

APPLICATION FOR HOME TO SCHOOL TRANSPORT

Please PRINT clearly using a ball-point pen and ensure you sign the declaration below. Applications can only be processed if both copies are returned so please do not remove the carbonated sheet.

Please attach a passport sized photo here

School / college to which travel is required

Full school/college name (including site if college) _____

Full course title (if college) _____

Date started _____

Pupil details

Surname _____

Forename _____

Date of Birth _____

Sex: Male

Female

Parent/Carer Title _____

Forename _____

Parent

Surname _____

Home address _____

Post code _____

Email address _____

Daytime phone number _____

NB : IF you change address you must notify us and complete a new application form as soon as possible. Failure to do so will result in delays in the issue of new tickets.

Does your child have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan? Yes No

Does your child have any special transport requirements? Yes No

Will the pupil make the same journey each day? Yes No

If NO, please give exact details of journey and on which days

JOURNEY FROM

JOURNEY TO

DAY

Please give us details of your child's journey. If you are requesting a train pass please detail the departure train station and the arrival train station.

The Transport Access and Road Safety Unit (TARS) will arrange transport according to the county council's policy of providing the most cost effective suitable form of travel.

For example

Welwyn Garden City

LANDMARK OR ROAD NAME

Great Gannett roundabout

Boarding point:
(if known)

Getting off point:
(if known)

PARENTS/ GUARDIANS DECLARATION

I declare that the information I have given is to my knowledge true and correct. I undertake to return the tickets to the Transport Access and Road Safety Unit should my child leave school before the end of the academic year, ceases to travel or if requested to do so by the authority. I understand that it is my responsibility to ensure my child has a valid ticket for each day of travel and operators may refuse my child entry to the vehicle if they do not have it in their possession. I accept the County Council will not reimburse me for any costs incurred as a result. I will ensure the good behaviour of my child whilst travelling to school and understand travel facilities may be withdrawn (permanently in severe cases) for bad behaviour.

If applying under low income; I understand that the ticket for which I am applying is issued on a yearly basis. I accept that the issue of a ticket does not automatically guarantee my child a seat the following year.

If applying for a spare seat, or for 16+ transport on an e-route; I understand that the ticket for which I am applying is issued on a termly basis however the County Council has the right to withdraw the ticket with 2 weeks notice should the seat be required by an entitled pupil, if payment is in arrears or if the coach contract ceases. I accept that the issue of a ticket does not automatically guarantee my child a seat the following year.

Privacy notice: When you submit this form you are sending your information to Hertfordshire County Council so that we can check your eligibility for a bus pass. We will not share your information with any third party other than Novacraft (our current bus pass supplier) so that they can print and send you your card. However, we may also use the information you have supplied for the prevention and detection of fraud and/ or other crime or in the event of an emergency safeguarding situation.

Signed: _____

Date: _____

Office Use Only

ELIGIBILITY CODE

DISTANCE:

miles

ROUTE NUMBER:

E

LOW INCOME

CONFIRMED:

Yes No

Proof attached

Evidence of Bursary

FAITH CONFIRMED:

Yes No

Proof attached

Authorised from:

Authorised until:

Authorised by: