Aberdeenshire COUNCIL

FORM PTU100

APPLICATION FORM FOR SCHOOL TRANSPORT

(PLEASE REFER TO THE GUIDANCE NOTES OVERLEAF BEFORE COMPLETING THIS FORM)

PART 1

To be completed by Parent/Carer. A separate form must be completed for each pupil.

Pupil Details

Surname…… Forename…… Date of Birth……

Home Address (in full)……
……
……Post Code ……
Telephone Number ……

For new properties please indicate the nearest residence……
……

If change of address please provide previous address……
……

Name of school to be attended…… Year Group……

Distance from home to school……

Date from which transport is required ……

The processing and storage of this information will comply with the Data Protection Act 1998. The information will be processed by Aberdeenshire Council and will only be shared with the approved school transport provider contracted to transport your child if this application is successful.

Signature of Parent/Carer…… Date……

Part 2

To be completed by Head Teacher of the school to be attended.

Is the school named above the zoned school for the home address given? **YES/NO**

If not state the reason for attendance at the above school ……
……
……
Is suitable Contract Transport available at present? **YES/NO**

If YES, state Contract Number……

Signature of Head Teacher…… Date ……
(To be returned to Public Transport Unit)

Part 3

To be completed by Public Transport Unit

Contract Number…… Pick up Point ……

NOTE : INCOMPLETE FORMS WILL BE RETURNED TO SCHOOL WHICH MAY RESULT IN DELAYED TRANSPORT PROVISION

Last revised 20/01/2010

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GUIDANCE NOTES

Entitlement to school transport is determined by Council Policy on walking distance criteria of 2 miles for primary pupils and 3 miles for secondary pupils. Transport will only be provided to/from the zoned school for the permanent home address. Designated catchment areas can be verified through the appropriate Head Teacher.

"Walking Distance" is measured using the shortest available walking route from the home gate to the school gate using public footpaths, walkways and other recognised tracks/paths.

Parents/Carers will be notified by post of the decision on transport provision. Where entitlement is granted, the travel pass will be forwarded direct to the pupil's home address. Contractor details will be notified at this time.

Parents should await receipt of the travel pass before contacting hirers for pick-up time information.

Key elements of Council Policy on school transport are outlined below. Further details can be obtained from:

- Aberdeenshire Council Website
  http://www.aberdeenshire.gov.uk/publictransport/schooltransport/index.asp
- The pupil and parent school transport information booklet
- The Public Transport Unit at Woodhill House, Aberdeen
  email: **school.transport@aberdeenshire.gov.uk**

SEAT BELTS

From August 2010 all vehicles are required to be equipped with seatbelts. It is a legal requirement for these to be worn at all times. Parents are responsible for ensuring their children are aware of and conform to this.

CAPACITY

One pupil per seat with no standing passengers.

PICK-UP POINTS

Parents are responsible for the safety of their child prior to the arrival of the school transport vehicle at the designated pick-up point and from the moment the child alights the school transport vehicle following the school to drop-off point journey.

ADVERSE WEATHER

Should school transport be unavailable due to adverse weather and you choose to transport your child to school yourself, it is your responsibility to ensure that arrangements are in place to pick the child up at any point during the school day, should this be required at short notice. Where school transport does not run in the morning to take children to school, it will NOT be available to take pupils home.

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