

If you have any comments about this leaflet or the services it relates to or if you require information contained in this leaflet in an alternative version, e.g. large print, Braille, tape or an alternative language please telephone:

0116 305 8777

fax: 0116 305 7181

minicom: 0116 305 6870

or write to:

**Business Support Team
Passenger Transport Unit
P.O. Box 1151
LEICESTER
LE3 8ZQ**

or visit our website:

www.leics.gov.uk/education/transport

Leicestershire School and College Transport

Farepaying Places on School Buses



Information &
application form

2008/09



Farepaying Transport 2008/2009

What is farepaying transport?

Most places on school buses are taken by students entitled to free or assisted transport from their Local Education Authority. Any spare seats can be made available to non-entitled students, to travel on school bus and taxi contract services, in return for a payment. This leaflet explains how the scheme works and how to apply for "farepaying" transport.

Are there any limitations to the scheme?

Yes - please be aware of the following before you decide whether to apply:

- Farepaying places can only be guaranteed for one academic year at a time, as we cannot predict whether there will be spare seats next year. You might therefore secure a place one year but not the next. If you want a farepaying place in future years you must make a fresh application for each year (see "How and when do I apply?" on the right).
- We may consider offering, at our discretion and where there is no risk of the seat being required by an entitled student, farepaying places on contracted taxi services. The seat will be guaranteed for one academic year only and the minimum charge will be £2.50 per day. We will not divert taxis or provide extra capacity to cater for farepaying passengers.
- We cannot provide extra or larger buses for farepayers. We cannot divert existing buses or put in extra stops just for farepayers. We must also retain some spare seats for new entitled students who may join the school during the year. At schools with sixth forms we may need to hold extra seats until after the autumn term has started to allow for some late returning students. The result of these factors is that we can normally only grant less than 50% of farepaying applications. Your farepaying request may be refused. We suggest therefore that you consider now what other options you have.
- We must plan transport for entitled students before we can allocate spare seats. This means that you may not hear whether you have a place until after the start of the autumn term.

- We cannot offer short-term or occasional farepaying places. The scheme is designed for students to use for a full academic year and on a daily basis.
- Contract services are only available when the schools to which they are contracted to travel are open. Alternative transport will not be funded.
- If you have more than one child at the same school, we may not be able to offer places for all of them.
- Please note that any outstanding school transport debts must be cleared before consideration can be given to this application.

How much does farepaying transport cost?

Farepaying transport is charged at 18.5 pence per mile between the bus pick up point and school and return. The charge is calculated over 180 days out of the standard 190 days in the school year (allowing for occasional absences). The minimum charge is £240 per year.

As an example, if you travel 5 miles to school, the current yearly charge would be 10 miles x 18.5 pence x 180 days = £333.

How and when do I apply?

To apply for a place for the 2008/09 academic year, complete the form and return it as soon as possible. We allocate farepaying places on a "first come first served" basis. **You should therefore apply as early as possible.**

Farepayers who had a place in the 2007/2008 academic year will be given priority over new applicants if the application is received by 30th May 2008. However, farepaying places cannot be guaranteed. If you wish us to confirm the receipt of your application form please enclose a stamped addressed envelope.

Applications for the 2009/10 academic year may be made from 1st October 2008. Applications should be made in writing to the Passenger Transport Unit giving details of your child's name, date of birth and school attended. An application form for 2009/10 will be sent to you when it is available.

An application form must be completed every year for fare paying places. We cannot guarantee to offer continued places every year.

What happens next?

Once we have your form we will check to see if a place is available: we cannot do this until we have planned the transport for children eligible for free or assisted transport, so do not be surprised if there is a delay.

Forms received by 30th May 2008 will be guaranteed a decision before the start of the new school year. Forms received after 30th May 2008 may not be dealt with until after the start of the school year.

If we can offer you a place, we will send you transport details and a travel pass (when appropriate), if possible before the end of July. You will need to seal a recent passport-sized photograph into the pass before it is valid.

We will then send you (under separate cover) an invoice for the annual charge. We would prefer immediate settlement, but payment in up to 8 monthly instalments by direct debit can be arranged. **However all money due must be paid by the end of April 2009.**

Farepaying places are issued on the understanding that sums due will be paid promptly. We will seek to recover bad debts and exclude students from transport where debts remain unpaid.

What if I no longer need the farepaying place?

If the place offered is no longer required, you must inform us in writing and return any travel pass that has been issued. A pro-rated refund will only be possible if you return the pass. If you do not return the bus pass you will have to pay the full year's charge whether or not the seat on the bus has been used. Refunds will not be considered for passes returned after the end of February.

What if I need more advice?

For general advice, phone the **Passenger Transport Helpline** on **(0116) 305 8777** (Office hours: Monday to Friday 8:00 am to 5:00 pm)

For advice on entitlement to free or assisted transport phone the **County Council Children and Young People's Service Allocations Section** on **(0116) 305 6630**.

Where do I send my form?

Detach the application form and send it to:

**Farepaying Application
Passenger Transport Unit
P.O Box 1151
LEICESTER
LE3 8ZQ**

Do NOT send any money or photographs with the form.

Guideline leaflets in this series

This leaflet aims to give advice and information to students, parents, schools, colleges and bus operators who use and deliver transport services provided by Leicestershire County Council.

Other leaflets in this series, available on request, include:-

- ✦ **Anti Social Behaviour on School Buses**
- ✦ **Guidelines for School Staff**
- ✦ **Bus Passes - Frequently Asked Questions**
- ✦ **Guidelines for Parents and Students**
- ✦ **Guidelines for Drivers**
- ✦ **Guidelines for Parents: Special Educational Needs Transport**
- ✦ **Guidelines for Parents of Primary School Children**



The data collected is in accordance with the Data Protection Act 1998. Students names may be disclosed to approved bus operators for the purpose of monitoring appropriate use of transport. Addresses will not be disclosed unless a reasonable request to do so is received in order to allow an operator to seek to recover the cost of damage to a vehicle.

Tear here

Tear here

Application form for a farepaying place on a school contract bus - 2008/2009

Please read the explanatory notes before completing this application form. Complete all parts fully in BLOCK CAPITALS. Tick boxes where appropriate. **The parent/guardian of the student must sign the declaration.**

STUDENT'S SURNAME FORENAMES

SEX Male Female DATE OF BIRTH / / AGE

ADDRESS

POSTCODE

DAYTIME PHONE No. (& Mobile if appropriate)

NAME OF SCHOOL/COLLEGE TO BE ATTENDED

If you had transport last year please indicate the service number and boarding point; IF NOT then where would you want to catch the bus? Put as much detail as possible e.g. road name, bus stop location, village/town, bus number if known:

WHEN WOULD YOU WANT THE TRANSPORT TO START? / / 20 OR Term?

HAS A DIRECT DEBIT BEEN PREVIOUSLY SET UP FOR THIS STUDENT? Please tick if YES

DECLARATION

I certify that the above information is correct to the best of my knowledge and that sums due for transport provided as a result of this application will be paid promptly. **I have read and accept the rules of the scheme as detailed in the attached leaflet.**

Signed _____ Date _____

NAME OF PERSON SIGNING IN BLOCK CAPITALS

FOR OFFICIAL USE ONLY

DATE RECEIVED

DFE _____ Contact **S** _____ / _____ LGR Cat.

Debt? Yes/No Space? Yes/No Daily mileage: _____

Comments _____

Logging Officer _____ Date _____

Entered on STADS by _____ Date _____

OR "No" letter sent by _____ Date _____

O.A.R.

EX.F? Yes No