

Free School Transport Application Form



Pupil Details

Surname

Forename

Date of Birth

Address (Road/Street, including house number)

North Lanarkshire Council
Education and Families
Tel: 01236 812261/812306
email: ef.transport@northlan.gov.uk

Town

Post Code

School to be attended:

Date from which transport required

This application is based on reason of: (Please tick as appropriate)

WALKING DISTANCE (see guidance note 1)

MEDICAL (see guidance note 2)

SAFETY (see guidance note 3)

Note: If your child attends school as a Placing Request/Request to Remain they do not qualify for free school transport.

I have read and understood the terms under which Free School Transport is granted.

Signature of Parent/Carer:

Contact Telephone Number:

Email Address:

For official use only:

Address Check

Date

Catchment Yes No 1st check 2nd check

Eligibility Yes No Distance Safety Medical 2nd check

Notes

1 Walking Distance

Shortest walking distance between your home and the local school i.e. 1 mile for primary schools and 2 miles for secondary schools.

2 Medical

Requests for transport on medical grounds should, in the first instance, be supported by a letter from your GP.

This request will then be referred to the school medical officer who will arrange to have your child examined.

3 Safety

If you think there is no acceptable walking route between your home and the school, the issue may be raised with Education and Families. A decision regarding eligibility for free transport will be based on the outcome of a walking route assessment

The safety of walking routes is assessed having regard for footway conditions, road width, traffic volume and visibility.

The criteria are based on the assumption that a pupil will be accompanied as necessary by a responsible adult.

4 Privilege Transport

Privilege seats are allocated when there are vacant spaces on home to school transport. These seats can be allocated to non-entitled pupils, this is known as privilege transport. Privilege application forms can be obtained from Education and Families can also be downloaded from the North Lanarkshire Website www.northlanarkshire.gov.uk

Privilege transport is normally allocated at the end of September after all applications for entitled pupils have been processed.

A privilege seat may be withdrawn at any time during the school session if it is required for an entitled pupil.

5 Placing Requests

Please note if your child attends a school by means of a placing request/ request to remain, you are responsible for arranging transport to school.

Annual Seatbelt Statement

All school contracts in North Lanarkshire council are specified to ensure that any dedicated bus or coach used must be fitted with seatbelts. This applies to motor vehicles used for home to school transport and for all school trip transport services.

Where a vehicle with 9 to 16 passenger seats is used, 3-point lap and diagonal belts must be fitted for each seat position. The seat belts and their installation shall meet the relevant standards set by the Department for Transport (DFT) and the Driver and Vehicles Standards Agency (DVSA) and if requested by the Council. The contractor shall supply proof of the relevant seat belt test certification. Where a vehicle with 17 or more passenger seats is used, either a 3-point lap and diagonal or lap belts must be fitted for each seat position.

As agents for the management of school contracts, Strathclyde Partnership for Transport (SPT) monitor contract compliance through roadside inspections.

For all school contracts within North Lanarkshire Council, where a seat belt is provided on a vehicle there is a requirement for the pupil(s) to use the restraint and to remain seated during the journey.

Drivers and escorts (where applicable) must be aware of legal responsibilities for the wearing of seatbelts on school transport vehicles and endeavour to ensure that pupils remain seated with seatbelts fastened during the journey. Any difficulty experienced in gaining co-operation from pupils in the wearing of seatbelts must be reported to the school.

In line with best practise, schools will work in partnership with parents/carers and the Council to ensure the wearing of seatbelts by pupils on all school transport journeys.

Education, and Families GDPR Privacy Statement

Who we are:

North Lanarkshire Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Education and Families is located in Civic Centre, Motherwell

Why do we need your personal information and that of your child or young person?

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Legal basis for using your information

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

How will we use this information?

Your personal information will be used:

- to make appropriate transport arrangements with Strathclyde Partnership for Transport for children and young people.
- to contact you by post, email, telephone or text, when required.

Who do we share this information with?

To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between services within Education. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect of the education of children and young people. We will keep this information safe and secure.

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website [HERE](#) or you can request a hardcopy of this from Education Headquarters, Civic Centre, Motherwell ML1 1AB

Your rights under data protection laws

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request transfer – you can request that your information is transferred to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of personal information
 - use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.

Data Protection Officer

Our Data Protection Officer (DPO) is the Head of Business for Legal and Democratic Solutions. The DPO oversees compliance with this privacy statement. If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the DPO at Civic Centre, Windmillhill Street, Motherwell or by email at: AITeam@northlan.gcsx.gov.uk

Information Commissioner's Office

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can raise the matter with the Information Commissioner's Office, who can be contacted at Information Commissioner's Office, 45 Melville Street, Edinburgh, EH3 7HL or by email to caserwork@ico.org.uk.