



PAID TRANSPORT - ACADEMIC YEAR 2019/20

Please read this document carefully before applying.

Warwickshire County Council's paid transport scheme allows students who are not entitled to free transport assistance to travel on certain Council services, after all entitled travellers have been accommodated. Applicants must be under 19 years of age on the 31st August, before their course starts, to qualify for transport assistance.

Please be aware that all seats are allocated on a first-come first-served basis and not all paying students are guaranteed to be offered a place.

How to Apply

Please complete the online form on the website – www.warwickshire.gov.uk/schooltravel

All applicants will be allocated services based on the categories below

The categories are listed in order of priority (highest first):

Category 1 - Students who have travelled on the same bus service in the previous academic term.

Category 2 - Warwickshire residents who have not previously travelled on the service, or who are asking for a different bus service to the one travelled on in the previous academic term.

Category 3 - Non-Warwickshire residents who have not previously travelled on the service, or who are asking for a different bus service to the one travelled on in the previous academic term.

Seats for students can only be allocated once all entitled passengers have been accommodated. Parents should therefore make alternative arrangements until they have received confirmation that a seat is available. In some circumstances this may not be until after the start of the academic year.

Once a seat is confirmed you will receive an email with a link to make payment and to enter your bank details (if you have elected to pay by direct debit). You will be given a deadline to make this payment, if you pay after the deadline there is no guarantee that your seat will still be available. If this is the case then your payment will be refunded to you. If you pay before the deadline the bus pass will be issued.

Post-16 Students ONLY

Direct Travel Payments (Not available to Non-Warwickshire residents)

Direct travel payments are only offered to Warwickshire residents when there is no suitable Warwickshire County Council or commercial transport available between the home address and the establishment. Upon applying for a Direct Travel Payment you will be notified via letter whether or not you qualify.

If you are entitled to a Direct Travel Payment you will be sent three claims forms (one for each term) to claim back £110* per year (*£220 if you are in receipt of a qualifying benefit).

Students who receive a Direct Travel Payment can either apply to travel on a Warwickshire County Council service (normal terms and conditions apply) or they may make their own travel arrangements.

If you are applying for a Direct Travel Payment you must:

- Be studying a full time course (at least 540 guided learning hours per year);
- Be attending the nearest establishment which offers the course you have selected;
- Need to travel more than 2 miles (by the shortest walking route) to reach your nearest pick up point / bus stop.

If any of the following apply you will not qualify for assistance:

- You are applying for Higher Education courses for which you may apply for a mandatory grant;
- You are 19 years of age or older on at the start of your course;
- You have not paid the annual or termly charge, or made the initial deposit to pay by standing order;
- You are in full time employment or on an equivalent training scheme.

IMPORTANT INFORMATION – FOR ALL APPLICANTS

Post 16 Students - Do not wait until you receive your GCSE results to apply.

If you know which establishment you hope to attend, apply immediately after applications open in June. Payments will be refunded in full if your plans change. If we are able to allocate your child a seat and your application, payment and if appropriate, proof of benefit, is received before 12th July 2019, your pass will be sent to you before the start of the autumn term.

Applications received after this date will be dealt with in the order that they are received.

If you are late applying, we cannot guarantee that a pass will be issued in time for the start of the autumn term.

You may be expected to pay a daily fare (where possible) and any expenses incurred while waiting for your pass are non-refundable.

If your child does not have a bus pass by the start of term they will not be able to travel.

If the school/college is located on more than one site, you must indicate clearly which site you will be attending on the application form (e.g. *Warwickshire College - Henley site*).

All bus passes are photo cards. You can email the photo of your child to busservices@warwickshire.gov.uk using 'Bus Pass Photo 2019' as the subject line including your child's name and date of birth in the contents, along with the photo attachment. Please be advised that, although the Council's email address is secure, if you opt for this method then your email may be at risk of interception, depending on your email provider.

If you would prefer not to email your child's photo then please post them via recorded delivery to: Transport Operations, PO Box 43, Shire Hall, Warwick, CV34 4SX.

Please ensure that your child's full name, date of birth, and the school they are attending is written on the back of the photo.

How Much Does it Cost?

For those who pay the <u>full</u> rate	For those who pay the <u>reduced</u>* rate
Students living <u>more</u> than 3 miles from school <ul style="list-style-type: none">• £795 annually• £50 first payment / 8 x £93.12 direct debit	Students living <u>more</u> than 3 miles from school <ul style="list-style-type: none">• £397 annually• £50 first payment / 8 x £43.37 direct debit
Students living <u>less than</u> 3 miles from school <ul style="list-style-type: none">• £397 annually• £50 first payment / 8 x £43.37 direct debit	Students living <u>less than</u> 3 miles from school <ul style="list-style-type: none">• £198 annually• £50 first payment / 8 x £18.50 direct debit

**In order to qualify for a reduced rate you need to be in receipt of a qualifying benefit.*

The distance from home to school will be calculated based on the **shortest available route** (walking route <3m / motorised route >3m). The fee payable will depend on the distance from home to school **not** the distance to / from the bus stop.

The qualifying benefits are as follows:

- Income Support;
- Income-based Job Seekers Allowance (or equal based Income-based & Contribution based JSA);
- The Guarantee Element of State Pension Credit;
- The Maximum Level of Working Tax Credit;
- Employment and Support Allowance (Income-related, or equal based Income-based & Contribution based ESA);
- Child Tax Credit (below the relevant threshold of £16,190);
- Support under Part VI of the Immigration and Asylum Act 1999;
- Universal Credit (with an annual income of less than £7,400).

You will need to either send a copy of all pages of your benefit award notice dated within the last 6 months or ask the Benefits Agency to stamp your application form.

If you receive Universal Credit please supply a screen shot of your most recent statement, including your 'Take Home Pay' for that period.

Important Information – Direct Debit

If you elect to pay by direct debit, the first payment will be taken at the point the seat is confirmed. You will then be directed to complete your bank account details. These will be used to set up the further 8 payments required, starting in September. The full cost of the pass should be paid off by 1st June at the latest, therefore if you apply after the start of term your payment schedule may be readjusted accordingly.

Failure to pay for the pass in full by the conclusion of the relevant term will result in the balance becoming recoverable as a civil debt.

Refunds

Refunds will only be processed upon successful receipt of the returned bus pass. The amount refunded will be dependent on when the pass is returned and will be calculated on a pro-rata basis.

Where payment is made by direct debit and the pass is no longer required, students/parents must first notify the Education Transport department and then cancel the direct debit.

All bus passes should be returned immediately to the Education Transport department at the address below. **If the pass is not returned, no refund will be given and proof of postage must be obtained when returning a pass by post.** If the pass goes missing there will be no refund without this documentation. (Please note refunds are either undertaken using BACS or debit / credit card depending on the method you used to make the payments.)

Validity of Bus Passes

Bus passes are only valid for one journey in the morning and one journey in the afternoon, at the times shown on the timetable sent with the pass. The pass may be confiscated if used on any other service than the one specified. As many courses have flexible study hours, consideration should be given as to whether the transport available will meet your needs.

Termly Passes

As of September 2019 termly passes are no longer offered.

Replacement Passes

There is a £10 fee to replace a Warwickshire County Council bus pass (£25 for Stagecoach / Johnsons / Arriva passes). Payment can be made over the phone by credit/debit card. A replacement will be issued as soon as possible. Any fares charged whilst waiting for a replacement pass are non-refundable.

Terms and Conditions of Travel

Both the parent/carer and student will be required to read the declaration on the website. Submission of the application will be considered as acceptance of the conditions. Failure to comply with the conditions may result in transport being withdrawn.

Data Protection & Sending Confidential Information

To see how we use your personal data and what your information rights are, please read our overall customer privacy notice at www.warwickshire.gov.uk/privacy

When sending personal details to Warwickshire County Council, we want to ensure you do so safely. We suggest doing one of the following:

- Use Gmail as this is a secure email provider.
- If using any other provider, password protect the photo attachment and send the password in a separate email.
- Email us and ask us about using our “Egress” secure email facility; you will need to sign up to this and set up a login so that you can email us securely.

Contact Details

For enquiries about the transport policy and applications;

Education Transport
Saltisford Office Park
Ansell Way
Warwick
CV34 4UL

Telephone: 01926 412929 (Option 1, Option 1)

Email: educationtransport@warwickshire.gov.uk

For enquiries regarding route allocation, timetables and service operators;

Transport Operations Group
P.O. Box 43
Shire Hall
Warwick
CV34 4SX

Telephone: 01926 412929 (Option 1, Option 2)

Email: busservices@warwickshire.gov.uk

Information can also be found on the website: www.warwickshire.gov.uk/schooltransport