

Teitl:
Title: **Student Transport Policy**

Dyddiad Cyhoeddi:
Issue Date: **September 2018**



Adolygu a Chymeradwyo / Review and Approval

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|--|------------------------------|
| Cyfrifoldeb: Responsibility: | Director of Finance |
| Corff Cymeradwyo: Approval body: | HR, Finance Committee |
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This document is also available in Welsh.

Scope

The purpose of this policy is to provide guidelines in relation to the transport arrangements that the College manages to enable learners to get to and from all College sites.

The respective Local Education Authority provides Home to School / College transport for all learners that study full-time and are aged under 19 on 1 September of the enrolling academic year.

Under the terms of the Student Transport Policy, Coleg Cambria will liaise with the relevant LA to determine the most efficient use of resources to provide the most effective mode of transport. This may include a College/LA contract service, public bus or private hire (Taxi) from home to a designated College site. In some cases, more than one mode of transport may be considered to transfer students to other sites of study.

Legal Framework

The Education Act 1996 (as amended) sets out the law for the attendance of pupils at school and the Learner Travel (Wales) Measure 2008 sets out related provision for school and learner transport in Wales. The Measure covers, amongst other things, duties on local authorities to assess learner travel and to make transport arrangements for defined groups of learners.

Local Education Authorities Transport Policy

Local Education Authorities (LEA) are required to determine whether the provision of transport for pupils of statutory school age is necessary in order to facilitate the attendance of a pupil at a designated place of learning. If such transport is deemed necessary, then the transport must be provided free of charge.

Equal Opportunities

The College shall comply with the Sex Discrimination Act 1975, the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001), the Rehabilitation of Offenders Act 1974, the Human Rights Act 1998 (or any enactment modifying or replacing them) and all relevant statutory duties in respect of equal opportunities.

Learners with Additional Learning Needs (ALN) and the Disability Statement

The College shall have particular regard to the provisions of the Disability Discrimination Act 1995 ((DDA) as amended by the Special Educational Needs and Disability Act 2001) in respect of this policy.

The Act applies to people who are disabled according to the definition of disability in the DDA 1995. That is, a disabled person is someone who has a physical or mental impairment which has an effect on his or her ability to carry out normal day to day activities. That effect must be:

1. Substantial (that is, more than minor or trivial), and
2. Adverse, and

3. Long-term (that is, has lasted or is likely to last for at least 12 months or for the rest of the life of the person affected).

The College is committed to take all reasonable steps to implement or adjust the policy taking in the circumstances of each individual. Reasonable steps may include, for example, alternative format documents and special meeting arrangements (please note the examples are not exhaustive).

APPLICATION PROCEDURE

All students who wish to apply for transport **MUST** complete an 'Application for Transport' form every year.

Some LEAs also require completion of their own Transport Application form, in addition to the College form. The Transport Department will advise if this is necessary.

Please note that the completion of the 'Application for Transport' form is an APPLICATION ONLY – it does not mean that transport will be automatically provided.

Each application is assessed for eligibility on its own merits and each individual's circumstances e.g. exact address and course of study, can affect eligibility.

All transport requests are administered by the Transport Co-ordinator in accordance with the College's Student Transport Policy.

The Student Transport Policy is available on the College Website and Student Intranet. During Induction all students are made aware of how and where to find College policies. In addition this information can be found in the prospectus. Information is also available during admission interviews, College open events or by calling in to Student Services at each College site.

Where the provision of transport is approved, the transport pick up point will be held on the College management information system alongside the student details. In accordance with the Data Protection Act the relevant information may be given to the people and organisations within and external to the College, including relevant bus companies, who are responsible for providing the transport.

The Education Maintenance Allowance (EMA) and Assembly Learning Grant (ALG) are payments made to learners depending on the household income. The money is intended to help with day to day expenses such as travel. Under the EMA and ALG scheme learners are expected to contribute a reasonable proportion of their EMA or ALG towards their transport costs.

ELIGIBILITY

Coleg Cambria actively promotes and supports independent travel for all students. Only authorised and approved students and personnel may travel on College transport.

Free transport will be provided for learners meeting the criteria detailed in **Appendix 1**.

All requests that do not comply with the Student Transport Policy will be considered by an independent Transport Panel. The Panel will comprise of two of the following post holders: Student Services Manager, Director of Finance and Assistant Principal.

The three mile limit is measured along the nearest available and safe walking route. Where mileages and radial routes have to be calculated in order to determine eligibility under this policy, the College will use a computerised Geographical Information System.

Transport is not normally provided from home but from an approved pick up point. Feeder transport is provided for qualifying students under the age of 19 or who have a learning or physical disability and whose nearest pickup point is more than 3 miles from the nearest designated pick-up point on a college transport route.

Students requiring temporary additional transport arrangements for medical conditions (e.g. broken leg) should contact the Transport Co-ordinator in the first instance who will seek appropriate and temporary provision.

Public transport costs or petrol allowance may be paid if students have problems with getting to or from college due to an error by a transport operator.

Post 19 Transport: Empty Seats Policy

The College has no legal responsibility to provide transport to students over the age of 19. Regardless of age, students that live within 3 miles are not eligible for any assistance towards their transport to and from College.

If they are 19 or over and wish to travel on the College bus then they may do so provided **there is capacity** and all other 16-18 students have been allocated seats.

LEARNERS WITH ADDITIONAL LEARNING NEEDS AND/OR DISABILITIES

The Learner Wales (Travel) Measure states that, in considering whether travel arrangements are suitable, the local authority must have regard in particular to any disability and/or learning difficulty of any student. In response to this measure, pupils who live within the standard qualification distance will qualify for free transport if they meet the criteria on medical needs, disability or learning difficulty.

16-18:

Pupils who live within the standard qualification distance will qualify for free transport if they meet the criteria on medical needs, disability or learning difficulty.

This discretion will be managed by the relevant Authority's Statement Officer, on receipt of the appropriate assessments and reports. Special transport arrangements will only be considered for students when their needs are supported by evidence from a recognised professional.

All students attending mainstream provision will be expected to utilise the main college transport service.

19+:

Where an individual has a medical condition, disability or learning difficulty and does not receive financial assistance with mobility and/or motability an application for assistance with transport will be considered.

This must be supported by a statement from at least two recognised professionals e.g. hospital consultant, general practitioner.

Evidence will be required that Mobility/Motability Allowance is not being claimed.

If a learner is in receipt of either of the:

- Higher Rate Mobility component of Disability Living Allowance (HRMC DLA)
- Enhanced Rate of the Mobility component of Personal Independence Payment (ERMC PIP)
- Motability Allowance

then they will not be eligible for further support from the College.

All students attending mainstream provision will be expected to utilise the main college transport service.

All cases should be referred to the Student Services Manager prior to approval.

TRANSPORT OF DEPENDENTS

Dependents of students are not permitted to travel on College Transport due to insurance regulations. If you have particular transport difficulties, please speak to the Transport Coordinator for further assistance.

BEHAVIOUR

Transport providers are informed to report all incidents of misconduct to the Transport Coordinator. The College Disciplinary Procedures will be invoked to respond to all reports of misconduct.

The College Code of Conduct applies to all students authorised to travel on College transport. Any conduct in breach of the code of conduct will be dealt with in accordance with the college disciplinary procedures. Students may be permanently excluded from using the College transport service.

APPEALS PROCESS

An Independent Transport Appeals Panel will be convened to consider all appeals against the decision made by the Transport Panel. The appellant will be informed of the decision within 10 working days of the receipt of the appeal.

QUALITY

Quality of service will be assured by the LA through only contracting with appropriately licensed operators.

The College may receive minor complaints and comments from students regarding transport. The Transport Co-ordinator will endeavour to address them within two working days with the relevant LA and transport contractor. Complaints of a more serious nature will be addressed via the College's standard complaints procedure.

POLICY MONITORING AND REVIEW

Due to the dynamic nature of the service and dependant on resources available, the Student Services Manager in conjunction with the Transport Co-ordinator may request a review of the Student Transport Policy during the academic year and previous to the agreed policy review date.

Appendix 1: Free Transport Eligibility for existing Main Routes

Deeside Site

| | | |
|----|---|----------------------------------|
| 1. | Full Time student | |
| 2. | Reside more than 3 miles from the College | |
| 3. | Under 19 on 1 September 2018 | |
| 4. | Lives in the county boroughs of: | Conwy |
| | | Denbighshire |
| | | Flintshire |
| | | Wrexham |
| | | Chester (designated routes only) |
| | | Wirral (designated routes only) |

Yale Site

| | | |
|----|---|-------------------------------------|
| 1. | Full Time student | |
| 2. | Reside more than 3 miles from the College | |
| 3. | Under 19 on 1 September 2018 | |
| 4. | Lives in the county boroughs of: | Denbighshire |
| | | Flintshire |
| | | Gwynedd |
| | | Wrexham |
| | | Shropshire (designated routes only) |

Llysfasi Site

| | | |
|----|---|----------------|
| 1. | Full Time student | |
| 2. | Reside more than 3 miles from the College | |
| 3. | Under 19 on 1 September 2018 | |
| 4. | Lives in the county boroughs of: | Conwy |
| | | Denbighshire * |
| | | Flintshire * |
| | | Gwynedd |
| | | Wrexham* |

*If the student lives more than 3 miles from any of the college pick up points, then they will qualify for a connecting taxi.

Northop Site

| | | |
|----|---|----------------------------------|
| 1. | Full Time student | |
| 2. | Reside more than 3 miles from the College | |
| 3. | Under 19 on 1 September 2018 | |
| 4. | Lives in the county boroughs of: | Denbighshire |
| | | Flintshire |
| | | Wrexham |
| | | Chester (designated routes only) |
| | | Wirral (designated routes only) |

Bersham Road Site

| | | |
|----|---|-------------------------------------|
| 1. | Full Time student | |
| 2. | Reside more than 3 miles from the College | |
| 3. | Under 19 on 1 September 2018 | |
| 4. | Lives in the county boroughs of: | Denbighshire |
| | | Flintshire |
| | | Gwynedd |
| | | Wrexham |
| | | Shropshire (designated routes only) |