

# FREE SCHOOL TRANSPORT – INFORMATION

(Please retain this leaflet for your information)



## Help on the way to school

We're happy to help you get your son or daughter to school safely and on time. That's why East Renfrewshire Council provides school crossing patrols. Where pupils walk to school, our education and roads department consult the West of Scotland Road Safety Forum Guidelines to ensure that walking routes are safe. Our free school transport policy also plays a major part in helping pupils get to school. This leaflet tells you how the policy works and how to apply for free school transport, if your son or daughter is attending primary school

## What our free school transport policy says

The policy says that we will provide your son or daughter with free school transport for one morning journey to school and one return journey at the end of the school day if your son or daughter:

- Lives more than 2 miles away from his or her local primary school by the shortest, safe walking route
- Lives more than 3 miles away from his or her local secondary school by the shortest, safe walking route
- Lives more than one mile away from his or her local primary school by the shortest, safe walking route and is in receipt of both a clothing grant and free school meals
- Lives more than 2 miles away from his or her local secondary school by the shortest, safe walking route and is in receipt of both a clothing grant and free school meals
- Lives more than one mile away from his or her local primary school by the shortest, safe walking route and has at least 3 older siblings attending the same primary school
- Has been recommended on health grounds for free school transport by a designated medical officer
- Has been assessed by psychological services to attend a particular school
- Has to walk a route to school which after taking advice the education department considers unsafe

## What free school transport means

We identify the need for school transport. It will be provided, depending on your son or daughter's circumstances, by one of the following:

- School contract bus which carries pupils only
- Taxi, private hire cars or minibuses
- The council's own vehicles.
- Bus pass for use on a local service bus which also carries other fare paying customers
- Train passes for use on regular service trains

Contracts covering transport for school pupils are arranged for the council by Strathclyde Partnership for Transport.

## What Free School Transport does not cover

Free school transport doesn't cover:

- Pupils going home for lunch. If you wish your son or daughter to come home, you will have to make your own travel arrangements.
- Pupils travelling to or from child carers. Entitlement to free school travel is based upon a pupil's home address.
- Free travel to a school which is not your local one and which your son or daughter attends because of a placing request.

## When to apply for Free School Transport

You should apply for free school transport at registration time if your son or daughter is going to primary school for the first time and for secondary school when you are completing other forms in respect of your son or daughter's transfer from primary to secondary school. You can, of course, apply at any time although at certain times of the year there may be a delay while we make arrangements. You should make a fresh application if you move house during the year.

## After you apply

We'll write to you to tell you if your application has been successful or if we've refused it. If you're applying on behalf of your son or daughter who's already at school, we'll aim to let you know as soon as we can. Sometimes, if you've applied for the new school term, we won't be able to let you know of the new term's arrangements until the summer holiday period, but we'll do everything we can to let you know in good time.

## Helping us to help you

As parents or guardians, you have a vital role to work with us to make school transport work safely and efficiently. You are responsible for your son or daughter's behaviour when they use school transport. You can help by teaching and encouraging your son or daughter to behave properly at all times on school transport. You should emphasise the importance of safety to them and remind them to be vigilant when boarding or leaving school transport and to behave while on the vehicles.

If your son or daughter does misbehave, the bus driver may retain his or her ticket or pass. The incident will then be reported to the driver's supervisor who will inform your son or daughter's head teacher. You will be invited to an interview with the head teacher who may ask you for assurance that your son or daughter will not misbehave before returning the confiscated free travel pass or ticket. If your son or daughter's travel pass or ticket is confiscated, you will be responsible for making travel arrangements until it is returned.

## If you wish to complain

If you have any concerns about school transport or wish to make a complaint about an operator, you should contact your son or daughter's school. The school will record the complaint and send it to Strathclyde Partnership for Transport (SPT) who will investigate the complaint with the operator concerned.

You may also wish to write directly to Strathclyde Partnership for Transport (SPT) to reinforce your complaint. The address is shown below.

Strathclyde Partnership for Transport (SPT) monitors operators providing school transport contracts and welcomes comments and information from parents.

## Your contacts are

- **Your local school**
- **Education Department**  
Council Offices, East Renfrewshire Council,  
211 Main Street, Barrhead, Glasgow G78 1SY  
Phone: 0141 577 3258      email: schooltransport@eastrenfrewshire.gov.uk
- **Strathclyde Partnership for Transport (SPT)**  
131 St Vincent Street, Glasgow G2 5JF, Phone: 0141 333 3362

## If you wish to appeal

If you're not satisfied with the outcome of your application, you can appeal. You can do so by writing to the director of education at the address given above

## Privacy Notice – School Transport

### Who will process your information?

The personal information you give to us through any of our forms relating to School Transport and any other personal information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock G46 6UG for the administration of School Transport, any exemption due for free school meal entitlement in the case of free transport or charges you may be liable for in the case of privilege transport.

### Why do we process your information?

Your information is processed to help us administer School Transport and collect Privilege Travel fees as part of the provision of the Education service. It is also used to ensure you get any exemption you are entitled to. Your information may also be shared with other departments within the council for the same purposes and also to protect public funds.

### What is the legal basis for us to process your information?

The council processes your information to perform a task carried out in the public interest and in order to fulfil our Privilege Travel contracts, also to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

These are the main points of our privacy notice. You can access the full privacy notice at [www.eastrenfrewshire.gov.uk/privacy](http://www.eastrenfrewshire.gov.uk/privacy) If you do not have access to a computer and wish a paper copy please contact 0141 577 3258.

## EAST RENFREWSHIRE COUNCIL PRIMARY & SECONDARY FREE SCHOOL TRANSPORT APPLICATION FORM

- Please ensure you have read the relevant school transport information leaflet before completing this form
- A separate application form is required for each pupil.
- Please ensure you submit your application at least 4 weeks before transport is required

Pupil Details	
Forename:	Surname:
Home address:	Date of Birth:
	Post code:
School Details	
Name of school your child attends or will attend:	Stage:
Date from which transport is required:	
Reason for application: (please tick appropriate box)	
<input type="checkbox"/>	<b>Walking distance</b> 2 Miles for Primary schools, 3 Miles for Secondary Schools
<input type="checkbox"/>	<b>Reduced Walking distance</b> 1 mile for primary schools and 2 miles for secondary schools and currently in receipt of free school meals (please note you are required to submit an application each year to qualify on this basis) in accordance with qualifying benefits
<input type="checkbox"/>	<b>Medical Reasons</b> You should support this application with a letter from your GP
<input type="checkbox"/>	<b>Safety</b> We will take expert advice to determine if there is no safe walking route between your child's home and school

The information you supply on this form will be used by East Renfrewshire Council to reach a decision whether your son or daughter qualifies for free school transport. We will also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information because we need to do so to perform a task in the public interest. The information will be shared with Strathclyde Partnership for Transport (SPT) to provide this service. If you do not provide us with the information we have asked for then we will not be able to provide this service to you. If you have given medical reasons in support of your application we will process more sensitive personal information about you for reason of subnational public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as outlined by law. You can find out more about how we handle this information and your rights in respect of it by going to [www.eastrenfrewshire.gov.uk/privacy](http://www.eastrenfrewshire.gov.uk/privacy). If you do not have access to a computer and wish a paper copy please let us know by contacting 0141 577 3760/3258.

Parent/carer details:	
Name:	Contact Telephone number:
Email Address:	
I am happy to be contacted by email: YES <input type="checkbox"/> NO <input type="checkbox"/>	

You should be aware that in order for us to process this application you required to indicate that you have read and understand the statements below.

<input type="checkbox"/>	I understand that if my son or daughter is granted free school travel by East Renfrewshire Council, he or she will be bound by the operator and SPT conditions of carriage.
<input type="checkbox"/>	I understand that free school travel may be withdrawn as a result of Mischievous, anti-social or unsafe behaviour and a guarantee of proper behaviour may be required before tickets of passes are returned to you son/daughter.
Signed:	Date:

<i>For office use only</i>					
1 <sup>st</sup> Check	Initials	Date	2 <sup>nd</sup> Check	Initials	Date
Address checked:			Address checked:		
Mileage checked:			Mileage checked:		
Actual Mileage:			Actual Mileage:		
Declaration checked:			Declaration checked:		
Entitled: YES <input type="checkbox"/> NO <input type="checkbox"/>			Entitled: YES <input type="checkbox"/> NO <input type="checkbox"/>		
Entitled Reason:			Entitled Reason:		
Distance <input type="checkbox"/> Safety <input type="checkbox"/> Medical <input type="checkbox"/> Other <input type="checkbox"/>			Distance <input type="checkbox"/> Safety <input type="checkbox"/> Medical <input type="checkbox"/> Other <input type="checkbox"/>		
Refused Reason:					
Pupil Reference No:					
Comments:					

Input by	Signed :	Date:
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**Please return this completed from to:**

East Renfrewshire Council  
 Business Support Section  
 Education Department  
 211 Main Street  
 Barrhead  
 G78 1SY