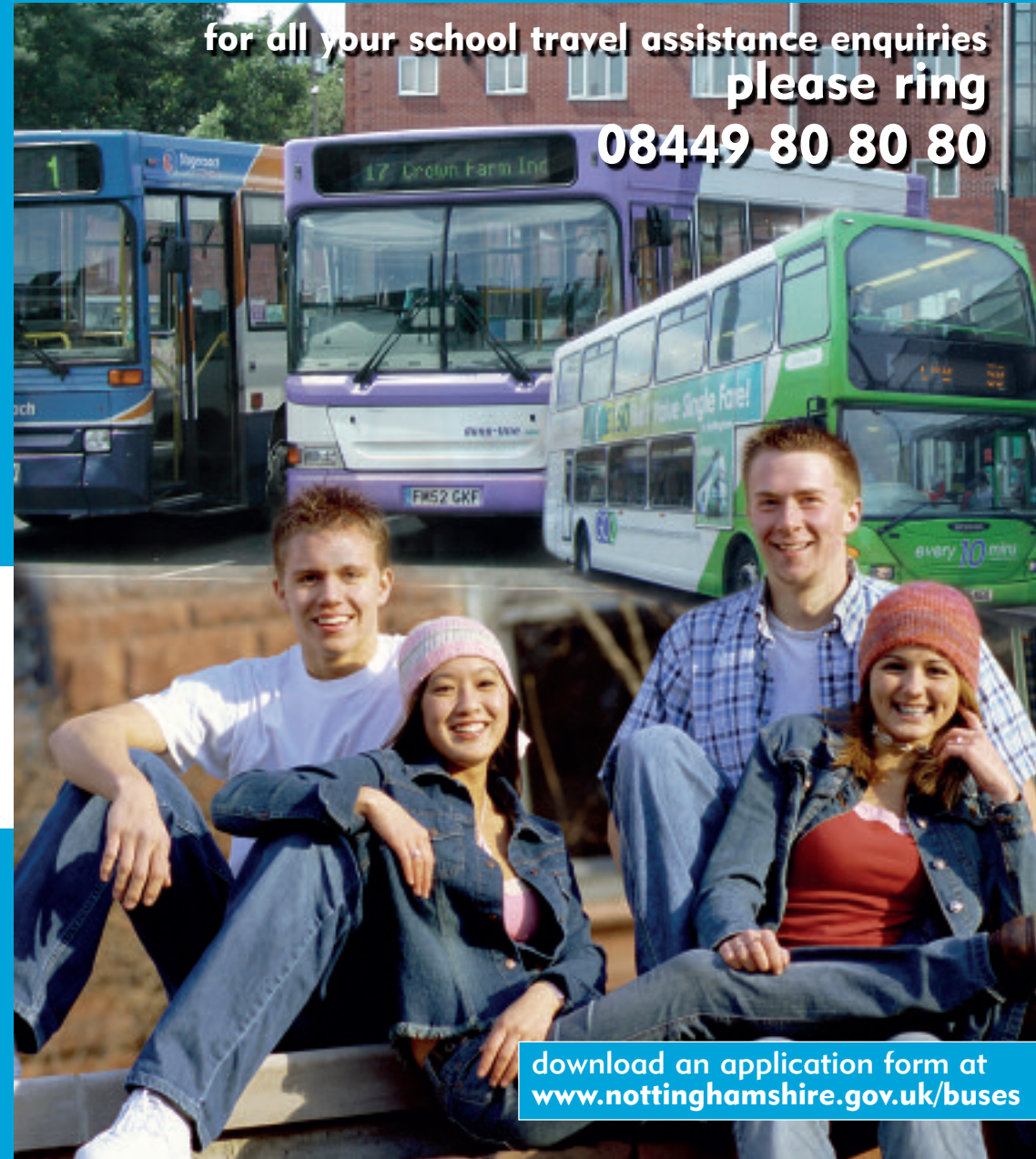


Nottinghamshire
County Council

Post 16 School Transport Travel Assistance

2009/2010

for all your school travel assistance enquiries
please ring
08449 80 80 80



Contacting us

email **travel.assistance@nottscc.gov.uk**
phone **08449 80 80 80**
fax **0115 977 4353**
post **Nottinghamshire Transport Services,
Communities Department, Trent Bridge House,
Fox Road, West Bridgford, Nottingham NG2 6BJ**
internet **www.nottinghamshire.gov.uk/buses**
traveline **0871 200 2233**

COMSTRAT/3.09/000808 DP&P 5198



Typetalk 18001 0871 200 2233

BT callers charged 10p per min plus 6p set-up fee per call. Mobile and other provider's charges vary.

download an application form at
www.nottinghamshire.gov.uk/buses

Review of award decision

If a student is not satisfied with the transport award then (s)he may ask for the decision to be reviewed by writing, giving full details of the request, together with any supporting information to Nottinghamshire Transport Services, Communities Department, Trent Bridge House, Fox Road, West Bridgford, Nottingham NG2 6BJ. The Director of Children and Young People's services may award additional transport support in exceptional individual circumstances.

ANY DATA HELD BY THE COMMUNITIES DEPARTMENT IN RELATION TO THE TRAVEL APPLICATION WILL BE SECURELY STORED AND MAINTAINED IN ACCORDANCE WITH THE DATA PROTECTION ACT 1998. THE PERSONAL DATA COLLECTED WILL ONLY BE PROCESSED FOR THE PURPOSE OF THE PROVISION AND MANAGEMENT OF THE POST 16 TRAVEL SCHEME.

Contacting us

Email	travel.assistance@nottscc.gov.uk
Phone	08449 80 80 80
Fax	0115 977 4353
Minicom	01623 434993
Post	Nottinghamshire Transport Services Communities Department Trent Bridge House Fox Road West Bridgford Nottingham NG2 6BJ
Internet Traveline	www.nottinghamshire.gov.uk/buses 0871 200 2233

Post 16 Travel Assistance Scheme 2009/2010

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 08449 80 80 80.**

**For general Post 16 Travel Scheme information / application forms please
telephone 08449 80 80 80**



Minicom available 01623 434993

Other Useful Contacts

National Traveline	tel. 0871 200 2233
National Rail Enquiry Service	tel. 08457 48 49 50
Trent Barton	tel. 01773 712265
Stagecoach East Midlands	tel. 0845 605 0 605
Nottingham City Transport	tel. 0115 950 6070
Marshalls of Sutton on Trent	tel. 01636 821138
Travel Wright	tel. 01636 703813

1 About the scheme

The Post 16 Travel Scheme for 2009/10 is managed and administered by Nottinghamshire Transport Services, Communities Department, on behalf of Children and Young People's Services and the Post 16 Partnership. The scheme is assisted by funding from the Department for Children, Schools and Families.

2 Who is eligible to join the scheme?

To join the scheme students must:

- be a Nottinghamshire County resident (excludes the City of Nottingham)
- be attending a full time course (a minimum of 12 hours per week of supervised study) at a participating Special School, Sixth Form or College of Further Education
- live beyond a 2 mile radius from the participating establishment
- be under 19 on 1 September 2009 (see note 5)
- the scheme does not apply for higher education courses or universities.

3 What type of assistance is available?

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

- An annual **Half Fare Pass** costs £99.00. This will entitle the student to travel at half the adult fare on a bus or train service to the school or college (currently not available on the tram). Payment must be made in full on application.
- 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. Prices quoted include the £99.00 annual charge. You may pay the charge in full or by instalments as follows:

Initial payment to be made when you accept the quote
2nd instalment by 1st December 2009
3rd instalment by 1st February 2010

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.

- 10) No assistance is available under the Post 16 Travel Scheme for work placement, work experience or for journeys between school/college sites. Any necessary arrangements are made by the school/college.
- 11) Any student who might require residential accommodation should seek advice and support from the college.
- 12) Where a student's pass is stolen (s)he should inform the Communities Department, 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.
- 15) Passes issued by Nottinghamshire County Council incorporate a computer chip. This carries the journey details and on most buses is recognised by a reader attached to the bus ticket machine when the pass is placed against it. A visual check may be made by the driver or an inspector. The pass must therefore be kept in good condition.

**SECURELY AFFIX
YOUR PHOTO HERE**

Please ensure your name, date of birth and school/college are written on the reverse of the photograph.



Nottinghamshire
County Council

APPLICATION FOR POST 16 TRAVEL SCHEME (PSE1) 2009/2010

(Nottinghamshire County Residents Only)

PLEASE READ THE ACCOMPANYING NOTES BEFORE COMPLETING THE FORM IN BLACK INK

1. Surname (family name) _____ Mr/Mrs/Miss/Ms (delete as appropriate) Male Female
2. First name(s) _____
3. Date of birth _____ Age on 01/09/09 _____
4. Address _____
_____ Post Code _____

Email _____ Telephone _____ Mobile _____

5. To which Local Authority do you or your parents pay Council Tax? _____

6. School or college to which travel assistance is required? _____

Site _____ Course details _____

7. Will you be attending more than 12 hours per week? YES NO (please tick relevant box)

8. Will you be in the 2nd year of the course in 2009/2010? YES NO (please tick relevant box)

9. YOUR REQUIREMENTS (please select tick boxes as appropriate)

OPTION A - HALF FARE TRAVEL PASS

I enclose a cheque/postal order made payable to
'Nottinghamshire County Council' for

£99 Annual cost

(Please do not send cash through the post)

OPTION B - SEASON PASS

I require a Season Pass Price
(Only available on selected services
see part 3 of booklet)

Season Pass Prices are not available
over the telephone

OPTION C - TRAVEL GRANT

I require a Travel Grant
(Only available to students attending
other institutions outside the County or
where no public transport or other
services provided by the County Council
exists. A supporting letter must be sent
in with the application explaining the
circumstances).

I CERTIFY THAT THE INFORMATION I HAVE GIVEN IS CORRECT. I HAVE READ AND AGREE TO ABIDE BY THE CONDITIONS OF THE POST 16 TRAVEL SCHEME. The personal information collected on this form will be processed on computer to provide and manage the information or service that you have requested. For further details regarding your privacy, please see our Privacy Statement at <http://www.nottinghamshire.gov.uk/home/privacystatement.htm>

APPLICANT'S SIGNATURE _____ DATE _____

**PLEASE RETURN TO: NOTTINGHAMSHIRE TRANSPORT SERVICES, COMMUNITIES DEPARTMENT,
TRENT BRIDGE HOUSE, FOX ROAD, WEST BRIDGFORD, NOTTINGHAM NG2 6BJ**

FOR OFFICE USE ONLY

Ref. No.

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(HALF FARE) £ _____

(SEASONAL PASS) £ _____ (GRANT APPROVED) _____

INITIALS _____ DATE _____