

Home to School Transport Application Form

September 2014 to July 2015

Home to School Transport for pupils aged 5 to 16 years

Important

- Please complete a separate application form for each pupil.
- We will normally issue your pass before the start of the school term or within 10 working days of receiving your application, whichever is longer.
- Further application forms are available from the Social & Education Transport Team via Email – Edtransport@Cambridgeshire.gov.uk or Tel - 0345 045 5208.
- If you are applying for a fare-paying seat you will need to apply each term, renewal forms will not be automatically sent to you.
- The term school includes colleges and academies.

To qualify for free school transport your child must:

- Live within the area where Cambridgeshire is the local authority.
- Be registered at his/her nearest/catchment/designated school.
- Be at least in the school year in which he/she will attain his/her fifth birthday.
- Live beyond the specified walking distance from the school;
 - Two miles for primary pupils
 - Three miles for secondary pupils

This is measured by the shortest available walking distance.

- Be able to complete the journey time, on the vehicle, in 75 minutes (secondary) or 45 minutes (primary).

This excludes the time taken to get to the designated pick-up point or waiting time for a connecting service.

For information on paying for a seat on a Cambridgeshire County Council contracted bus please refer to the **BACK PAGE of this form.**

Please complete this form in CAPITAL LETTERS and return to:

**Social & Education Transport Team (SETT), Cambridgeshire County Council, Box Number CC1301,
Castle Court, Shire Hall, Cambridge CB3 0AP**

1 Student's details

First name Surname

Date of birth day month year Gender Male Female

Address
 Postcode

Name of brother/sister attending the same school

Please note that new regulations on seat belt restraints came into force in September 2006. Consequently, if your child may need transport in a taxi or small minibus, is aged 12 and under **and** their height is under 1.35m (4'5") please tick **Yes**

2 Parent or guardian's details

Parent Guardian Title

First name Surname

If you wish to receive communication via email please provide your address below

Email address

Tel. day Mobile

3 School or college details

Name of school/college for which transport is required

Date you wish transport to start day month year

Preferred boarding point (please note that this cannot be guaranteed)

OFFICE USE ONLY

Entitled:

Yes reason

No reason

Bus number

Stop

Date _ _ / _ _ / _ _

Authorised by

Date _ _ / _ _ / _ _

SLIF – Office Use Only

FSM

Max WTC

2–6 Miles distance

3 Nearest

Entitled Yes No

4 Free transport

Tick **all** the boxes that apply in your case.

For clarification please refer to the enclosed notes on completing the application form.

Beyond statutory walking distance from the designated school (2 miles for primary and 3 miles for secondary)

On low income* and child is attending one of the three nearest secondary schools and that school is within 2 to 6 miles from home

** If applying on low income grounds, please specify under which criteria you are applying and **attach supporting documentation***

- Child is entitled to free school meals
- Family is in receipt of maximum level Working Families Tax Credit (see enclosed notes for explanation)

Home address is beyond statutory walking distance from the school attending (2 miles for primary and 3 miles for secondary)

Child is attending one of the three nearest secondary schools and is within 2 to 6 miles from home

Child is entitled to free school meals

Child is attending the nearest secondary denominational school and is within 2 to 15 miles from home

Family is in receipt of maximum level of Working Families Tax Credit

5 Fare paying transport

Tick **all** the boxes that apply in your case.

PAYMENT MUST BE ENCLOSED.

Spare seats

Full Term £150.00
Autumn
Spring
Summer
Half Term £75.00
Specify dates

Transport required for a single journey only

(for prices refer to enclosed notes on completing application form)

Morning Afternoon

(Note: Single journey tickets are not available for any pupils travelling on a service buses)

Amount Enclosed £

Cheques and postal orders must be made payable to **Cambridgeshire County Council**

Note: If you do not enclose payment or enclose incorrect payment with your application form it will be returned to you.

6 Declaration by parent or guardian

It is **important** you read the declaration before signing the form.

- I confirm that the information provided is correct, that I have read and understood the form and accompanying notes.
- I understand that if I knowingly provide false information, the pass will be withdrawn.
- I undertake to ensure that any pass no longer required will be returned immediately to the Social & Education Transport Team.
- I understand that a change of address may mean that I am not longer eligible for assistance with transport and I undertake to inform the Local Authority of any such changes.

Name (print)

Signature

Date

This information will be held on a computerised system and be subject to the Data Protection Act 1998.

Pupils who do not meet the conditions for free transport may be able to pay to travel on existing buses that are contracted to Cambridgeshire County Council. However, seats are subject to availability and issued on a first come, first served basis.

To apply for a spare seat please complete the transport application form, ensuring that you complete the fare paying section and enclose payment. Payments should be made by either a cheque or postal order and made payable to Cambridgeshire County Council. Do not send cash.

For 2014/2015 academic year the costs for travel are:

£150 per term (am and pm journey)
£75 per half term (am and pm journey)
£75 per term (am or pm journey only)

Important

When applying for a spare seat you should note that:

- Applications must be received after the start of the half-term holiday immediately before the beginning of the term for which the application is made. The earliest dates you can apply for a spare seat each term are:
 - Autumn Term **26 May 2014**
 - Spring Term **27 October 2014**
 - Summer Term **16 February 2015**
- If you do not enclose payment or enclose incorrect payment with your form, the date of receipt of your application will be counted when correct payment is received.
- Spare seats can only be agreed on a term-by-term basis.
- Cambridgeshire County Council cannot guarantee to give advance warning of seats that are no longer available; furthermore the issue of a ticket for one term does not guarantee the issue of tickets for subsequent terms.
- Spare seats are not available for use on public services buses provided by commercial operators. In this case you should apply to the bus company directly.

Social and Education Transport Team
Cambridgeshire County Council
Box Number CC1301
Castle Court
Shire Hall
Cambridge CB3 0AP

Telephone: 0345 045 5208 (Monday-Friday 8am-6pm, Saturday 9am-1pm)

Facsimile: 01223 475948

Email: edtransport@cambridgeshire.gov.uk (Transport and Eligibility queries)

www.cambridgeshire.gov.uk/education/transport

If you would like a copy of the text in this leaflet in large print, Braille, audio tape or in another language please call **0345 045 5208**