

— Walk your way through —

RUTLAND

HOME TO SCHOOL TRANSPORT

2016 - 2017



A Guide to Read and Keep



Rutland
County Council

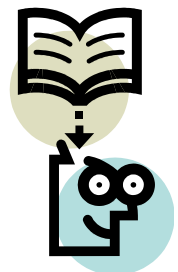
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All application forms at back of booklet or on the rutland council website

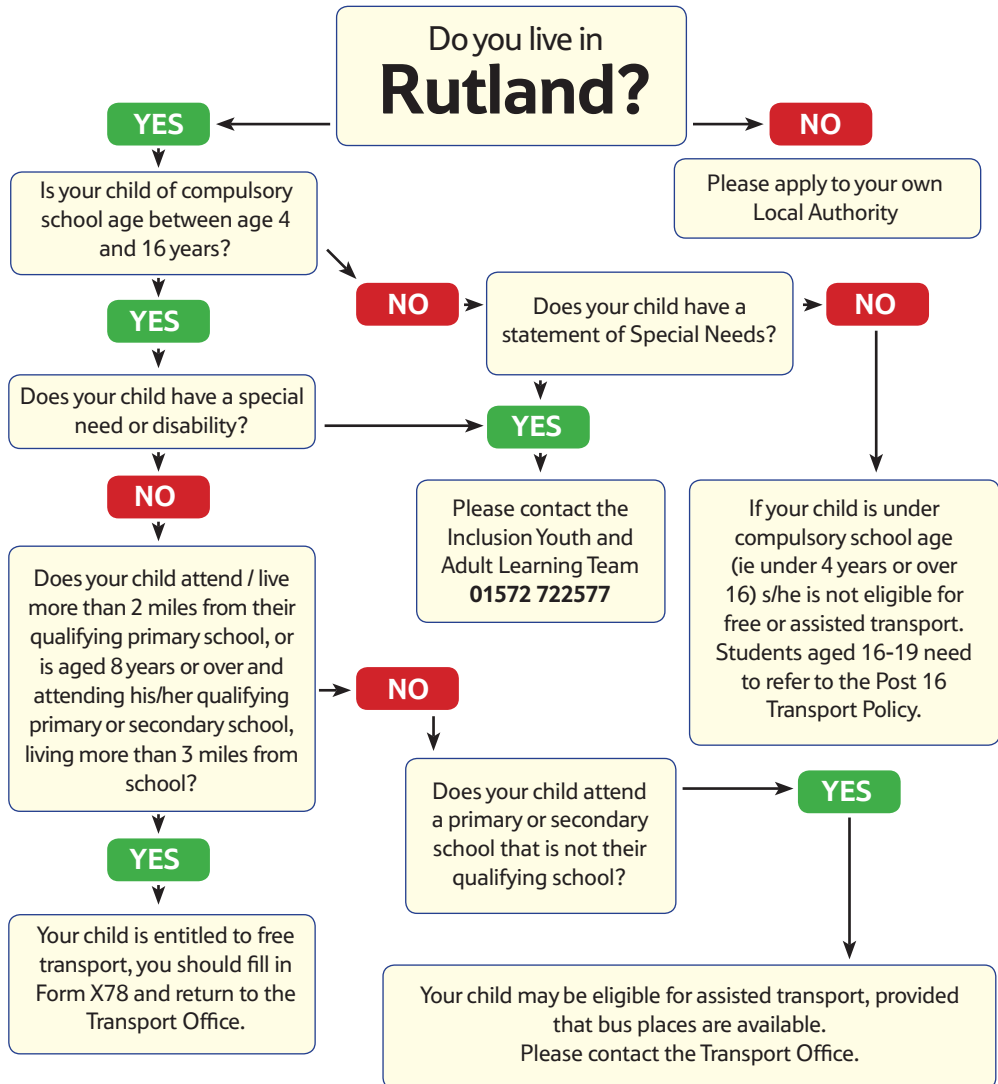
- X78 - Entitled free transport
- Fare Payer - Those wishing to purchase a seat on a school contract bus
- Special circumstance - transport might be available
- Replacement pass
- Post 16 — see separate booklet

Home to school transport policy
available online at www.rutland.gov.uk



WHO IS ENTITLED?

The Council has a statutory obligation to provide free school transport for children aged 4-16 years of age where set criteria is fulfilled:



If your child is entitled to free school meals, or you are in receipt of Maximum level of Working Tax Credit with no deductions, you may be entitled to free home to school transport. See payments section. If you think that you might be eligible, please telephone the Transport Office for more information **01572 720939**



IS MY CHILD ENTITLED TO FREE SCHOOL TRANSPORT?

YOUNGER CHILDREN

Aged 4 to 8 years and living 2 miles or more from, and attending your nearest or catchment school

YES = FREE TRANSPORT

OLDER CHILDREN

Aged 8 to 16 years and living 3 miles or more from, and attending your nearest or catchment school

YES = FREE TRANSPORT

IF ANSWER IS NO

You may be able to obtain transport under special circumstance
see page 6 **OR fare-paying Transport** See Page 7

Where a school or academy no longer recognises Catchment Areas, the qualifying school for free Transport will be for nearest school only. This may change any previous eligibility.

Home to school Transport Policy available online at:
www.rutland.gov.uk

HOW DO I APPLY FOR FREE TRANSPORT? AND WHAT WILL I GET?

WHAT YOU DO

😊 Submit Completed, signed X78 application to the Transport Office. Applies to all starters New, or in-year to Primary and Secondary schools. Apply as soon as possible.

😊 Receive Pass — Insert and seal photo into pass to validate.

X78 form available at the back of this booklet or from

www.rutland.gov.uk

WHAT WE DO

😊 If approved - We select appropriate transport and send you a travel pass and a timetable.

😞 Not approved - We will write to explain and, where possible, provide options.

If your details change, we will reassess your transport and notify you of any amendments.

- Most school routes use buses and stop at fixed stops. All buses have seatbelts. All drivers hold a valid Disclosure & Barring Certificate.
- Occasionally where location is not on a bus route, a taxi may be put in place.
- Special circumstances we may use a taxi, or may pay a parental mileage allowance.
- Inform us of any changes to circumstances, ongoing.



NOTE: X78 applications are not acknowledged. Passes are issued a week/10 days before school start. **Passes for subsequent years are sent automatically unless you change school.**

Home to school transport policy available online at **www.rutland.gov.uk**

SPECIAL CIRCUMSTANCES

Most situations are covered within the policy, but free Transport assistance may be considered where a student cannot access the normal school transport for special reasons.

SPECIAL CIRCUMSTANCE

- Student has a medical issue.
- House move within Rutland in critical school year 6, 10 & 11 due to location (unable to access transport).
- Individual family circumstances which may warrant additional assistance.

SPECIAL EDUCATIONAL NEEDS

Provision for students who have a Rutland Council Statement of Special Needs/Educational & Health Care Plan, and who meet Policy criteria in-line with SEN Policy. All transport awarded will be reviewed annually. For eligibility, contact the SEN Team, Learning & Skills Department.

LIVING UNDER DISTANCE, BUT ROUTE UNSAFE

You may consider a statutory walking distance route as unsafe. Routes are assessed using specific guidelines for assessing unsafe routes. Some have already been checked, but you can apply to the Transport Office for further advice.

LOW INCOME FAMILIES

There may be alternative entitlement for Families on Low Income. See Clause 2.1 RCC Home to School Transport Policy.

Home to school transport policy available online at www.rutland.gov.uk

FARE PAYING TRANSPORT

You may be able to purchase a place if spare seats are available. Also applies to non-Rutland residents. Apply using the fare paying application form available at the back of this booklet or from **www.rutland.gov.uk** Charges apply.

FARE PAYING

Application submitted

Entitled students take priority, and once placed, fare paying applications will be assessed.

Decisions

made in order of 'first come, first served'. Rutland Residents/siblings first, then others.

Delay

You may not hear until after term has started. Ensure alternative transport is in place until we can accurately assess your application.

No guarantee

Entitled students always receive priority, fare paying places may be withdrawn with 1 month's notice. Proportional refund of payment made will be given.

You may be offered a place one year but not for the following year. Please be aware that transport availability can change.



CHARGES & PAYMENTS



If you have received notification that you are approved for a fare paying place, there is a charge to pay. The following different rates apply to different categories of transport.

Current fare paying Transport Charges per academic year:

Pupils living in Rutland

Attending their nearest qualifying school and living within the 2 mile primary or 3 mile secondary walking distance criteria
£97

per academic year
Payable in full

Pupils living in Rutland

Not attending their nearest qualifying school
£258

per academic year
payable in two
consecutive
instalments of £129

Pupils resident outside the County of Rutland

£483 per academic year payable in full or three consecutive instalments of £161

HOW CAN I PAY?

In Full upon notification of approval, using one of three payment methods below.

To ensure correct allocation of your payment ensure the students name and school is clearly specified.

Instalment plan agreed –Confirm the number of the invoice you have received when making payment, or follow the link below and select Sundry debtor in the drop down and enter the number and your payment amount



Customer Services 01572 722577 Using Credit/Debit Card
(additional fee if paying by Credit Card)



Rutland Council website follow link: select dropdown menu
(Transport Fees - FPR primary or secondary)



www.webpayments.rutland.gov.uk/WebPayments/NReg/QuickPay.aspx

Where a refund is agreed, this will be processed as soon as possible. If paid by card the first four and last four digits will be required in order to refund back to the card you used for the initial payment.

Consideration for Exemptions: Available only to Rutland resident pupils who are entitled to Free School Meals (FSM), or whose families are in receipt of maximum level of Working Tax Credit (WTC) with no reduction will be considered.

SCHOOL TRANSPORT OPERATION

Misbehaviour on school buses is a serious issue, and bad behaviour could have serious consequences. Bad behaviour is not tolerated. Investigation and action will ensue.

Students are required to:



Carry their pass at all times otherwise may be refused travel.
On a Local registered bus service will be required to pay a fare



Behave at bus stops, don't jostle or push, stand back from the kerb edge and wait until the bus has stopped. Use handrails to board and alight the bus where provided.



Small bags to be held on lap and larger items to be stowed under the seat in front.



Use the seatbelt provided and remain seated throughout the journey



Not distract the driver - do not throw things



Not eat or drink on the bus and don't leave litter



No bullying or fighting



CCTV may be used

=



Happy and safe school journey

OR



Travel may be suspended or withdrawn permanently



Left something on the bus?

Contact the bus operator direct.

Parents/carers must supervise young children whilst waiting for the bus in the morning and are required to meet young children in the evening or make arrangements if they are to be delayed.

All behaviour incidents will be dealt with in line with the Passenger Code of Conduct - Appendix D in the Home to school Transport Policy available online at www.rutland.gov.uk

WORKING TOGETHER

Arrival and departures

IN THE MORNING - Always be at the stop at least 5 minutes before the scheduled pickup time to allow for time differences.

IN THE AFTERNOON - Parents are required to meet young children at all stops and especially at difficult stops. Please be there at least 5/10 minutes before the scheduled drop off time. Occasionally the bus journey may be quicker than normal and could arrive at the stop a little earlier than the scheduled drop off time. The location of the stop may make it difficult for the bus to wait, any length of time beyond the scheduled drop off time.

If you miss your bus at school, go back into school to arrange transport home.

BREAKDOWNS - In the event of a breakdown, students are required to follow the driver's instructions. Unless otherwise instructed you are required to remain on the vehicle, do not disembark or leave the area until authorised to do so.

SNOWY & ICY WEATHER

During inclement weather buses will be affected and delays will occur. Please note:

- Please allow the bus additional time to get to each stop, there will be delays. Ensure that the student has somewhere to go if he/she is unable to access transport to school. Parents have a responsibility to ensure that their child attends school.
- If the parent takes the child to school, the parent will be required to return the child home. The only exception to this is if the weather conditions change and the transport provider considers the weather and road conditions have improved sufficiently to enable transport to operate safely over the school route. This will be entirely at the discretion of the transport provider. During bad weather and icy conditions, some routes may operate main road only, and parents would be expected to assist to take and collect their child to and from the nearest point available.
- If schools close early buses will be directed to collect at an earlier time, please ensure your child has somewhere to go when he/she gets home.
- School closures and traffic are reported and kept up to date on local radio stations:



**BBC RADIO
LEICESTER**

ADDITIONAL INFORMATION



There are some instances where transport is not free, available or authorised because of the possibility of overloading the bus.

Where transport is not allowed, parents will need to make alternative arrangements. The following examples show where transport is not automatically available.

I HAVE AN EXCHANGE STUDENT STAYING, CAN THEY GO ON THE SCHOOL BUS WITH ME?

Not authorised within current policy. If space is available, exceptions may be considered. Please contact the school direct for advice.

I HAVE TO GO TO MY GRANS OR CHILDMINDERS AFTER SCHOOL, CAN I CATCH A DIFFERENT SCHOOLBUS?

Not authorised.

I AM GOING TO A FRIENDS AFTER SCHOOL, CAN I GO WITH THEM ON THEIR BUS?

Not authorised.

THERE IS A 2ND BUS WHICH PICKS UP LATER THAN MY BUS CAN I SWAP BUSES?

Not without prior authorisation from the transport office.

I HAVE MOVED HOUSE WITHIN OR OUT OF RUTLAND COUNTY CAN I STILL USE THE SAME BUS?

Eligibility must be reassessed. May not be entitled. Contact Transport Office

Bus inspections are carried out regularly throughout the school year to ensure your safe travel.

Home to school transport policy available online at www.rutland.gov.uk

COMPLAINTS, ENQUIRIES & APPEALS

Whilst school transport usually functions correctly, there may be occasions when you might not be happy about an occurrence, or situation which you believe could be improved. We will always listen, and complaints/enquiries are dealt with in line with Contract Conditions and Home to School Policy.

GOOD COMMENTS

Means that everything is working as it should be, although we still carry out regular bus inspections throughout the year.



BAD COMMENTS

Can also mean good, because where there are failings, we can investigate the problem, and work to put things right, and make improvements.



APPEALS

Not happy with the decision made? E.g. you may have been refused free travel. You can follow the appeals process as outlined in the Home to School Transport Policy.
email: letusknow@rutland.gov.uk



SCHOOL CONTACTS

PRIMARY

Brooke Hill Academy	01572 724 214
Catmose Primary Academy	01572 723 187
Edith Weston Primary	01780 720 025
Exton & Greetham C of E Primary	01572 812 380
Ketton C E	01780 720 301
Langham C E Academy	01572 722 676
Leighfield Primary Academy	01572 823 489
Oakham C of E	01572 722 404
Great Casterton C of E Primary	01780 762 417
Empingham C of E Primary	01780 460 246
Ryhall C of E Primary Academy	01780 762 447
St Mary & St John C of E Primary	01780 720 184
St Nicholas C of E Primary	01572 812 337
Uppingham C of E	01572 823 245
Whissendine C of E Primary	01664 474 695

SECONDARY

Casterton College Rutland Academy	01780 762 168
Catmose Federation Academy	01572 770 066
Uppingham community College Academy	01572 823 631

Out of County School see Relevant School Website



COUNCIL CONTACT DETAILS



Rutland
County Council

Rutland County Council

Catmose, Oakham
Rutland LE15 6HP

Customer Services Tel: 01572 **722577**

Fax: 01572 **758307**

Email: **enquiries@rutland.gov.uk**

Web: **www.rutland.gov.uk**

Transport email: **transport@rutland.gov.uk**

School Transport Office: 01572 **720939**

School Admissions Office: 01572 **758489**

SEN Team: 01572 **758496**

APPLICATION FOR ENTITLED FREE SCHOOL TRANSPORT - X78

For Pupils not entitled to free transport, there is no requirement to return this form. Please complete a separate form for each child who is entitled to free transport. If your child is entitled, but does not require a place on the school bus for the start of a new year/term, please complete and return the form, and ☐ tick here.



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Should the entitled child subsequently require a place, please contact the transport office. Please do not access the bus until authorised to do so by this office.

Please complete in **BLOCK CAPITALS** * - mandatory

Student Details:

Surname of student: *

First Name of student: *

Gender M or F Date of Birth *

Name of Parent/Guardian *

Title Mr/Mrs/Ms / Miss *

Child's regular Residential Address *

Post Code (Essential) *

Daytime contact number *

Email address

Siblings

Please note the name of any sibling who attends the same school, who currently holds a free travel pass

Change of Address

Have you made an application from a different address in the past, or changed your address in the last 24 months? If so, what was your previous address?

Name of School (to which transport is required)

*

Admission date, or

First Date Transport or New Term start ☐ is required to start

Declaration

I hereby certify that the above statement is correct and I agree to notify the Transport Office of any change in address or circumstances, which may affect transport eligibility

Signed Date

APPLICATION FOR ENTITLED FREE SCHOOLTRANSPORT



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FOR OFFICE USE

PRIMARY ONLY

AGE DISTANCE

ENTITLED YES ☐ NO ☐

LETTER SENT YES ☐ NO ☐

ALLSCHOOLS

School ID No

Transport Start Date

Contract No.

Operator

Pickup Point

Catchment ☐

Nearest ☐

Oversubscribed ☐

Pupil Database ID No. Date added

Date pass issued

Approved ☐ Refused ☐

Reason:

SPECIAL CIRCUMSTANCE TRANSPORT APPLICATION

Application for transport assistance under the following circumstances:



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- * Transport is defined as Discretionary in the Home to School Transport Policy
- * There is no entitlement to free transport, but specific circumstances have arisen
- * There is entitlement but specific circumstances have arisen i.e. student medical issues, Critical life changes.
- * All applications will be considered and responded to. Applicable to Rutland Residents only.

STUDENT DETAILS Section A Please Complete In Block Capitals All Applicants

Name of Student

Date of Birth:

Address

Postcode

School Attending

PARENT / GUARDIAN DETAILS

PARENT/GUARDIAN/CARER NAME

DAYTIME CONTACT DETAILS

HOME:

MOBILE

Email address:

Name of social worker (if applicable)

DETAILS OF CIRCUMSTANCE

Section B ALL APPLICANTS - Please provide as much detailed information as possible about the special circumstances which apply, and what you are requesting.



Continue on a separate sheet & securely attach to this form

SPECIAL EDUCATIONAL NEEDS ONLY

SECTION C - Complete this section **ONLY** if your request relates to transport provision under a Special Educational Needs status



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SPECIAL EDUCATIONAL NEEDS STATUS

SEN SUPPORT ☐ **EDUCATIONAL HEALTH** ☐ **STATEMENT** ☐

Wheelchair Accessible Vehicle Required	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Escort Required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Child Seat Required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Able to Travel with Others	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Able to use Public Transport	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Other Requirements (if appropriate and not already recorded overleaf)

DECLARATION To be completed by Parent/Guardian/Carer ALL APPLICANTS

SIGNED BY PARENT/GUARDIAN/CARER _____

PRINT NAME _____ **DATE** _____

FOR OFFICE USE ONLY - DECISION

Agreed ☐ **Refused** ☐ **Signed** _____

Reason for decision:

START DATE **END DATE**

REVIEW DATE **BY WHOM**

Please return completed form to: Transport Office, Rutland County Council,
Catmose, Oakham, Rutland LE15 6HP

Requests for transport provision under special Circumstances will be assessed as quickly as possible. If your application is agreed, transport will be provided as soon as it is possible to put in place.

FARE PAYING SCHOOLTRANSPORT

STUDENT DETAILS



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Complete all parts fully in **BLOCK CAPITALS**. Tick the boxes where appropriate. **The Parent / Guardian of the student must sign the declaration**

FORENAME

SURNAME

Date of Birth

ADDRESS

Postcode

*Affix Photo
with name on
reverse*

PARENT / GUARDIAN CONTACT DETAILS:

EMAIL:

DAYTIME CONTACT NO.

SCHOOL DETAILS

Name of School to be Attended:

Preferred bus boarding point

Date you would like transport to start

When do you require transport ?

Morning

☐

Afternoon

☐

Both

☐

DECLARATION

PLEASE TICK THIS BOX TO CONFIRM YOU ARE AWARE OF THE TERMS OF FARE PAYING TRANSPORT

☐

I certify that the information I have provided is true and correct

Signed: _____ (Parent/Guardian)

TITLE: DR/MR/MRS/MISS/MS/OTHER _____

PRINT NAME (incl initial)

Date

For information on payment, see notes in Home to School Transport Booklet



All information provided will be treated in compliance with the Data Protection Act 1998.



FARE PAYING SCHOOLTRANSPORT

FOR OFFICIAL USE ONLY



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Date received in Transport Office

Space Available? YES/NO Debt check YES/NO

Comments

Acceptance/refusal /payment request sent - Letter/ email? Date

Exemption:

Entitlement Free School meals YES/NO Proof received YES/NO

Customer ID

Bus Contract No.

Date Pass issued

Database/date

Total amount Due

Receipt

Date/paid/Raised

Invoice No

APPLICATION FOR THE REPLACEMENT OF A SCHOOL BUS PASS



SECTION 1 - STUDENT DETAILS

First Name: Surname:

Address:

Postcode: Contact No.

SECTION 2

College Attending:

Bus Contract / Service Number:

Payment Receipt / Transaction Number:

Please note that if your request is for a replacement local bus service pass or season ticket, a photograph must be provided before a new pass can be issued.

Local Bus Service Passes only
Please affix photo
here with name printed
on reverse

SECTION 3 - DECLARATION

I declare that:

- ☐ The pass has been lost/stolen and a replacement is requested
- ☐ I remain eligible for this type of concession
- ☐ I will inform the Transport Office if the old pass is returned to me

Signature (Parent / Guardian):

Print Name:

Date:

Please see reverse for payment & return details

If the student has no pass to show the driver or RCC officer, they may be refused travel. Where travelling on a registered local bus service you will be required to pay a fare until you receive the new pass.



REPLACEMENT SCHOOL PASS

THE FEE FOR A REPLACEMENT PASS IS £5



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Payment can be made by debit/credit card through:

- The Rutland County Council website - Do it on line / Quick pay
- Rutland County Council Customer Services - 01572 722577
- Personal internet banking:
Sort Code 40-35-21 / Account no. 71315846

Please ensure that the students name is recorded during payment and that you complete a receipt or transaction number on this form to ensure payments are allocated correctly. There is a charge for credit card payments.

PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO:

Lost School Passes, Transport Office, Rutland County Council,
Catmose, Oakham, Rutland, LE15 6HP

Or by email to: transport@rutland.gov.uk

FOR OFFICIAL USE ONLY

DATE ISSUED:

ISSUED BY:

PAYMENT CHECKED:

DATABASE AMENDED:

LOST PASSES

All students are required to hold a valid travel pass. If you lose or deface your pass, you will be required to obtain a replacement.

There is a charge. A week's grace will be allowed for you to obtain a replacement, a temporary pass is available from your school office for this period.

Students found to be travelling on multiple occasions without a pass could receive a ban until this is remedied.



Apply for a replacement.

There is a charge. Replacement pass form included in this booklet or available at **www.rutland.gov.uk**



ENJOY YOUR DAY AT SCHOOL!



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This booklet has been designed and produced by
Rutland County Council Transport Group
(All information correct at time of printing)

Transport Office, Rutland County Council,
Catmose, Oakham, Rutland, LE15 6HP
Or by email to: transport@rutland.gov.uk