

# Home to College Transport

Prepared by: Vice Principal Learner Services

Policy Approved by: Shadow Board

Minute No: 33

01/07/13

Impact Assessed 8 July 2013

AOS Aim 1

Implemented August 2103

Review Date: July 2016

## Contents

Page 3	Preamble to the Policy
Page 4	Introduction Overview and Purpose
Page 5	Policy
Page 6	Quality Funding

## **Preamble to the Policy**

### **Equal Opportunities**

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The college shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

### **Sustainability**

The college will comply with all statutory duties in respect of sustainable development by seeking to improve the long-term economic, social and environmental wellbeing of people and communities. This needs to be done in ways which promote social justice, equality of opportunity and which enhance the natural and cultural environment while respecting its limits.

### **Welsh Language**

The College will comply with its Welsh Language Scheme, which is a statutory document, in all of its activities. This includes conducting Welsh Language Impact Assessments for all new and revised policies and initiatives.

## **Introduction**

- i) The Learner Home to College Transport Policy supports the College Mission Statement in its contribution to provide the highest possible quality of education and training for the benefit of individuals.
- ii) The Learner Home to College Transport Policy covers provision-offered to full-time learners who qualify for transportation provided by the Local Borough Councils or reimbursement of travel expenses to and from College or work experience.

## **2. Overview and Purpose**

- i) Many local authorities offer home to college transport to the same level for college learners as they provide for the same age group in school. This is eighteen years of age and under. Each Council has its own transport funding policy so the provision may vary.
- ii) Much of the Council transport is by contract buses. Councils may use season tickets on shorter routes and where public transport is better.
- iii) Learners over the age of nineteen will be able to access a variety of methods of support as identified in section 3.
- iv) Learners with additional needs may require alternative means of transport. Local Authorities may fund special arrangements such as taxis. Learners' in receipt of Mobility or Motability Allowance\* are not eligible for further financial assistance for transport from The College.
- v) The Vice Principal (Learner Services and Support) make a decision on exceptional transport requests.

*\*As of February 2013, The Department of Health announced that an alternative scheme will replace the Mobility Allowance. At the time of writing, this has yet to be announced but it is expected that the College policy in relation to this principle will remain unchanged*

### **3. Policy**

- i) The College only provides support for transport to full time learners who live over two miles from the college.
- ii) Learners will be offered transport on the basis of that which is most efficient for the College or Borough Council. This may involve using transport at set times. If eligible and able to access normal service transport, the college will provide either a season ticket or reimburse the travel costs.
- iii) Petrol allowance is given up to a maximum of £4.00 per day and claimed at a mileage rate of 11p per mile.
- iv) Financial support for transport will not be provided when the student is not timetabled to attend the college course.
- v) Transport may be removed if a learner is guilty of misbehavior whilst using the service. All learners are expected to abide by College and transport behaviour code of conduct.
- vi) In the event of emergency closures, it may be necessary for learners to make alternative transport arrangements for returning home if the usual mode of transport is unavailable.

#### **4. Quality**

- i) The responsibility and management for the provision of the college bus service resides with the local authority and/or local bus companies.
- ii) Complaints about the day to day running of this service can be made to the College Campus office. The campus office will deal with minor complaints and comments but major complaints regarding this service should be referred to the relevant local authority or Bus Company.

#### **5. Funding**

Transport will be funded as follows:

- i) Some Local Education Authorities (LEAs) currently funds learners aged under 19 on 1 September in any academic year.
- ii) The DfES Financial Contingency Fund will fund learners not covered by the LEA who are from lower income groups.

#### **6. Policy Monitoring and Review**

This policy will be monitored annually by the Vice Principal (Student Services/Support) and reviewed every three years.