

# NORTH LINCOLNSHIRE COUNCIL

## POST 16 STUDENT TRANSPORT POLICY

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### Frequently asked questions for student aged 16 and over with special needs and who need additional support

**Q. How do I apply for transport support to college or school sixth form?**

A. If you can travel on public transport without support you can apply on line at: [www.northlincs.gov.uk](http://www.northlincs.gov.uk) or complete the blue application form (P16/01) available at North Lincolnshire colleges and school sixth forms, or as a download on the website, and return it with a passport-sized photograph and the appropriate payment to the School Transport Office, Hewson House, Station Road, Brigg, DN20 8XJ.

If you are unable to use public transport or need support to do so you need to complete the application form P16/S available from the School Transport Office (see above).

**Q. Will the transport cost me anything?**

A. Yes. The amount you must contribute is £30 for the full year. If you lose your pass and need a new one, the cost of a replacement pass is £20.

Depending on your disability, you may qualify for a pass to travel free on public transport. You can find out more about this on the council's website.

If you are a student at St Hugh's Communication and Interaction Specialist College, John Leggott College, or North Lindsey College the staff there may also be able to advise you on whether or not you are entitled to receive a free travel pass.

If you are not using public transport and/or do not meet the criteria for a free pass under the national scheme, you will need to make a contribution to the cost of transport.

**Q. How can I pay for my pass?**

A. You can pay or by credit/debit card on line at [www.northlincs.gov.uk](http://www.northlincs.gov.uk) You may also pay by postal order, cheque (made payable to North Lincolnshire Council) or cash. Cash payments must be paid at one of the Local Link Offices. Cash must not be sent via the post.

**Q. How will I find out about my transport once I have sent off my application form?**

A. You will receive a letter giving details of the transport that has been arranged. You should receive this **by 30 August** if we have received your application form by 31 July. Sometimes it can take a little longer to confirm transport provision for students who need special arrangements. Where a number of children share the same vehicle, we need to know the requirements of them all before we can set up the contract.

**Q. Will transport be provided door to door?**

A. Not necessarily, it will depend on your capabilities and special needs. We want to encourage students to be as independent as possible, and this includes using a convenient pick up point.

**Q. If I move house or change my course what should I do?**

A. You should tell the School Transport Officer at Hewson House (tel 01724 297218) about any change in your circumstances as soon, or preferably before, it occurs. We will then decide if you are still eligible to receive transport support or need to make alternative arrangements.

**Q. I wish to attend a college outside of North Lincolnshire. Can I still apply for transport?**

A. If the EFA or North Lincolnshire Council has organised an out-of-area residential placement we will normally offer a mileage allowance for parents to transport students at the beginning and end of each half term (a total of 12 return journeys per year) unless we already have transport to the placement and the student can share that. If the student is to travel daily to the school or college we need to be satisfied that the same, or a comparable, course is not available in North Lincolnshire. The council or relevant agency must approve it as a suitable course, and it must lead to educational progression.

**Q. I have my own transport. Can I claim for travel expenses?**

A. This option is normally available only where there is no other transport available. You should send a covering letter with your application if you wish to apply for travel expenses. If you have a mobility vehicle, and there is no existing transport we will normally expect you to use this rather than contracting other transport.

**Q. Will my transport stay the same all year?**

A. Not necessarily. During your course you may follow an independent travel training programme. This may lead to a change in the pick-up arrangements or the transport provided.

**Q. Is any other help available?**

A. Bursary payments may be available to students suffering from hardship. You should ask the college or the school sixth form you are attending about these. Subject to government funding and policy, full time students who are in care or care leavers, on income support or who receive employment support allowance and disability living allowance may be eligible to receive a guaranteed bursary.

**Q. If I am unhappy with any decision made about my transport can I appeal?**

A. Yes, you have the right to appeal against the decision. Please call us on 01724 297218 to ask for details and an appeal form.