



Doncaster
Council

Application for Home to School/College Travel Assistance



Introduction

This Travel Assistance Application form will enable us to gain a better understanding of the most appropriate form of assistance for your child. We provide a range of options for parents and carers when they considering how best to ensure attendance at school. The options offered place an increased emphasis on independence, inclusivity and value for money whilst ensuring that your child's needs are met

Guidance Notes

How do I apply for travel assistance?

- Please read these notes, together with the Home to School Transport Policy carefully
- If you believe that you qualify for assistance then complete the relevant parts of this application form giving as much information as possible
- Include any additional information or evidence you would like us to take into account when assessing you're application
- Read and sign the declaration on page 12
- Return this form to the officer/school you received it from for consideration

What type of assistance could I get?

Depending upon your child's needs and background circumstances, there are a number of different travel assistance options available. Using this application form, an officer will assess the type of assistance which will best meet your child's needs. To help them to do this please complete this form as fully as possible. If they do need further information to make a decision on the best type of assistance for your child they will contact you for clarification. If you do qualify for assistance we will provide the least restrictive and most cost effective form of assistance that we can and this could include:

A zero fare bus pass to allow your child to travel independently on the network of public bus services between home and school

Travel training with a travel buddy to enable your child to work towards travelling independently on the public bus network

A mileage or travel allowance to help with travel costs if you would like to make your own arrangements for your child to get to school, to cover train fares, bus fares, petrol etc.

A taxi or minibus to transport your child from home to school and back - please note that this may be shared with other pupils and, depending on circumstances, may or may not include and escort/passenger assistant.

Other forms of assistance may also be available.

What if I do not qualify for assistance?

We will write to you explaining the reason why travel assistance is not being provided. If your circumstances change you will be able to reapply in the future.

If my child is awarded a taxi or minibus can they use it to go to other locations?

No. We only provide assistance between the permanent home address and the school/centre which is their permanent main place of education. This is only provided at the beginning and end of the school day. We do not provide transport to any alternative address or between educational establishments during the day.

What if I want a different school/college to the one being suggested?

You are able to express a preference for any school or college you wish. However, if there is a school or college closer to your home which can meet your child's needs then the Council will not provide transport to your preferred school as this would incur additional cost. In this instance as it is parental choice you would need to make your own arrangements to get your child to and from school/college

Travel Assistance Reviews

Once travel assistance has been awarded this will be subject to occasional review to ensure that the type of assistance provided remains the most appropriate and cost effective assistance for your child. As part of this review we may need to meet with you to discuss the travel assistance provided. If you do not agree to this review it may result in any travel assistance previously awarded being withdrawn.

What if my child has behavioural difficulties?

We have a duty to ensure the health, safety and wellbeing of all passengers and staff. If your child's behaviour is likely to place themselves or others in danger we reserve the right to withdraw travel assistance at any time pending a review and reassessment of their travel needs.

We will return the form to you if:

- any part of the application is missing or illegible
- you have not provided all of the information that we need
- you have not signed the declaration

What if I move house?

If you are planning to move house please contact the Transport Team as soon as you have a date to move as they will need to look into the availability of transport from your new address. This may mean a change to the type of transport provided

What if my child moves school?

If your child is moving school we will need to reassess transport needs to the new school/college and confirm if transport is still required. Please contact the SEND team or the Inclusion and Behaviour Team to request a new application form

What if I do not agree with the Travel Assistance provided?

If you do not agree with the form of assistance offered then you are able to Appeal against the decision. To do this you will need to request a Travel Assistance Panel Appeals form and complete this providing your reasons for the Appeal in writing to the Travel Assistance Service address on the form.

Reason for Completing this form (please delete any which do not apply):

New Application/change of school/college

Other

Part 1 - Pupil/Student Details

First Name..... Date of birth.....

Last Name..... Current School Year
.....

Permanent Home Address

.....

..... Post Code

Is your child entitled to or in receipt of free school meals?	Yes	No
Are you in receipt of maximum level Working Tax Credit?	Yes	No

If you are in receipt of Maximum Working Tax credit then please enclose evidence of this together with this application.

Does your child have a current Education & Health Care Plan	Yes	No
Does your child have a current medical need	Yes	No

Please provide details of their SEND needs, learning difficulty, medical need or behavioural needs (see questions later in this application form)

Why do you feel that your child needs travel assistance?

Part 2 - School/College Details

School/College you are requesting assistance to (please provide the full address and postcode):

.....
.....
.....Post Code

What is the start date:

School start and finish times for your child (incorrect times or changes to session times In the future may lead to some delay in providing assistance)

Start time..... Finish time

Is your request for travel assistance 5 days per week?	Yes	No
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If no, what days will your child require travel assistance on? (please note that we are not able to provide assistance until the timetable is known and it could then take up to 2 weeks to set up travel assistance depending upon the type of assistance agreed, during which time you will need to make alternative arrangements to get your child to school/college

Part 3 - Current travel arrangements

Was your child at school in the last academic year?	Yes	No
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If yes, which school?

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How did they travel to and from school?

Does your child have a mobility pass for travel on public transport?	Yes	No
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Please tell us how your child travels with you on evenings and weekends?

Please tell us how school transports your child on school trips?

Are you able to transport your child to school/college?
If no why not?

Is your child capable of travelling independently on public transport?	Yes	No
With you?	Yes	No
In future after appropriate travel training?	Yes	No
Is there a plan in place for travel training (e.g. Is travel training identified in the EHCP)?	Yes	No

If your child is not able to travel on public transport, even if accompanied, please explain why?

Part 4 - Parent/Carer Details

Title First Name

Last Name

Relationship to child/young person

Please provide contact details to enable us to contact you if we need to discuss your application or transport provided:

Home phone Work phone.....

Mobile no. E-mail

Emergency Contact Details
In the event of an emergency due to unforeseen and unavoidable circumstances please provide details of an alternative contact/carers who we can contact in an emergency and who may be available to receive your child if you are not at home.

Title First Name

Last Name

Relationship to child/young person

Home Address

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Please provide contact details to enable us to contact you if we need to discuss your application or transport provided:

Home phone Work phone.....

Mobile no. E-mail

If your child is awarded a taxi or minibus are they able to let themselves in to the house with their own house key	Yes	No
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Please note that if they cannot let themselves in there will need to be someone at home every day to receive them when transport drops them off.

Part 5 - Pupil Mobility & Access to Transport

Is your child able to:

Walk unaided?	Yes	No
Walk with assistance?	Yes	No
Climb Steps?	Yes	No

Does your child:

Use a mobility aid to walk?	Yes	No
Need assistance to get into and out of a vehicle?	Yes	No

Does your child need to take any of the following equipment:

Crutches?	Yes	No
Posture Walker?	Yes	No
Folding Frame?	Yes	No
Rigid or Fixed Frame	Yes	No

If your child requires the use of a wheelchair we require you to do the following prior to us transporting your child:

1. Maintain the equipment as recommended by the wheelchair manufacturer
2. Use the prescribed equipment correctly and safely and understand the necessity for its use on an ongoing basis
3. Liaise with the transport team and contractors to undertake risk assessments as and when required
4. Provide feedback on any difficulties or problems with the seating system, occupant restraints or other parts of the wheelchair

Does your child use a wheelchair?	Yes	No
Do they need to take it every day?	Yes	No
Do they need to travel in their wheelchair?	Yes	No
If No can this be folded for transport?	Yes	No
If Yes has the make and model been crash tested?	Yes	No
Has the wheelchair been modified in any way?	Yes	No
Has this been provided by wheelchair services?	Yes	No
Can your child transfer into a seat for transport?	Yes	No
If Yes do they need help to transfer?	Yes	No

Is the wheelchair manual or electric?

Please provide the make and model of the wheelchair

Please note that we will only transport wheelchairs if they are essential to daily requirements - ad hoc arrangements for trips etc. will need to be made by you.

Seatbelts and harnesses

Please note that all children and young people must wear a seatbelt when the travel to and from school. If your child refuses to wear a seatbelt we will not be able to provide them with transport

Does your child require an additional harness?	Yes	No
Does your child require a car seat	Yes	No

If they do require a car seat please provide your child's height and weight.

Height (cms) Weight (kgs)

Please give details of any other seating requirements;

Part 6 - Health needs, medical and behavioural needs

Does your child have any health needs that we need to be aware of?
Please indicate all that apply:

Allergies	Yes	No
Autistic Spectrum Disorder	Yes	No
Balance and Co-ordination difficulties	Yes	No
Breathing difficulties	Yes	No
Breathing difficulties requiring suction	Yes	No
Continence difficulties	Yes	No
Diabetes - not yet controlled	Yes	No
Emotional and behavioural difficulties	Yes	No
Hearing difficulties or impairment	Yes	No
Moderate learning difficulty	Yes	No
Multi-sensory impairment	Yes	No
Physical disability	Yes	No
Profound and multiple learning difficulties	Yes	No
Profound challenging behaviour	Yes	No
Speech, language or communication difficulty	Yes	No
Visual impairment	Yes	No
Other not listed above	Yes	No

If you have ticked yes to any of the above please provide further details:

Does your child:

Need to carry medication between home and school?	Yes	No
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If so this must be clearly labelled with your child's name.

In common with other local authorities, we cannot administer medicines or perform any medical interventions on children whilst they are being transported. If your child requires medication whilst on transport but is not able to administer the medication themselves you will need to either travel with them or make arrangements for a trained carer to travel with them.

Does your child have a condition which may require medication whilst on transport	Yes	No
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Please provide details of any health or medical conditions which are likely to cause concern when travelling and any warning signs that passenger assistants need to be aware of:

If your child is likely to need medical treatment in an emergency situation the driver or escort/passenger assistant will call 999 or divert to the nearest appropriate place. Depending upon location and situation this may be school, home or the nearest medical facility.

Please indicate if this would be appropriate for your child	Yes	No
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If you have ticked No please provide details of why this will not be appropriate:

Part 7 - Behaviour and Anxieties

Does your child present any of the following behaviours? Please indicate all that apply:

Verbal	Yes	No
Throwing Missiles	Yes	No
Spitting/tantrums/tears	Yes	No
Grabbing i.e. hair, neck, arm, clothing, jewellery etc	Yes	No
Undressing	Yes	No
Sexualised behaviour	Yes	No
Likely to attempt to flee the vehicle during travel	Yes	No
Likely to attempt to flee when getting in/out	Yes	No
Other not listed above	Yes	No

If you have ticked **yes** to any of the above please provide as much further detail as you can including the frequency of the behaviours, any actions which might help and what, if any, warning signs, triggers staff should be aware of:

How is your child likely to behave on transport, bearing in mind that at first the transport staff and any other passengers may be new to them? Is there anything which might make them anxious i.e. noise, smell, physical contact etc?

Please let us know what is important to your child to help us to keep them safe whilst travelling and ensure a successful journey. Is there any other information which you need to share with us?

Part 8 - Declaration of Parent or Carer

I declare that

- I have read and understood the guidance notes;
- To the best of my knowledge the information given on this form is correct and complete, relevant and up to date;
- I will provide future updates with regards to changes to medication or mobility aids as these happen;
- I have enclosed any additional evidence and information I want you to look at;
- I understand that if my application is successful and I am awarded transport I must contact the Transport Team immediately if there is any change to the circumstances listed;
- I understand that travel assistance can be reassessed at any time during the academic year;
- I understand that if my child's behaviour is likely to place themselves or others in danger, the provision of assistance could be withdrawn pending a review and reassessment of my child's travel needs;
- If necessary I consent to an officer from the Council meeting with me and my child to undertake a practical assessment;
- I understand that Doncaster Council will store, keep and use all information I give them when I am in contact with them as a record of their work with me and my child, so that they can provide me and my child with any services needed - this includes the contents of this form; and
- I understand that Doncaster Council may share this information with other professionals where relevant and necessary, including the transport operator for the purpose of organising safe and appropriate transport

Signed Date

Please print your name:

Relationship to pupil:

Please note that when completing this form you will be providing us with personal information. Details on how we handle this information can be found in the Travel Assistance Online Privacy Notice which can be accessed via the following link:
<http://www.doncaster.gov.uk/services/schools/transport-to-and-from-school>

If you do require a paper copy of the Privacy Notice please telephone the Transport Team to request this on: 01302 736081