



**POST-16
TRANSPORT POLICY
2015/16 ACADEMIC YEAR**

NOTTINGHAMSHIRE COUNTY COUNCIL POST-16 TRANSPORT POLICY 2015/2016 ACADEMIC YEAR

Introduction

The Nottinghamshire County Council Post-16 Transport Policy consists of a travel scheme for the 2015/2016 academic year which aims to enable all post-16 students to access education.

Students are advised to consider what transport services and ticketing/fare schemes 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 2015/2016

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 540 guided learning hours per year over a period of a least 30 weeks) 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 fee paying independent schools, higher education courses or universities)
- live more than three miles from the school/college using the nearest available walking route
- be over compulsory school age but under 19 years of age on 1 September 2015

For entitlements and additional benefits that are available for students with a disability or special transport need, see parts 4-6 below.

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.

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

- An annual **Half Fare Pass** costing £120.00 per academic 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 or train 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 10.00pm, 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 £120. 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 2015
 - 3rd instalment by 1st February 2016

- A **Travel Allowance** up to a maximum of £150 per academic year may be offered in exceptional circumstances instead of a half fare travel or season pass.
 To be considered for the travel allowance the following conditions should be met
 - a student is must be attending the nearest school/college to their home address
 - no public transport or other transport services exist or the school/college is outside the Nottinghamshire boundary
 - the travelling distance and travel times as calculated by Transport and Travel Services do not exceed 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. 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.

3. **How are applications for assistance assessed?**

Applications are assessed by officers of the Council's Transport and Travel Services Group. Full conditions of the scheme and details of how to apply are included in the Post-16 Travel Scheme booklet available at

www.nottinghamshire.gov.uk/schooltravel-post16

Students with Special Transport Needs

4. Who is eligible to join the scheme?

To join 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 over a period of at least 30 weeks) 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 or universities)
- be attending the nearest establishment that provides the chosen course and level of study

Age

Applicants must be:

- over the school leaving age (16) but under 19 years of age on 1 September 2015 or continuing to attend a course begun before they were 19 until it is completed or they reach 25 years of age,
- or
- aged between 19 and 24 on 1 September 2015 and have undergone a Learning Difficulty Assessment under section 139a of the Learning and Skills Act 2000, or be in receipt of an Education Health and Care Plan.

The three mile distance criterion will be waived for students who have been assessed by the County Council as having a special transport need.

5. How are applications for special transport assessed?

A special transport need is assessed by officers of the Children, Families and Cultural Services Department, based upon medical advice and other evidence (such as entitlement to the mobility component of the Disability Living Allowance or Personal Independence Payment) as required. A special transport need may arise where the student:

- is unable to walk or travel safely when accompanied to the special school, sixth form or college
- is unable to use public transport when accompanied.

6. What type of assistance is available?

If eligible, the Council will identify the most appropriate and cost effective travel solution for each student. The type of travel arrangements and additional support will depend on the student's needs and will normally be in the form of:

- adult support to access public transport services, or
- the provision of a minibus, taxi or wheelchair accessible vehicle, with adult support in addition to the driver where appropriate.

In exceptional circumstances a grant will be given in lieu of a travel pass. Where the Council agrees to parents/carers conveying their children to/from school/college using their own vehicle (for medical or other exceptional reasons), then a grant will be paid based on the shortest distance by car at the 'public transport rate' for a return journey in each direction.

Students assessed as requiring support will normally receive assistance to travel to and from the nearest suitable school, college or Independent Specialist Provider 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. If students choose to attend provision further afield when a more local educational institution can meet their needs, assistance will not be provided.

Where special transport is provided this will normally be to and from a designated collection/drop off point located within one mile of the home address. A pick up and/or drop off at home will only be provided in exceptional circumstances; additional medical information may be required to support the request.

Transport services provide one journey to and from school/college at the start and the end of the day. Transport is not provided for students to travel other than to and from the designated pick-up/set down point, or to access off-site courses or activities.

Where a student is taken ill during the school day it is the responsibility of the parents/carers to make arrangements for the student to get home. The County Council will not provide transport assistance.

Where a student with special transport needs is placed in a residential care setting, including independent living, transport costs will be shared on a 50/50 basis with either Children's Social Care or Adults Social Care, as appropriate. It is the responsibility of Social Care (Children or Adults) to provide the appropriate expenditure codes prior to travel assistance being commissioned.

All students will be enabled to undertake independent travel training (ITT) unless they are assessed, by the County Council and student's school/college, as being unlikely to benefit from such training. Special transport provided by the County Council will not be available for students who choose not participate in the travel training programme. Students who have successfully completed the ITT programme will be enabled to make their journey to school/college independently. Special transport will not be provided for these students unless their circumstances have changed significantly.

The County Council operates the TITAN travel training programme and details of the programme can be obtained from

www.nottinghamshire.gov.uk/travelling/travel/itt/

Full conditions of the travel scheme and details of how to apply are included in the Post-16 Travel Scheme booklet available at

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

7. Right of Review

If a student is refused travel assistance, he/she may request a review of the 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 Development Officer, Children, Families and Cultural Services, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham, NG2 7QP.

If travel assistance is approved but a student is not satisfied with the transport provided 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:

Transport and Travel Services Group, Nottinghamshire County Council, Trent Bridge House, Fox Road, West Bridgford, Nottinghamshire NG2 6BJ