

**VALE OF GLAMORGAN COUNCIL
DIRECTORATE OF ENVIRONMENT &
HOUSING SERVICES**

Passenger Transport Unit, The Alps Depot
Quarry Road, Wenvoe. CF5 6AA

Application Form to purchase a School Bus
Pass for use on a School Contract Bus:
2017/18



Part 1 : PERSONAL DETAILS

NAME OF PARENT / GUARDIAN:			
ADDRESS:		CONTACT DETAILS:	
		Telephone Number:	
		Mobile Number:	
POSTCODE:		Email Address:	
NAME(S) OF PUPIL(S)	Date of Birth	SCHOOL ATTENDING IN SEPTEMBER	SCHOOL CURRENTLY ATTENDING

Part 2 : TRAVEL & PAYMENT DETAILS

Bus Route Required (if Known) -

***Delete as appropriate:*

- **A.) Academic annual bus pass - £300.00 per pupil per annum – all journeys
- **B.) Academic annual bus pass - £150.00 per pupil – **AM or **PM journeys only
- **C.) Other (for example 1 afternoon per week).....

Please Note:-

Please DO NOT submit a cheque with application form until confirmation of seat available.

Once seats are available for purchase, they will generally be released **by Monday 18th September 2017** or earlier once the seat availability has been assessed and for 6th form entitled passengers application forms .

You will be contacted **if a seat becomes available for sale**; therefore please do not contact the office.

Part 3 : ADDITIONAL INFORMATION

1. Completion of an application form does not guarantee that you will be sold a seat. Seats can only be sold **subject to availability**, on certain education contract bus services and are sold on a first come first served basis.
2. Requests to purchase them will only be considered once the available seats on the bus have been finalised. Purchase Passes are NOT available for purchase and use on Service Bus Routes. Once seats are available for purchase, they will generally be released **by Monday 18th September 2017** or earlier once the seat availability has been assessed. You will be contacted **if a seat becomes available for sale**.
3. Once confirmation has been received from the Transportation Unit that a seat is available, we will contact you direct and if you still require the seat full payment for it will be taken over the phone or via the online payment system. Please ensure you have a credit or debit card available to make the payment. Only when payment is received will the pass be ordered and sent to you.
4. Purchase pass orders received throughout the school year will be posted promptly to your home address as registered with the School.
5. It must be understood that the provision of this facility does not represent an obligation on the Local Education Authority and is entirely dependent on the capacity of the vehicle used and spare places being available. The Council reserves the right to withdraw the facility at relatively short notice if purchase places are subsequently required for qualifying pupils.
6. The allocation of a purchase pass does not guarantee the provision of a pass for future years.
7. Bus passes must be shown to drivers before boarding the allocated school bus. Any pupil without a valid pass or a letter from the School will be refused transport. (No Pass No Travel)
8. Replacements for passes that are mislaid, destroyed or defaced can be obtained from the Transportation Unit at the Docks Offices (Tel. 01446 700111) with an administration charge of £10 levied for each replacement pass. In emergencies, letters are available from the School Secretary for a Temporary pass form.
9. Pupils or students travelling on any service vehicle who distract the driver or cause distress to any other passengers may have their pass withdrawn either temporarily or permanently. The Council will always investigate complaints of bad behaviour and a framework for tracking action has been devised by the Council to ensure consistency is applied. Full details of the framework for dealing with incidents can be found in the Council's Home to School Transport Policy document.
10. CCTV will be provided on all double deck vehicles used for school transport. CCTV may also be applied on selected routes from time to time.
11. The Vale of Glamorgan has a policy to sell spare spaces to Vale of Glamorgan residents and will **not consider** selling a space to any pupils who resides **outside of the Vale of Glamorgan**.

PART 4 : DECLARATION

I hereby apply for a scholar's bus pass and all the information I have given is correct to the best of my knowledge. I understand that the bus pass application will not be processed if any information I have given is found to be false. I have been made aware of the councils Home to School Transport Policy and I have read the information that was provided with this application form.

Signed : _____ Dated : _____
 Please print name: _____

OFFICE USE ONLY

ADDRESS CONFIRMED		PARENT INFORMED	
CTX UPDATED & ROUTE ALLOCATED		NOTES	
SIGNED		DATED	