

Student Transport Policy for Full-time Further Education Students

Policy Approved by: Policy Group, Senior Management Team
and the Corporation Board

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Student Transport Policy Background Information

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.

LEAs are currently reviewing their respective Home to School Transport Policies for students of statutory age. Gwynedd County Council has a charging policy for all pupils over the age of 16. At present, all pupils over the age of 16 from Conwy and Denbighshire are exempt however this situation may be reviewed at any time.

Conwy County Borough Council is currently reviewing its Home to School Transport Policy for pupils of statutory age and is considering various charging options.

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).

Student Transport Policy

1. Introduction

- 1.1 The respective Local Education Authority provides Home to School / College transport for all students that study full-time and are aged under 19 as at 31st August of the enrolling academic year.
- 1.2 Under the terms of the Student Transport Policy, Coleg Llandrillo Cymru will liaise with the relevant LEA to determine the most efficient use of resources to provide the most effective mode of transport. This may include a College/LEA contract service, public bus or rail transport or private hire (Taxi) from home to a designated College site.
- 1.3 In some cases, more than one mode of transport may be considered to transfer students to other sites of study.
- 1.4 All transport requests are administered by the Transport Co-ordinator in accordance with the College's Student Transport Policy.
- 1.5 Rhyl 6th students accessing provision via Rhyl High School should contact their LEA regarding transport provision, as the existing school bus service will continue.
- 1.6 All requests that do not comply with the Student Transport Policy will be reported by the Transport Co-ordinator to, and considered by, an independent Transport Panel. The Panel will comprise of two of the following post holders: Student Services Manager; Assistant Director of Finance or Head of Programme – Learning Support.
- 1.7 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, the student diary, and the pre-entry booklet. Information is also available during admission interviews, College open events and at the daily drop-in transport sessions in the Advice and Guidance Centre at Rhos Site.
- 1.8 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.
- 1.9 The Education Maintenance Allowance (EMA) and Assembly Learning Grant (ALG) are payments made to students 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 students are expected to contribute a reasonable proportion of their EMA or ALG towards their transport costs.

2. Student Transport Policy

- 2.1 Coleg Llandrillo Cymru actively promotes and supports independent travel for all students.
- 2.2 Only authorised and approved students and personnel may travel on College transport.
- 2.3 Full-time further education students under the age of 19 who live in the county boroughs of Conwy or Denbighshire and live over three miles from the College site will be eligible for twice daily transport between the closest bus/train stop to their primary residence and a College site. If a student has more than one primary residence due to family circumstances, then both places of residence will be considered. Students that conform with this eligibility criteria will be supported by the relevant County Council where the student resides.
- 2.4 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.
- 2.5 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.
- 2.6 Full-time further education students under the age of 19 who live in the county boroughs of Gwynedd, Ynys Mon or Flintshire should apply directly to their Local Education Authority for funding of transport costs. Further information is available from the College's Transport Co-ordinator and Student Advisors.
- 2.7 Students living less than three miles from of their place of study will not be eligible for free transport. In partnership with Arriva, Coleg Llandrillo Cymru offer students a concessionary weekly bus pass. Students can buy this directly from the Arriva website at www.arrivabus.co.uk , bus depots or from the Arriva drop-in sessions at Rhos Site. The reduced concessionary rate is currently £10 a week.
- 2.8 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. This discretion will be managed by the relevant Authority's Statementing Officer, on receipt of the appropriate assessments and reports and considered by the College Transport Panel. Special transport arrangements will only be considered for students when their needs are supported by evidence from a recognised professional.
- 2.9 The household income and the receipt of mobility allowance will be taken into account when considering if transport will be provided for students aged 19 and over and that have a medical condition, disability or learning difficulty. The Transport Panel will consider all applications that meet this criteria.

- 2.10 Students aged 19 and over can purchase a termly travel pass to enable them to use the College Transport. The cost of the termly travel pass is reviewed annually. The cost of the termly pass as of September 2010 is £50.
- 2.11 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.
- 2.12 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.
- 2.13 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.
- 2.14 A petrol allowance may be approved subject to exceptional circumstances. This is paid at 12p per mile up to a maximum of £10.00 per week. This allowance is equivalent to, and aligned with the cost of the weekly public transport bus pass.
- 2.15 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; Assistant Director of Finance or Head of Programme – Independent Living Skills.

3 Work Experience

- 3.1 The College will contribute of up to a maximum of £10 a week to support students under the age of 19, with an annual household income of less than £21,885.00 and travelling more than 3 miles to attend work experience.

4 Appeals Process

- 4.1 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.

5 Quality

- 5.1 Quality of service will be assured by the LEA through only contracting with appropriately licensed operators.
- 5.2 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 LEA and transport contractor. Complaints of a more serious nature will be addressed via the College's standard complaints procedure.
- 5.3 Transport providers are informed to report all incidents of misconduct to the Transport Co-ordinator. The College Disciplinary Procedures will be invoked to respond to all reports of misconduct.

6. Policy Monitoring and Review

- 6.1 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.

