

# 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***

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### 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 1<sup>st</sup> 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](mailto: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](mailto:PublicTransport@carmarthenshire.gov.uk);
- through the Authority's website at [www.carmarthenshire.gov.uk](http://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) &amp; 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):

	<b>Monday:</b>	<b>Tuesday:</b>	<b>Wednesday:</b>	<b>Thursday:</b>	<b>Friday:</b>
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.....