

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

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

Application Form to purchase a School Bus Pass for
use on a School Contract Bus:
2024-25



PLEASE NOTE

- Applications are treated on a first come first served basis.
- To purchase a spare seat an application must be submitted every school year.
- The release date for annual applications will be posted on the School Transport webpage two weeks before the end of the summer term.
- A pupil allocated a seat one year will not automatically be entitled to purchase a spare seat the following year for the following reasons:
 - there may no longer be spare capacity;
 - the application has been submitted later than others and spare seats are no longer available;
 - **the Council may decide not to sell spare seats.**
- For further details on the Spare seat purchase pass please refer to the School and College Transport Policy document on this page:
https://www.valeofglamorgan.gov.uk/en/living/transportation/school_transport/School-Transport.aspx

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 2024

Part 2 : TRAVEL & PAYMENT DETAILS

Bus route required and nearest stop (if known) -

Cost of pass - Academic annual bus pass - £450.00 per pupil per annum – all journeys

Please **DO NOT** submit payment with application form. An invoice will be sent out if your child is allocated a spare seat

Once seats are available for purchase, they will be released **by Monday 23 September 2024. 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** and are sold on a first come first served basis.
2. To purchase a spare seat a purchase pass application must be submitted every school year. A pupil allocated a seat one year will NOT automatically be entitled to purchase a spare seat the following year.
3. Requests to purchase will only be considered once the available seats on the bus have been finalised. Once seats are available for purchase, they will generally be released **by Monday 23 September 2024** or earlier once the seat availability has been assessed. You will be contacted **if a seat becomes available for sale**.
4. Once confirmation has been received from the school transport team that a seat is available, we will contact you direct and if you still require the seat and the pass will be processed. An invoice will then be sent out to you which needs to be paid in full.
5. Purchase pass orders received throughout the school year will be posted promptly to your home address as registered with the school.
6. 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 short notice if purchase places are subsequently required for qualifying pupils.
7. Any pass purchased is done so in the knowledge that the published timetable will not be amended. No additional mileage or stops will be added to any service to cater for pupils who obtain purchase passes.
8. 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)
9. Replacements for passes that are mislaid, destroyed or defaced can be obtained from the Passenger Transport team. Forms are available on the school transport website.
10. 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.
12. If you no longer want your purchase pass and stop using the service, you must email the School Transport team and hand back the bus passes otherwise you will be liable for the full year payment.
13. The Council may also make the decision to not sell spare seats on vehicles where capacity is close to full.

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

Signature:

OFFICE USE ONLY

ADDRESS
CONFIRMED

PARENT INFORMED

CTX UPDATED
& ROUTE

NOTES

SIGNED

DATED