

If you require information contained in this leaflet in an alternative version, e.g. large print, Braille, tape or an alternative language please telephone:

0116 265 8777

fax: 0116 265 7181

minicom: 0116 265 6870

or write to:

Business Support Team

Passenger Transport Unit

P.O. Box 1151

LEICESTER

LE3 8ZQ

Leicestershire School and College Transport

Farepaying Places on School Buses



Information &
application form

2007/08



Farepaying Transport 2007/2008

What is farepaying transport?

Most places on school buses are taken by students entitled to free or assisted transport from their Local Education Authority. Any spare seats can be made available to non-entitled students in return for a payment. This leaflet explains how the scheme works and how to apply for "farepaying" transport.

Are there any limitations to the scheme?

Yes - please be aware of the following before you decide whether to apply:

- Farepaying places can only be guaranteed for one academic year at a time, as we cannot predict whether there will be spare seats next year. You might therefore secure a place one year but not the next. If you want a farepaying place in future years you must make a fresh application for each year (see "How and when do I apply?" on the right).
- We cannot provide extra or larger buses for farepayers and farepaying places are not available on school taxi services. We cannot divert existing buses or put in extra stops just for farepayers. We must also retain some spare seats for new entitled students who may join the school during the year. At schools with sixth forms we may need to hold extra seats until after the autumn term has started to allow for some late returning students. The result of these factors is that we can normally only grant less than 50% of farepaying applications. Your farepaying request may be refused. We suggest therefore that you consider now what other options you have.
- We must plan transport for entitled students before we can allocate spare seats. This means that you may not hear whether you have a place until after the start of the autumn term.
- We cannot offer short-term or occasional farepaying places. The scheme is designed for students to use for a full academic year and on a daily basis.
- If you have more than one child at the same school, we may not be able to offer places for all of them.
- Please note that any outstanding school transport debts must be cleared before consideration can be given to this application.

How much does farepaying transport cost?

Farepaying transport is charged at 18 pence per mile between the bus pick up point and school and return. The charge is calculated over 180 days out of the standard 190 days in the school year (allowing for occasional absences). We propose to introduce a minimum charge of £180 per year.

As an example, if you travel 5 miles to school, the current yearly charge would be 10 miles x 18 pence x 180 days = £324.

Leicestershire is the worst funded education authority in England. Despite this we have a generous mainstream home to school/college transport policy which is currently costing £9 million per year. The charge continues to offer extremely good value for money. We have consulted a wide range of people who may have an interest in school and college transport. The consultation period on the proposed charges closed on 4th May. The information gathered from this consultation will enable the County Council to make a decision in time to introduce any new arrangements from August 2007.

How and when do I apply?

To apply for a place for the 2007/08 academic year, complete the form and return it as soon as possible. We allocate farepaying places on a "first come first served" basis. **You should therefore apply as early as possible.**

Farepayers who had a place in the 2006/2007 academic year will be given priority over new applicants if the application is received by 8th June 2007. However, farepaying places cannot be guaranteed. If you wish us to confirm the receipt of your application form please enclose a stamped addressed envelope.

Applications for the 2008/09 academic year may be made from 1st October 2007. Applications should be made in writing to the Passenger Transport Unit giving details of your child's name, date of birth and school attended. An application form for 2008/09 will be sent to you when it is available.

What happens next?

Once we have your form we will check to see if a place is available: we cannot do this until we have planned the transport for children eligible for free or assisted transport, so do not be surprised if there is a delay.

Forms received by 8th June 2007 will be guaranteed a decision before the start of the new school year. Forms received after 8th June 2007 may not be dealt with until after the start of the school year.

If we can offer you a place, we will send you transport details and a travel pass (when appropriate), if possible before the end of July. You will need to seal a recent passport-sized photograph into the pass before it is valid.

In September we will send you (under separate cover) an invoice for the annual charge, with payment due by 31st October 2007. We would prefer immediate settlement, but payment in instalments by direct debit can be arranged. **However all money due must be paid by the end of April 2008.**

Farepaying places are issued on the understanding that sums due will be paid promptly. We will seek to recover bad debts and exclude students from transport where debts remain unpaid.

What if I no longer need the farepaying place?

If the place offered is no longer required, you must inform us in writing and return any travel pass that has been issued. A refund will only be possible if you return the pass. You will be charged for the period from the date of issue until the date the pass is returned. If you do not return the bus pass you will have to pay the full year's charge whether or not the seat on the bus has been used. A refund will not normally be possible if the pass is returned after Christmas.

What if I need more advice?

For general advice, phone the **Passenger Transport Helpline** on **(0116) 265 8777** (Office hours: Monday to Friday 8:00 am to 5:00 pm)

For advice on entitlement to free or assisted transport phone the **County Council Children and Young People's Service Allocations Section** on **(0116) 265 6630**.

Where do I send my form?

Detach the application form and send it to:

**Farepaying Application
Passenger Transport Unit
P.O Box 1151
LEICESTER
LE3 8ZQ**

Do NOT send any money or photographs with the form.

What other leaflets are available?

The following leaflets may be obtained by telephoning or writing to the Passenger Transport Unit at the phone number and address shown overleaf or by visiting the County Council's website **www.leics.gov.uk**

- "School and College Transport in Leicestershire": general information and guidance for parents
- "Transport for 16-19 Year Old Students": information and application form
- "Guidelines for Parents and Students": guidance for parents and students on using school buses.
- "Anti-social behaviour on school buses".



The data collected is in accordance with the Data Protection Act 1998. Students names may be disclosed to approved bus operators for the purpose of monitoring appropriate use of transport. Addresses will not be disclosed unless a reasonable request to do so is received in order to allow an operator to seek to recover the cost of damage to a vehicle.

Tear here

Tear here

Application form for a farepaying place on a school contract bus - 2007/2008

Please read the explanatory notes before completing this application form. Complete all parts fully in BLOCK CAPITALS. Tick boxes where appropriate. **The parent/guardian of the student must sign the declaration.**

STUDENT'S SURNAME FORENAMES

SEX Male Female DATE OF BIRTH / / AGE

ADDRESS

POSTCODE

DAYTIME PHONE No. (& Mobile if appropriate)

NAME OF SCHOOL/COLLEGE TO BE ATTENDED

WHERE WOULD YOU WANT THE STUDENT TO CATCH THE BUS? Please put as much detail as possible e.g. road name, bus stop location, village/town, bus number if known:

WHEN WOULD YOU WANT THE TRANSPORT TO START? / / 20 OR Term?

HAS A DIRECT DEBIT BEEN PREVIOUSLY SET UP FOR THIS STUDENT? Please tick if YES

DECLARATION

I certify that the above information is correct to the best of my knowledge and that sums due for transport provided as a result of this application will be paid promptly. **I have read and accept the rules of the scheme as detailed in the attached leaflet.**

Signed _____ Date _____

NAME OF PERSON SIGNING IN BLOCK CAPITALS

FOR OFFICIAL USE ONLY

DATE RECEIVED

DFE _____ Contact **S** _____ / _____ LGR Cat.

Debt? Yes/No Space? Yes/No Daily mileage: _____

Comments _____

Logging Officer _____ Date _____

Entered on STADS by _____ Date _____

OR "No" letter sent by _____ Date _____

O.A.R.

EX.F? Yes No