



School Transport Application Form

*** This form should only be completed in respect of a pupil who resides in Powys (i.e. Council Tax paid to Powys County Council)**

School to which transport is required

Details of pupil

Surname

Forename

Other Initials

*** Address**

Post Code

Date of Birth

Gender

M/F

Telephone

Should transport be required from a SECOND address please complete a separate application form stating relationship to pupil.

Is your child taught through the medium of Welsh ?

Yes	<input type="text"/>	No	<input type="text"/>
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Does the pupil have a disability or long term medical condition that could impact on school transport?

Yes	<input type="text"/>	No	<input type="text"/>
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If Yes, please provide brief details

Does the pupil have any assessed emotional or behavioural conditions that could impact on school transport?

Yes	<input type="text"/>	No	<input type="text"/>
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If Yes, please provide brief details

Transport Required from

Nearest Transport pick up point from home (if known)

Date from which full time transport required

Miles

Tenths

Applications should be made well in advance of the date of requirement

Distance from home to school (if known)

If other children in the family are already being conveyed. Please state.

Name	DOB	School Attended
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: I agree that if transport is granted it will be conditional upon my son / daughter adhering to the safety code.

Name of Parent/Guardian:

(Please Print)

Dr/Rev/Mr/Mrs/Ms/Miss/Other

Initials:

Signature of Applicant

Date

Please return this form to:

Admissions and Transport, Schools Service, Powys County Council, County Hall, Llandrindod Wells, Powys LD1 5LG

For office use only

Route No.

Date of Expiry

Date Stamp

Date of Issue

Comments

The information you have given on this form will be held securely by Powys County Council, subject to the provisions of the Data Protection Act 1998 (as amended), and will be used to allocate and provide school transport for your child by Powys County Council and its contractors. The Council may, subject at all times to the provisions of the Data Protection Act, share this information with third parties, where the law allows for such disclosure



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Important Information for Parents

Please read **ALL** of these notes **BEFORE** completing the application form

1. A pupil's entitlement to transport can only be, confirmed by receipt of a travel permit or ticket from the Authority following completion and submission of this form by the applicant and NOT by any verbal communication.
2. Transport will only be available to and from one address, the pupil's normal place of residence. All distances in miles, quoted here, are measured by the shortest walking route.
3. In severe winter weather and in emergencies school transport may not operate and/or schools may close. Parents should be aware of this and they may need to make appropriate arrangements for their children to be looked after. Any parents who take their children to school in bad weather should arrange to bring them home.

SCHOOL TRANSPORT REGULATIONS

1. To qualify for school transport, pupils attending Primary Schools MUST reside 2 or more miles from the nearest school and pupils attending Secondary Schools MUST reside 3 or more miles from the nearest school.
2. Linking transport is only provided for; PRIMARY SCHOOL PUPILS who qualify for free transport and reside one or more miles from a main school transport route.
SECONDARY SCHOOL PUPILS of statutory school age who reside two or more miles from a main school transport route
3. Pupils who do not qualify for free transport as above may have the opportunity to apply for a seat under the terms of the Vacant Seat Payment Scheme (only if there are vacant seats on an appropriate vehicle). For this purpose vehicles will not deviate from their official journey, nor will the Authority incur additional cost.

SAFETY CODE: Any transport provided is subject to the pupil adhering to this code

Before the school journey pupils must:

- Carry a valid travel pass or travel may not be allowed.
- Be accompanied to the pick up point (parental discretion)
- Be at the pick up point in good time before the vehicle is due to arrive.
- Wait in an orderly manner.
- Keep clear of all traffic.
- Keep well clear while a school transport vehicle is still moving.
- Board the stationary school transport vehicle one at a time in an orderly manner.
- Go to your seat immediately and sit down.

During the journey pupils must:

- Wear the seat belt in cars, buses, minibuses, coaches (where fitted) and Public Service Buses.
- Stay properly seated and not stand or move around the vehicle.
- Not distract the driver or be discourteous or abusive.
- Treat all passengers with care and respect.
- Not smoke.
- Keep luggage/bags out of aisles.
- Not attempt to operate doors or any other vehicle mechanisms, (except exits in an emergency).
- Not endanger people's safety or damage the vehicle in any way.
- Report any concerns about the journey to the driver and/or school.
- Follow the driver's instructions if there is a breakdown or emergency.

At the end of the journey pupils must:

- Remain seated until the vehicle is stationary.
- Not operate any doors or exits (except in an emergency).
- Get off the bus one at a time in an orderly manner.
- Ensure that clothing and/or bags are kept clear of door mechanisms.
- Stay well clear of all moving traffic whilst the school transport vehicle is moving off.
- NOT cross a road either in front of or behind any school transport vehicle.
- If crossing WAIT until the school transport vehicle has gone and the road can clearly be seen.
- Be met at the drop off point (parental discretion).

PLEASE KEEP THIS SHEET FOR FUTURE REFERENCE