



# Transport Application

## Home to School/ College Transport

**Special Educational Needs & Disabilities (SEND) Social, Emotional and Behavioural Difficulties**

To qualify for any travel assistance an application **must** be submitted for each individual applicant. Once a placement at an educational facility has been secured for any age an application will need to be assessed by the Specialist Travel Team.

We understand that any information shared is confidential and we will only share this information with those who need to know. This form asks for information which in our experience can have an impact on an individual's journey.

For full details of eligibility or schemes available please go to;

[new.shropshire.gov.uk/the-send-local-offer/](http://new.shropshire.gov.uk/the-send-local-offer/)  
or call **01743 253049**

### Details of Parent/Guardian/Carer

MR./MRS./MISS./MS.

FORENAME AND OTHER INITIALS

SURNAME

FULL POSTAL ADDRESS

POSTCODE

EMAIL ADDRESS

HOME TELEPHONE NUMBER

MOBILE TELEPHONE NUMBER

### Details of Passenger

FORENAME AND OTHER INITIALS

SURNAME

Sex of pupil

M    F

DATE OF BIRTH

/    /

COLLEGE COURSE (If Post 16)

SCHOOL/COLLEGE TO BE ATTENDED

CAMPUS (If applicable)

Nursery Age:  
**Ages Under 5**

Statutory Age:  
**Ages 5-16**

Post 16:  
**Ages 16-19**

For **Nursery & Post 16** ages the agreed level of contribution for the **2019/20** academic year is £875. For families on defined benefits (*please see back page*) a contribution towards the cost of the transport assistance will be £280 for the academic year.

Once you have completed all the details on this form please post to;

**Passenger Transport Group  
Shropshire Council  
107 Longden Road,  
Shrewsbury, Shropshire,  
SY3 9DS**

DATE TRANSPORT TO START

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Alternatively, email this form to  
[schooltransport@shropshire.gov.uk](mailto:schooltransport@shropshire.gov.uk)

# PASSENGER PROFILE

In order to assess your travel application we need to fully understand the needs and requirements of the student applying. Every child/young adult is unique and should your application be successful we would wish to meet those needs to ensure a safe and comfortable journey.

Please complete the form below with as much information as possible. We understand that the information you give us is confidential and we will only share relevant information with those who need to know.

Please tick/complete as appropriate;

ADHD	Anaphylaxis	Asperger's Syndrome	Asthma	Autism
Cerebral Palsy	Communication Difficulties	Diabetes	Downs Syndrome	Dyspraxia
Fragile X Syndrome	Hearing Impairment	Hydrocephalus	Low Muscle Tone	Mobility Difficulties
Social, Emotional & Behavioural Difficulties	Suction	Tube Fed	Unable to Speak	Visual Impairment
Oxygen required on transport (please include litres per min)				
Other conditions my child has are...				

My child has a condition called Epilepsy	Yes	No
Seizures type(s) are called... <small>(i.e. Tonic, Absence, Petit Mal, Partial etc.)</small>		
Before the seizure my child will...		
During the seizure my child will...		
How often do seizures occur?		
Normally seizures last for...		

Wheelchair user - must remain in wheelchair	➔	Manual	Electric
Wheelchair user - can transfer to a seat			
Buggy user - must remain in buggy ( <b>NOT</b> standard buggy, <b>MUST</b> have transportation markings)			
Buggy user - can transfer to a seat			

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Wheelchair/Buggy can be used on transport because it has fixing points for restraint clamps	Wheelchair/Buggy has a harness
Wheelchair/Buggy has a headrest fitted	To keep occupant secure Wheelchair/Buggy can be folded

For children under 12 with a valid EHCP, to help make sure they have the correct seat to keep them safe please answer the following;

How tall is the child	cm
How much does the child weigh	kg

Junior Child Seat i.e. small seat with integral harness	Booster Seat With back	No seating aids are required
Booster Cushion	Special Child Seat (large seat with harness)	

Sometimes try and take seatbelt off before they should

Have to wear a special harness to prevent getting out of seat

Does your child have an understanding of road safety?                      Yes      No

Any comments you would like to make about the child's knowledge of road safety?

For my child,  
stairs are....

**Changes to Transport** - Sometimes we will need to make changes to your child's transport due to rentending, review or circumstances beyond our control. Please tell us how we can help manage and support change for your child...

## Independent Travel Training

Independent Travel Training (ITT) is one-to-one training designed to equip young people who are entitled to home to school/ college travel assistance with the confidence and skills required to travel independently, be it on foot, cycling or public transport. A travel trainer usually works with a learner on a one-to-one basis, creating a personalised programme which allows them to gradually develop their independence at their own pace through accompanied, close and distance shadowed journeys. Travel training provides valuable independence and increased confidence for learners. Passengers will be regularly assessed for their ability to undertake this important lifeskill. Parents are informed about this process before it commences. Once a student has completed ITT they will have continued support from the travel trainers should they require it until they leave their academic placement.

## Passenger Assistants

Please be aware that Passenger Assistants are not immediately provided for each pupil/student. The decision on whether one is required for a passenger will be made by the Specialist Travel team based on the information provided. They are usually provided due to a medical need such the administration of Rescue Medication (Buccal Midazolam) being administered in the event of a prolonged seizure or due to the amount of passengers on board.

## **Emergency Contacts**

Please provide **two** contacts that you would like us to call in the event of an emergency. Please do not list yourself as your details will already have been collated on the front page.

Name	<input type="text"/>
Relationship to applicant	<input type="text"/>
Address	<input type="text"/>
Tel.	<input type="text"/>

Name	<input type="text"/>
Relationship to applicant	<input type="text"/>
Address	<input type="text"/>
Tel.	<input type="text"/>

**Additional Information** - Please use this space to add any information that you feel will help the driver and any future travel planning to ensure your journey is as safe as possible...

## **Lower Income Families of Nursery & Post 16 Applicants**

Where families are in receipt of the following defined benefits and the student qualifies for assistance, a contribution of £280 per academic year will be required:

**Income Based Job Seekers Allowance**

**Income Support**

**Free School Meals**

**Child Tax Credit with annual income as assessed by HM Revenue & Customs, of less than £16,190 on 1st September 2019 or subsequently on the date of application.**

There is the option to pay this termly, £100 Autumn 2019, £100 Spring 2020 and £80 Summer 2020. Once you have received your confirmation of entitlement details of how to pay will follow.

Please be advised that transport cannot be provided until payment has been made.

The information you have provided in this form will be used to create an individual Passenger Profile that will be sent to the allocated transport provider. As a parent you will be responsible for making sure this information is kept up to date, if any information changes the Specialist Travel Team must be informed.

By signing below you agree to the following:

The information provided is true and comprehensive.

The information can be used to create an Individual Passenger Profile, the details enclosed within can be provided to the allocated transport provider(s).

If any information changes regarding the child/student you must inform the specialist travel team as soon as possible, failure to provide up to date information may put a passenger safety in jeopardy and transport may have to cease.

You agree to a passenger assistant being on the allocated vehicle should it be deemed necessary.

You understand that transport is subject to change.

**Parent/Carer/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_