

Application for Transport to Coleg Sir Gâr

Guidance Notes

For the Academic Year 2010 -11

Please keep these notes in a safe place for future reference

Who is eligible for free College Transport?

Coleg Sir Gâr and Carmarthenshire County Council work in partnership to help full-time students who are under 19 years of age on the 1st of September 2010 to travel to and from college. Part-time students may be eligible for financial support to enable them to travel to and from college - for further information contact the College's Learner Support Department on 01554 748036 / 01554 748102.

How to apply

Please complete the attached application form, making sure all sections are completed accurately. **If the form is incomplete it will result in the form being returned to you for completion; this will delay the processing of your application.** Please ensure you sign and date the form confirming that you have read and will abide by these Guidance Notes and the attached "Code of Conduct for the use of School/College Transport". This form should be signed by the student, parent or guardian. Please return completed application forms to the following address:

Transport Unit, Coleg Sir Gâr, Graig Campus, Sandy Road, Pwll, Llanelli, Carmarthenshire, SA15 4DN

Issue of Travel Passes

If the application is approved, Carmarthenshire County Council will issue a Travel Pass for travel between your home area and the College for the academic year, along with details of timetables and routes to be used. The Travel Pass will usually be issued within 10 working days, although at busy periods it may take longer to process applications. Unsuccessful applicants will be notified in writing.

Please note that it is not always possible to arrange the routes of vehicles to pass close to the homes of all students, nor to allocate students to the bus route or bus stop nearest to their home. Every effort is made to ensure that the distance between the home and the bus stop is as short as possible. ***It is the student's responsibility to make his or her own way to the designated bus stop.***

If your Travel Pass is lost or damaged, you must telephone the County Council's Passenger Transport Unit on 01267 234567 immediately to make temporary arrangements and order a replacement. A charge of £5 will be made for replacement passes.

Conditions of issue

Students will be required to present the Travel Pass to the driver at the start of each journey made. Without a valid Travel Pass admission to the vehicle will be refused, or if travelling on a local service bus you will be required to pay the fare. The Travel Pass must be shown to the County Council's authorised monitoring officers, if requested.

Each student eligible for assisted travel will be issued with a Travel Pass bearing his or her name and allocated route. Students will be allowed only one Travel Pass, allowing travel only to and from the home address as registered with the College, and allowing travel on the route indicated only. Misuse or fraudulent use of a Travel Pass is treated very seriously, and may result in the student being subject to the College's disciplinary procedure in addition to losing their right to travel.

Change of circumstances

If any of the details on the application form change during the course of the year, you must contact the County Council's Passenger Transport Unit immediately by telephoning 01267 234567, so that the details can be amended and eligibility reassessed if necessary. If a new Travel Pass is required the existing Travel Pass must be returned to the County Council.

If the Travel Pass is no longer required for any reason, please inform the Transport Unit at the College by telephoning 01554 748025 / 01554 748157 / 01554 748126 as there may be other students wishing to make use of the seat allocated. You are asked to please return your Travel Pass to the Campus Office and **a payment of £5 will be paid on the return of the pass.**

Arrangements for students who are not eligible for assistance

In some areas, public transport may be available to enable students who are not eligible for assistance with transport to travel as fare paying passengers on local service buses. For further information on these services contact the County Council's Passenger Transport Unit at the contact details shown below, or telephone "Traveline" on 0871 200 22 33.

Who to contact

The College's Transport Unit can be contacted in the following ways:

- by post - Transport Unit, Coleg Sir Gâr, Graig Campus, Sandy Road, Pwll, Llanelli, Carmarthenshire, SA15 4DN
- by phone - 01554 748025 / 01554 748157 / 01554 748126
- by e-mail - transportunit@colegsirgar.ac.uk

The County Council's Passenger Transport Unit can be contacted in the following ways:

- by post - Technical Services Department, Parc Myrddin, Carmarthen, SA31 1HQ;
- by phone - 01267 234567 (Monday to Friday, office hours only);
- by fax - 01267 232697;
- by email - PublicTransport@carmarthenshire.gov.uk;
- through the Authority's website at www.carmarthenshire.gov.uk

Application for Transport to Coleg Sir Gâr

For the Academic Year 2010 -11

GUIDANCE NOTES please read carefully before completing this application.

- Please complete **ALL** details - failure to do so will result in the form being returned.
- Write clearly in **BLOCK CAPITALS** using blue or black ink.
- If you are applying for a replacement Travel Pass due to a **change of details**, such as name/address, or you are attending a different campus or travelling on different days, you **MUST** return your existing Travel Pass with this application.
- If you are applying for a replacement for a **lost or stolen** Travel Pass, **DO NOT** use this form. If your current pass is lost or damaged you must telephone **01267 234567** immediately to make temporary arrangements for transport and to order a replacement. A charge of £5 will be made for replacement passes.

Section 1. Student details (Transport will be provided from **ONE** address only)

Surname:	Date of birth:	Age:
Forename(s):	Male/Female:	
Address from which transport is required: <i>House (no/name) & Street</i>	Contact telephone numbers: <i>Daytime</i>	
<i>Village</i>	<i>Evening</i>	
<i>Town</i>	Please state which School or College you attended last year:	
<i>Postcode</i>		
County of residence		

Section 2. Details of course of study

Full title of course (please state type of course, e.g. A/AS level, NVQ, etc. and subject(s) being studied):		
Start date of course:	End date of course:	
Part Time or Full Time*:	Duration of course:	Current year of course:

* A full time course is one that involves contact at College of **more than 15 sessions** each week.

Section 3. Details of transport required

Please enter the campus attending for each day of the week on which transport is required (tick the relevant boxes):

	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
Graig campus, Llanelli					
Pibwrlwyd campus, Carmarthen					
Jobs Well campus, Carmarthen					
Ammanford campus					
Gelli Aur campus, Llandeilo					

Location of nearest suitable bus stop to home (if known):

Mode of transport: Students are usually provided with a Travel Pass either for travel on a contract bus or a local service bus. If the choice of either is available (some areas only) please state your preference for a contract bus pass or a local service bus pass:

Section 4. Declaration

I certify that the above information is correct to the best of my knowledge. I have read the Travel Code and the School Bus Travel Code and understand that unacceptable behaviour may result in the withdrawal of entitlement to transport.

I accept that the vehicle I will travel on may have a CCTV system in operation and that any footage recorded may be viewed and used as evidence of unacceptable behaviour. The CCTV footage is confidential and will only be viewed by designated persons that have been approved through the Criminal Records Bureau process.

Signed: **Date:**

Information provided by you will be held and automatically processed as data on a computer system. The Council will take all reasonable precautions to ensure confidentiality and to comply with the principles contained in the Data Protection Act.

In order to aid the prevention of fraud in the administration of public funds the information may be compared with other personal data held by the Council and may be used for cross-authority comparison purposes.

Please return this form to The Transport Unit, Coleg Sir Gâr, Graig Campus, Sandy Road, Pwll, Llanelli, Carmarthenshire, SA15 4DN.

Coleg Sir Gâr Form checked by..... Date.....

Code of Conduct for the use of School/College Transport

Carmarthenshire County Council recognises the need for the safety and care of students using home to school transport. The safety of students is a shared responsibility between the students, parents/guardians, the Council and its schools/colleges, and the bus operators. All of these have a very important role to play.

The County Council has produced a "Code of Conduct" for all parties involved. The following section applies to students using school/college transport, and to parents/guardians. A full copy of the code is available from the County Council.

Before the journey

Students:

- Please arrive at the bus stop in good time before the bus is due to depart, preferably at least 5 minutes before the scheduled departure time. Do not hurry to the bus stop as you may overlook road safety and increase the risk of an accident occurring.
- When at the bus stop, queue in an orderly manner, off the road and on a footpath, if one is available. Respect other pupils/students at all times.
- When the bus arrives, please wait for it to stop. Do not push or rush for the door at any time.
- Show your pass or pay your fare to the bus driver. If you have forgotten, lost or damaged your pass please ensure you obtain a replacement pass from the County Council.

Parents/Guardians:

- Please ensure your child leaves home in plenty of time to arrive at the bus stop in good time before the bus is due to depart. Hurrying significantly increases the risk of an accident occurring.
- Please ensure your child knows and travels by the safest route between your home address and the transport pick up and set down points.
- Please make arrangements for young children to be taken and collected by a responsible adult to and from the pick up and collection points as the bus arrives. Remember parents/guardians are responsible for the safety of children from the set down and pick up points.
- Ensure your child waits at the bus stop for a reasonable period if the bus does not arrive on time. It may be delayed for a variety of reasons. Should the bus not arrive please take your child home and arrange to inform the school/college as soon as possible in order that your child can be accounted for.

During the Journey

Students:

- Please find a seat as soon as possible, do not push other passengers and if possible keep the same seat for all journeys. Do not obstruct the aisle with your bag or other belongings, as this will prevent the swift evacuation of the bus in the event of an emergency.
- When seated you are advised to fasten your seat belt, *if they are fitted*.
- Please do not do anything to distract the driver when he or she is driving, except in an emergency. Distractions such as excessive noise or bad behaviour may cause an accident.
- Do not smoke, eat or drink whilst on the bus. Do not drop litter on the vehicle.
- Do not throw anything in or from the bus at anytime. Such action will put the safety of all at severe risk.
- Do not damage, vandalise or tamper with any part of the vehicle at anytime. **Never operate the vehicle doors or exits except in an emergency.** Should students be found guilty of damaging the vehicle they will be held accountable for the full cost of repairs.
- Any pupil who is alleged to have caused damage to a vehicle or have assaulted a fellow a passenger will become the subject of a disciplinary enquiry. During the process of enquiry the student will be suspended from using the transport and if the case is proved will risk being banned from the use of school/college transport.
- Please follow the instructions of the driver or escort (if provided) at all times during your journey particularly in the event of an accident or a breakdown.
- In the event of an accident or breakdown, you should remain on the vehicle until you are instructed to leave.

Should it become unsafe to remain on the vehicle because of smoke or fire or the driver or escort is injured, leave the vehicle via the safest exit in an orderly manner. When off the vehicle assemble at the safest point off the highway if on a motorway move away from the carriageway preferably up the side of a bank but please keep safety in mind at all times. Summon help from a passing motorist or nearest building by sending the most senior student.

Parents/Guardians:

- Please encourage your child to act sensibly on and around school/college transport vehicles. Advise them that they must follow the Council's Code of Conduct for pupils and students and failure to do so could put their enjoyment of the facility at risk. Parents/guardians will also be held responsible for any damage caused by the child.

At the end of the Journey

Students:

- Please wait until the vehicle has stopped before unfastening your seat belt and getting up from your seat.
- Make sure you have all your belongings as you leave the bus.
- Do not rush or push other passengers.
- When leaving the vehicle, take care to ensure your coat or bag is not caught anywhere. Step well away from the bus.
- If you have forgotten something, take care when returning to the bus, do not attempt to board the vehicle before the driver has acknowledged you and has stopped the vehicle. If the vehicle has started to move off, then make alternative arrangements to collect your belongings by telephoning the bus company.
- Should you need to cross the road after you have left the vehicle. allow the bus time to move off well before attempting to cross the road so that you can see and be seen by other traffic. Please remember to use the Green Cross Code.

Parents/Guardians:

- Please ensure there is someone waiting to collect young children before the bus arrives.
- Passengers will only be set down at the designated points unless a change has been agreed and confirmed in writing with the County Council and the driver.
- Please teach and encourage children to use the Green Cross Code and if one is available to use a pedestrian crossing or special school crossing control.

General Behaviour

- Passengers must be considerate of other passengers and behave responsibly at all times, and must not put themselves or other passengers at risk. **Bad behaviour on school/college transport will not be tolerated. The Council, schools/colleges, and the Contractors will work together to identify culprits and take appropriate action. Ultimately, offenders will lose their right to travel, which will cause additional expense for students or parents/guardians.**

Carmarthenshire County Council is now deploying CCTV on school/college buses.

Cameras are deployed on a variety of different routes throughout the County. No video recording will be retained unless an incident is reported, in which case consideration will be given to its use as evidence. **Please ensure passengers are aware of this initiative and that any misdemeanours will be treated very seriously.**

Arrangements for dealing with disruptions at short notice

Changing weather conditions or other unforeseen circumstances may cause schools to close at short notice. Even when schools are able to stay open, transport arrangements will sometimes be disrupted, particularly in rural areas. Operators of school transport vehicles and their drivers have to make judgements about the safety of a route and whether they consider it possible to operate a route at all, or in some circumstances just part of a route. Some buses may not be able to run at all, or sometimes a bus will start collecting pupils in the morning but will have to abandon the run and return the children to their pick-up points. Even when buses have been able to take children to school, the bus home from school may have to leave early due to worsening conditions. **It is therefore essential that parents make sure that there is always somewhere for their children to go during the day if the parents are not at home, and that their children are clear about what to do in such circumstances.**

It is also vital that parents ensure the school has their emergency contact number, and that the school should be advised of any changes to this number so that they can be contacted in the event of a problem.

Parents should also ensure that children are dressed appropriately for the cold weather in case the bus is late or the journey to or from school is slower than usual.

Should a school transport route not operate in the morning due to adverse weather conditions but parents choose to take their children to school themselves, the parents will then be required to make their own arrangements to collect the children at the end of the school day.