

Application and Terms and conditions of “spare seats” on Carmarthenshire County Council School Transport (2017)

Carmarthenshire County Council has resolved to make spare seats available on its school transport buses in the following circumstances:

- Spare seats will only be offered from October each year, for the duration of that academic year.
- Spare seats will NOT be made available on or where there is an existing fare paying school service operating to and from school, or where there is other suitable public transport available.
- Spare seats will only be offered to children of statutory school age.
- Applicants must be residing in Carmarthenshire (i.e. Council Tax for registered home address is paid to Carmarthenshire). This address must be registered as the pupil’s home address with the School.
- Applicants must be attending the nearest or L.E.A. designated catchment school.
- Applicants must reside within the “statutory walking distance” of, but at least 1 mile from, the school.
- Allocation of a spare seat is made ONLY for the duration of the current academic year and will not automatically result in the concession being offered in future years.
- The Authority reserves the right to withdraw this concession for any reason with 7 days prior notice should the spare seat cease to be available (eg where the seat is required for a pupil eligible for free transport, or if the existing school transport arrangements need to be amended for any reason).
- Spare seats cannot be made available where doing so would incur additional cost for the Authority.
- Spare seats will be available only on dedicated contract vehicles operated on behalf of Carmarthenshire Council, where the contract between the Authority and the Contractor requires a vehicle seating 9 or more passengers, i.e. public service vehicles. Taxis and private hire vehicles (i.e. below 9 passenger seats) are not included in the scheme. Spare seats will be available only on mainstream vehicles, and not in respect of vehicles provided for pupils in special circumstances (eg to Specialist Schools or Units).
- Applications for spare seats will only be accepted from parents or guardians. The Authority will not enter into any arrangement with a School or other organisation for the utilisation of spare seats.
- The number of spare seats on each vehicle will be determined by the County Council and will not be open to negotiation. Seats will be determined to be available only where the number of Travel Passes issued to eligible children is less than the contracted seating capacity of the vehicle.

Note: Not all available spare capacity on a vehicle can be made available as “spare seats” as a seat will sometimes be required for staff purposes (such as driver route training, carrying out or reviewing route risk assessments, or for passenger assistants or monitoring staff). Spare seats must be on a vehicle serving an existing route and no additional vehicle mileage should be incurred.

In some instances it may appear that a school bus has a number of spare seats available but this may not actually be the case, and these apparently spare seats cannot necessarily be made available for other passengers. For example, each child registered to travel and to whom a Travel Pass has been issued must be allocated a seat, as “3 for 2” seating and standing is not permitted on dedicated school contract vehicles. Some pupils, however, may only use the vehicle occasionally but the seat must be available for when they do travel.

Also please note that for operational reasons contractors sometimes use vehicles with greater seating capacity than is required under the contract, however any such surplus seats cannot be made available as “spare seats” as contractors cannot guarantee that this additional capacity will always be available.

Continued on the next page ...

Please note that the County Council has resolved to introduce an administrative charge of £50 per Spare Seat. Successful applicants will be advised on award of a spare seat to contact the County Council to make a card payment within 10 days which will subsequently allow the release of the Travel Pass. There will be no refunds for Travel Passes surrendered during the academic year unless this is at the request of the County Council.

The allocation of spare seats will be prioritised on the following basis:

- Priority for spare seats will be given to children who are currently in receipt of free school meals. **Proof of eligibility of free school meals for the current academic year MUST be provided along with this application – retrospective submissions of proof will not be considered.** Seats will be allocated in order of pupil's age, with the youngest children receiving priority.
- Any spare seats remaining after allocation to recipients of free school meals will be allocated to remaining applicants, again allocated in order of pupil's age, with the youngest children receiving priority.

Applications for spare seats must be made using this form, and must be received by the County Council at the address shown 12 noon on **22nd September 2017**. Please return completed application forms to **Applications, Passenger Transport Unit, Carmarthenshire County Council, Block 1, Parc Myrddin, Carmarthen SA31 1HQ**.

Applications will be determined according to the above criteria based on spare capacity at **29th September 2017**. Where applications are successful, Travel Passes will be issued within 10 working days of receipt of payment. Travel will NOT be allowed until the Travel Pass is received.

Details of the route to be used will be supplied with the Travel Pass. If a Travel Pass is lost or damaged the Authority must be contacted on **01267 234 567** immediately in order to make temporary arrangements for travel (where possible) and to order a replacement pass. A charge will be made for replacement Travel Passes.

The provision of free transport is made on the understanding that pupils will behave in a manner which has respect for fellow pupils, property and the safety of all. All parties involved in the provision and use of school transport must abide by the "Home to School/College Transport Code of Conduct", copies of which are available at www.carmarthenshire.gov.wales/schooltransport or from the Authority on request.

Travel Passes must be presented to the bus driver at the start of each journey made. Transport may be refused if the pass is not shown. Travel Passes are not transferable, and are valid only for the learner named on the pass and for the journey(s) shown on the pass. Misuse or fraudulent use of a Travel Pass is treated very seriously, and may result in the learner being subject to the school/college's disciplinary procedure in addition to losing their right to travel.

If any details change from the original application form, you must contact the Authority's Passenger Transport Unit immediately, so that the details can be amended and eligibility for transport reassessed if necessary. If a new Travel Pass is required as a result of such change, the existing pass must be returned along with the application.

If the Travel Pass is no longer required, please return it to the Authority's Passenger Transport Unit as there may be other learners wishing to take up the allocated seat.

Spare seats may be withdrawn at any time during the academic year, without specification of reason, at 7 days notice. Pupils selected in such circumstances will be prioritised by age, oldest first, children in receipt of free school meals will retain priority. Where this concession is withdrawn, the Travel Pass must immediately be returned to the County Council. Failure to do so will render the pass holder invalid to benefit from this concession in future years. Following the withdrawal of a spare seat responsibility of the child's journey to and from school will revert to the parent.

The Authority's decision on the allocation of spare seats is final and there is no Right of Appeal.

Section 3. Parent/Guardian details:

Surname:	Initials:	Title:
Relationship to pupil:		
Daytime telephone number and/or email address (<i>so that we can contact you if there is a query</i>):		

Section 4. Declaration:

I have read the "Home to School/College Transport Code of Conduct" and understand that unacceptable behaviour may result in the withdrawal of entitlement to transport

Pupil signature: Pupils applying for primary school transport need not sign

I certify that I have parental responsibility for the child named above and that the above information is correct to the best of my knowledge. I have read the Parents Code of Conduct section of the "Home to School/College Transport Code of Conduct" and understand that unacceptable behaviour by my child may result in the withdrawal of his/her entitlement to transport.

I accept that the vehicle that my child will travel on may have a CCTV system in operation and that any footage recorded may be viewed and used as evidence of unacceptable behaviour. The CCTV footage is confidential and will only be viewed by designated persons that have been approved through the Criminal Records Bureau process.

I understand that any spare seat made available to me will be only for the duration of the current academic year, and that this concession may be withdrawn at 7 days notice. I agree that should I be informed by the County Council during this period that the spare seat is no longer available, I will return the Travel Pass immediately.

Parent/Guardian Signature: Date:.....

Information provided by you will be held and automatically processed as data on a computer system. The Council will take all reasonable precautions to ensure confidentiality and to comply with the principles contained in the Data Protection Act.

In order to aid the prevention of fraud in the administration of public funds the information may be compared with other personal data held by the Council and may be used for cross-authority comparison purposes.

Where parents/guardians knowingly give false information in order to obtain free transport to which they would not normally be entitled, they may render themselves guilty of a criminal offence. Transport may be withdrawn if such declarations are subsequently found to be incorrect.

Please return this completed form **BY 22nd SEPTEMBER 2017** to:

Applications,
Passenger Transport Unit,
Carmarthenshire County Council,
Block 1, Parc Myrddin,
Carmarthen SA31 1HQ.