

Post 16-19 Home to school Transport Policy Statement 1 September 2023-31 August 2024.

This policy statement supersedes all Derby City Council (The Council) previous travel assistance arrangements and entitlements. Funding for travel assistance is subject to annual budgets and financial affordability. As per the Council's duty, the Post 16-19 Travel Policy Statement will be reviewed annually. This version covers the academic year from the 1 September 2023 to 31 August 2024.

This policy statement provides information for learners in Year 12 onwards and their parents or carers. It is vital that all applicants read this policy statement very carefully to ensure that they are aware of the eligibility criteria, what travel assistance is provided and what alternative and more cost-effective support may be available directly from schools/colleges and or transport operators.

The Council considers any application for travel assistance for a person of sixth form age against this policy statement. In doing so the Council will consider, under the relevant government guidance, whether it is necessary for the Council to provide travel assistance.

1. Introduction

This policy statement is intended to inform learners of **sixth form age** who **reside** in Derby City about the range of available travel assistance options available in the area to support their attendance at a post 16 establishment. (*Section 509AA Education Act 1996*).

Most learners of sixth form age will not require support from Derby City Council. Most learners will be able to access schemes from public transport providers, bursary funds, and individual college bus services set out in section A below.

In only certain specified circumstances Derby City Council will exercise a discretionary legal power to make transport arrangements or provide financial assistance where it considers necessary for facilitating the attendance of persons of **sixth form age** receiving **education or training at a relevant institution**.

This policy statement also sets out the Council's legal obligations to sixth form learners with SEND. (*Section 509AB (1) Education Act 1996*)

2. Scope of the policy

This policy statement gives advice and support available to all sixth form learners and explains the commitment to encourage independent travel to and from the place of learning. It explains the support packages in place to encourage participation and prevent travel being a barrier to sixth form learners.



Students and parents are advised to investigate all sources of alternative help as well as local travel options before applying to the council for travel assistance. In all cases where assistance is sought from the council, students and parents will have to show that they have exhausted all other options before applying. Alternative methods of travel may be cheaper than the rates to the council.

3. Definitions

3.1 Persons of sixth form age are defined as:

1. All 16-18 learners. Years 12 and 13.
2. 19 learners who started the course/training before their 19 birthday. Year 14.
3. 19-25 learners with an EHCP who started the course/training before their 19 birthday.

3.2 The relevant institution is defined as:

1. Academy or Local Authority maintained schools.
2. Academy or Local Authority 6th form colleges.
3. Further education institutions.
4. Higher education institutions.
5. A Council maintained or assisted institution providing higher or further education.
6. An institution funded by the EFSA.
7. Learning providers delivering accredited programmes.
8. The name of the institution named in part I of the learners EHCP which has been deemed by the Council as being the nearest suitable placement for the learners SEND needs. In some circumstances there may be two institutions named in part I where the Council deem a suitable establishment closer to the learner's home (school A) but are prepared to also name CYP/parents preferred establishment further from the learners' home (school B) on the condition the learner/parents are responsible for home to school/college transport to school B. In these circumstances the Council's legal obligations for home to school transport only apply to school A.

3.3 For the purposes of this policy the relevant education establishment is the nearest institution to the learner's home address with available places on a course chosen by the learner. It is considered most learners will be able to access a suitable course within the Derby City or surrounding areas however there may be occasions where a learner has to travel further and in these circumstances the Council will consider exercising its discretionary power to provide travel assistance.

3.4 Education and Training is defined as a full-time course (minimum of 16 hours a week teaching).

3.5 Please note education or training does not include apprenticeships, work experience or internships, open/induction days, work placements, school trips, attendance at any out of hours clubs, extracurricular activities outside the normal school day.



3.6 This policy applies to sixth form learners who **reside** full time in Derby City even where they attend an institution outside the area. Where joint residency arrangements apply the relevant home address will be the one where the child benefit is paid to. If child benefit is not applicable the Council will determine, taking into account all relevant information, which is the relevant home address, for the purposes of home to school transport.

4. Aims and Objectives

The Council has the following aims and objectives when assessing transport support:

- 4.1 Where possible promoting sustainable travel options, reducing carbon footprint by minimising the number of individual journeys in single occupancy vehicles. Derby is well served by an extensive public travel network and frequent bus services which operate to, all sixth form schools and further educational establishments, and with train services to other colleges.
- 4.2 Ensuring the public purse is protected. The Council has a duty to manage public money responsibly, provide value for money services and promote the use of sustainable travel and travel.
- 4.3 Providing lifelong skills for learners to independently travel. The Council's ambition is that every child and young person in the city achieves their full potential by raising expectations, achievement, enabling enriching experiences and supporting them on their journey to independence. Part of that journey is a vision for as many young people as possible to travel independently to school or college using sustainable forms of travel and equipping them with skills for life.
- 4.4 The Council recognises that encouraging young people's independence will develop their confidence and social skills, and increase their opportunities for continuing education, training, and employment.

5. Section A- Transport and Travel support

5.1 Concessionary tickets for young people 16-25 from public transport

Overview of Concessionary schemes available from Public Transport providers:

- **B-Line 2 card**

All young people aged from 16 up to their 19 birthday, who live in Derbyshire and Derby City and are in full time education, are entitled to a free B-line 2 card which reduces the cost of local bus or rail travel by up to 25%. This can be used on any day of the week and at any time of the day.

Apply through your school/college or visit: <https://derbyshire.gov.uk/travel-roads/public-travel/fares-tickets-passes/b-line/b-line.aspx>.



The B-line 2 card is valid for journeys to/from some destinations outside Derby/Derbyshire, providing the journey starts or finishes in Derby/Derbyshire.

- **Arriva Midlands Student Saver Bus Pass**

Arriva Student Saver tickets offer great savings for students aged 16+ at college, sixth form or university and are valid for travel in the evenings and weekends too. Tickets are available termly, paid up front, or for the full academic year, paid by monthly Direct Debit and can be provided either as a traditional paper ticket or as an m-ticket on your smartphone with the free Arriva Bus App. Ticket prices are published during the summer term for the following academic year.

- **Mango Card**

Available on Trent Barton buses for travel throughout the Derby City area. Students get 25% off the single cash fare with a valid student ID card; 16-19yrs get 25% off the single cash fare. Adults get 15% off the single cash fare. There are no time restrictions. offers comprehensive coverage of the Derby and Nottingham city areas, together with some routes in Nottinghamshire and Derbyshire.

For full details visit: <https://www.trentbarton.co.uk/fares-and-tickets/whatismango>.

5.2 Travel Support from schools and colleges

Some colleges/sixth form establishments provide their own bus services for students, either free of charge or offering subsidised termly/annual passes. Some college bus passes are restricted to specified college services; other passes allow travel on public travel. For example, Derby College have a number of free shuttle buses running to and from campuses throughout the day. For further information contact the relevant learning provider directly.

Visit: <https://www.derby-college.ac.uk/student-support/travel-getting-to-college>.

Please note: Information is correct at April 2023 and may be subject to change.

5.3 Cycle schemes:

- **Cycle Derby** offers cycling opportunities for Derby City residents of any age and ability. Contact: Mark Smith, Sustainable Cycle Derby Education, Derby City Council mark.smith@derby.gov.uk. or call 01332 641748 or visit: www.cyclederby.co.uk/friends.
- **Wheels 2 Work/Wheels to Learn** is a low-cost scooter and bicycle hire scheme that can provide access to work, education and training where public travel is not available. Visit: www.wheelstowork.org



5.4 The 16-19 Bursary Support

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education. There are 2 types of 16 to 19 bursaries:

A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:

- In care.
- Care leavers.
- in receipt of Income Support, or Universal Credit in place of Income Support, In their own right.
- In receipt of Employment and Support Allowance or Universal Credit and Disability.
- Living or Personal Independence Payments in their own right.
- Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books, and equipment.

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To be eligible for the discretionary bursary young people must:

- Be aged 16 or over but under 19 at 31 August 2024 or
- Be aged 19 or over at 31 August 2024 and have an Education, Health, and Care Plan.
- Be aged 19 or over at 31 August 2024 and continuing on a study programme they began aged 16 to 18 ('19+ continuers').
- Be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a government funding agency or the local authority.

Schools and colleges are responsible for managing both types of bursary. Young people who want to apply for support from the bursary fund should contact their chosen school or college to make an application.

Further information can be found at www.gov.uk search for post 16 bursaries.

5.5 Young parents/Care to Learn

If you are a young parent under 20, Care to Learn can help pay for your childcare and related travel costs, up to £160 per child per week, while you're learning. For more information, please visit <https://www.gov.uk/care-to-learn/how-to-claim>.



5.6 Students with SEND may also be able to access:

- **Disability Living Allowance (DLA)/Personal Independence Payment (PIP)**

Post 16 students with a disability may be entitled to help with some of the extra costs caused by long-term ill health or a disability. The rate depends on how the condition affects the students, not the condition itself. PIP has replaced Disability Living Allowance (DLA). Visit: www.gov.uk/pip.

- **Access to Work**

Provides support to young people who are disabled or have a physical or mental health condition that it hard to do their job and are in paid employment (including apprenticeships). This can include travel costs. Visit: www.gov.uk/access-to-work.

- **Gold Card**

The English National Concessionary Travel Pass, known locally as Gold Card, is available for post-16 students with certain disabilities. This provides free travel throughout England on local buses after 9.30 am and up to 11.00 pm on weekdays, and any time at weekends and on bank holidays. Any travel before 9.30am on weekdays will be charged at the normal fare. Please visit <http://www.derby.gov.uk/travel-and-streets/public-travel/bus-pass-disabled-people>. Or call: 01332 293111.

6. Section B- Local Authority support

It is expected most 6th form learners including those with SEND will be able to walk or use public transport to access their chosen place of learning. Only in limited circumstances will the Council consider exercising its discretionary power to offer travel assistance to the nearest relevant institution in line with the Council's travel offer in section C below.

6.1 Eligibility criteria

The criteria to decide eligibility for discretionary support is determined on a case-by-case basis where it would be unreasonable to expect the learner to walk or use public transport to access the nearest relevant education institution. The following reasons will be considered but are not limited to:

- Learner cannot walk/use public transport due to a temporary or permanent medical condition. Written medical evidence from the treating clinician will be required to support the application under this ground.



- The learner's individual physical, mobility, or learning needs which prevents them from independently walking/using public transport safely to the nearest relevant education institution. The Council will consider all relevant information in a learner's EHCP (where applicable) and may request further medical evidence or other information to support the application under this ground.
- The journey time from the learner's home to place of learning/training. Generally, if it takes a learner more than 45 minutes one way to walk, taking into account their individual needs, this will be considered to be unreasonable. In these circumstances learners will be expected to use public transport unless it is also deemed unreasonable to do so.
- It would take the learner more than one hour and 30 minutes each way by public transport to access the relevant education institution.
- The nature of the route. If the walking route to school is deemed unsafe or hazardous. In these circumstances learners will be expected to use public transport unless it is also deemed unreasonable to do so,
- The concessionary bus passes do not cover all the bus routes required to access the relevant education institution.
- Where the Council decides a learner is eligible for support this will be provided in accordance with the Council's Travel Assistance Offer set out in section C below.

7. Section C- Derby City Council's Travel Assistance Offer

Introduction

Where eligible for travel assistance the Council will decide from the options below the most appropriate taking into account the learners' individual requirements and the Council's financial affordability.

Where it has been assessed by the Council that a learner cannot reasonably be expected to independently walk to school or use public transport then assistance will be offered in the form of a mileage allowance or a Personal Travel Budget whichever is deemed to be the most cost-effective option for the Council.

Please note the Council Travel Offer no longer includes the direct provision of transport. Parents/ learners will be expected to use the Personal Travel Budgets to make their own arrangements. The bands and calculations for the Personal Travel Budgets are set out below at paragraph 7.4.

Only in exceptional circumstances for example where a learner has complex medical needs that requires specialised travel assistance will the Council consider making the direct provision of transport. Each case will be considered on a case-by-case basis.

7.1 Independent Travel Training to support learners to independently walk or use public transport

- The Council encourages students aged 16+ to travel independently on public travel, to enable them to develop the skills for a successful transition into



adulthood. In many cases young people will already have developed these skills during their secondary education. We expect that the parents and carers of young people will continue to practice independent travel skills throughout the summer holiday, prior to starting any study programme.

- Independent Travel Training (ITT) is a free tailored and practical service that offers children and young people with SEND a set of essential skills enabling them to travel independently by public travel on foot or by bike. It aims to help children and young people travel independently and without fear so they can get to school or college, work and for social and leisure activities.
- The Council's enriched travel training service is led by Transition 2 (T2) who are experts in supporting young people with SEND.
- To determine suitability to undertake ITT the young person, their parents/carers will be jointly involved with Transition 2 travel trainers and the student's school/college to assess whether the time is right for joining the travel training programme.
- For more information visit <https://www.derby.gov.uk/education-and-learning/derbys-send-local-offer/travel-travel/independent-travel-training>. Or contact: schooltravel@derby.gov.uk. or call 01332 642716.
- Where the offer of travel assistance via Independent Travel Training is refused by the student, parent, or carer, without reasonable grounds, then the Council are under no obligation to offer an alternative method of travel assistance.
- Alternative travel assistance provided by the Council will not be available for students who are deemed to be suitable for ITT but who choose not to participate in the programme.
- The Council recognises that independent travel, including the use of public travel, is not always a possibility for students with severe and complex learning difficulties and disability, and additional assistance with travel may be required.

7.2 Bus Pass

- Where a learner has been assessed as being able to use public transport it is expected in the first instance Learners will access the concessionary bus pass schemes (including the Gold Card) outlined in section A above.
- The Council would offer an Arriva or Trent Barton pass where the Concessionary bus passes are not sufficient for the Learner to access the relevant education institution.
- Where appropriate the Council may provide a top-up to the Gold card (or a personal budget for the learner to the purchase the top-up).

7.3 Mileage allowance

The Council may offer the parent/learner mileage allowance based on the rates below. The mileage allowance is based on two return journeys (max) for each school/college day that a student attends, multiplied by the distance that we measure by the shortest driving route.



Distance in miles	Per mile
Up to 50 per round journey	45p
51-100	35p
101-200	25p
201 upwards	15p

- Mileage allowance is paid after the end of each term and only after the school/college has confirmed the learner's attendance.
- We are unable to backdate payments for mileage allowance. Where pupils qualify, the allowance will be paid from the date the application is approved.
- Where there are two or more learners from the same family attending the same school/college, or the same site, mileage allowance will only be paid to one eligible learner in the family at any one time as it is expected they will travel together.
- Where another learner from the same family, who also qualifies for travel assistance is attending a different school/college on a different site and, attends a college that is further than the statutory walking distance we will calculate the 'round trip' and pay the mileage allowance on this basis after confirming both children's attendance.

7.4 Personal Travel Budget

- A Personal Transport Budget (PTB) is a payment designed to help you to get your child to school or college. It is available to eligible learners who have been assessed as being unable to walk or use public transport.

An application for a PTB can be made by:

- The parent, guardian, or carer on behalf of the child.
- The student themselves if they are over 18 years old.
- A nominated person acting on behalf of the applicant if agreed by the applicant and that nominated person has capacity.
- The amount of PTB payment that you will receive will be determined by the number of days travelling per week and the distance from your child's home address to their school. For fairness and consistency, all PTB distance calculations will be measured to the shortest available route using the Council's route planning software. The table below indicates how much PTB you may receive.

Single journeys miles travelled	Attending 5 days	Attending less than 5 days
0 – 1.99	£1060	£860
2 – 4.99	£1590	£1272
5 – 10.99	£3180	£2544
11 – 15.99	£4240	£3392
16+	£5300	£4,240



For further information re PTB's please follow the home to school/personal budgets link. [link to be inserted subject to Cabinet approval]

7.5 Direct transport

Only in exceptional circumstances where a learner has complex medical needs that requires specialised travel assistance will the Council consider making the direct provision of transport. For example, where there is a need for medical intervention such as oxygen or suction which require trained staff to accompany them to school. Each case will be considered on a case-by-case basis.

- Where the Council makes the direct provision of transport for example, specialised vehicle or minibus, learners may be required to share transport with other learners who attend different sites and/or different timetables. This could result in longer travelling times and waiting times at college for the learner. It may therefore be necessary for some students to make use of opportunities for additional study or enrichment activities at college.
- Where transport is provided, no variation can be made to the journey without the prior consent of the Council's Home to school travel team. Five working days notification will be required of all changes or variations to existing journeys.
- Where transport is provided, Home to School Travel Service will request that the transport provider limits the number of different drivers and passenger assistants (if applicable) but there can no guarantee of this.

8. Section D- How to make an application

There are two application periods. You only need to apply once for the academic year. The assessment will cover the remainder of the academic year if the criteria are met.

The application periods are:

Autumn term – applications between 1 April 2023 – 31 October 2023.

Spring term – applications between 1 November 2023 – 31 January 2024.

Where an application is received after the Autumn term closing date (31 October) travel assistance will be considered for the Spring term onwards.

In the case of a new requirement for travel assistance from the 1 February onwards parents and or students are advised to refer to section A for other assistance that maybe available.

Travel assistance online applications can be through our website Home to school travel - Derby City Council. <https://www.derby.gov.uk/education-and-learning/derbys-send-local-offer/travel-transport/home-to-school-travel>.



- It would be preferred if applicants used the online application process. Applicants will need to contact schooltravel@derby.gov.uk. (or call 01332 642716) for paper copies of the application form if they are unable to access the online application process.

9. Section E - Important notes

9.1 There is no automatic entitlement to free home to school or college travel assistance, once a student is over 16 years and beyond compulsory school age. Responsibility for making appropriate travel arrangements rests with the student and/or their parents or carers. Parents/carers and students should ensure that they are aware of the availability and cost of travel and take this into account when making choices for post-16 education.

9.2 All decisions made with regards to eligibility and what travel assistance will be provided in helping a young person get to school or college will be based on the needs of the young person.

9.3 For eligibility purposes for travel assistance (section B) the Council does not consider:

- A family's financial circumstances.
- Parents' social or other family or work commitments.
- Single parent families.
- Temporarily fragmentation of the family.
- Families in receipt of state benefit, or rehoused families.
- Families moving to a new house, who wish for their child to remain at their existing school.

9.4 Parents have the legal responsibility for ensuring their child's attendance at school or college. If parents are working during the time the child travels to and from school or college, it is their responsibility to arrange for a suitable adult to provide this support.

9.5 Home to school/college travel assistance is only provided at standard times for arriving and leaving college at the start and end of the college day. Travel assistance services provide one journey to and from school/college. Travel is not provided for students to travel other than to and from the designated pick-up/set down point, or to access extra-curricular or off-site courses or activities, for example, taster days, induction days, enrichment activities, work placements, work experience etc.

9.6 Travel assistance will not be provided for the following:

- To and from temporary addresses including family, friends and childminders where these arrangements are made by the family.
- At times to suit the convenience of family arrangements.
- At times when other siblings in the family have to be taken to other schools/colleges.



- For late arrival or early departure, for example due to illness or medical appointments.
- To and from medical appointments, following detention.
- To access breakfast or after-school clubs including out of school/college activities.
- To work experience, taster or open days, to provision off the school/college site organised by the school/college.
- To provision off the school/college site as part of a transition programme to a new education setting.
- For transfers between educational establishments during the school/college day.
- For shorter than normal days for example, during the exam season.

9.7 For those in a residential setting, named in the EHC plan, a maximum of 12 journeys to and from residential placements may be offered. Journeys to non-residential college provision will also be considered as part of the needs assessment. If a parent/ carer wishes to accompany their child to their residential educational facility this will be done at their own expense.

9.8 Passenger Assistants are not normally supplied on provided transport except in individual cases where they are, in the Local Authority's view, necessary to meet a student's individual needs. The role of a Passenger Assistant will be to provide general supervision and ensure a safe and comfortable journey. Only Passenger Assistants who have received appropriate specific training with regard to the needs of an individual learner will be employed to provide such support.

10. Section E- Behaviour standards on home to school travel assistance services and misuse of travel passes/season tickets

10.1 The Councils offer for discretionary support is subject to the Councils Code of Good Practice for Learners. A breach of the Code can result in travel assistance being withdrawn.

10.2 Young people, parents/carers, learning/training establishments, transport operators and the Council all have an interest in behaviour on transport. Each year, all parties are issued with the Council's 'Code of Good Practice for Pupils' guidance document.

10.3 The Education Act 2006 empowers headteachers and principals to act to address unacceptable behaviour even when this takes place outside the premises and when the student is not under the legal control of the learning/training establishments, but when it is reasonable to do so. In the Department for Education's view, this does include behaviour on transport

10.4 Any students who is eligible for travel support with a seat in a minibus or taxi are expected to be ready and waiting for their travel assistance to arrive at the agreed time. Drivers will only wait 5 minutes before leaving the property. If the travel departs after 5 minutes wait, it becomes the responsibility of the parent to make alternative arrangements for their child to get to college that day.



- 10.5 All students and their parents are expected to behave in a respectful manner to all drivers, passenger assistants, and other passengers whether this be on public travel, or in a minibus/taxi. Poor or disrespectful behaviour will be reported by the travel operator to the Council, who will investigate.
- 10.6 Continued poor or disrespectful behaviour may result in the young person being removed from travel and lose their entitlement to free travel assistance.
- 10.7 This will be determined in consultation with the learning/training establishment; however, the final decision rests with the Home to school travel service. If the decision is to withdraw home temporarily or permanently to school travel assistance, parents will need to make alternative arrangements to get their students to and from college.
- 10.8 The withdrawal of travel assistance (either temporary or permanent) for a particular child shall not imply that travel arrangements were not necessary and should not be provided. Rather, the withdrawal would be saying travel arrangements were necessary and had been made, but that the child's behaviour was such that they could not take advantage of it.
- 10.9 For a learner with an EHCP, discretion will naturally be given where unacceptable behaviour occurs as a result of the student's individual needs. However, where it is determined such behaviours are unresolvable and/or compromise the Council's duty of care to other passengers, the driver and Passenger Assistant (where applicable), the Council reserves the right to temporarily or permanently withdraw provided transport. In such circumstances, the Council may only be able to offer a mileage allowance to the parent/carer. Such decisions will only be determined in consultation with the students learning/training establishments, the Statutory SEN Service and the Home to school travel service.
- 10.10 Parents/carers will be informed in writing of any such incident outlining any action to be taken. If a child causes damage on a vehicle this could result in the requirement to pay for any damage caused.
- 10.11 Parents can ask for a review of the decision where such action has been taken. The review will be chaired by a Senior Officer within the same team.
- 10.12 In order to request a review of a decision to withdraw travel, please contact: Home to School Travel Service, Derby City Council, Corporation Street, Derby. DE1 2FS. Email: schooltravel@derby.gov.uk. Telephone: 01332 642716.

11. Section G- Appeals process

Stage one: Review by a Senior Officer

11.1 A parent or learner has 20 working days from date of the travel assistance decision letter to complete the Stage 1 Appeal form.

11.2 You must provide as much detail and evidence as to why you believe the decision should be reviewed. You will need to provide evidence as needed to support your appeal.

11.3 Within 20 working days of receiving the Stage 1 appeal form, a senior officer will review the original decision and send a detailed written notification of the outcome of their review, including information about how you can escalate your case to stage two (if appropriate).



- 11.4 If you are late in submitting your Stage 1 appeal form this may delay any travel assistance being or set up if your appeal is successful. If you need any help with this form, you can contact SENDIASS (details at the bottom).
- 11.5 Please note that you cannot appeal just because you disagree with the policy.

Stage two: Review by an independent appeal panel

- 11.6 A parent or learner has 20 working days from the date of the travel assistance (stage one) decision letter to submit a Stage 2 appeal to escalate the matter to stage two.
- 11.7 Within 40 working days of receipt of the request, an independent appeal panel will consider written representations from the parent/carer or learner, and officers involved in the case and provide a detailed written notification of the outcome, including information about the parent's rights to put in an official complaint to the Council, and if they are still unhappy, in referring the matter to the Local Government Ombudsman.
- 11.8 The independent appeal panel members are independent of the original decision-making process and suitably experienced, to ensure a balance is achieved between meeting the needs of the young person and the local authority.
- 11.9 Should the two-stage process be completed and be unsuccessful, no further reviews or appeals will be held during that academic year unless there had been a material change of circumstances or further new supporting evidence is being provided.

12. Section H- withdrawal of support

Travel assistance that has been agreed in error, or as a result of incorrect, misleading, or fraudulent information, or as a result of an assessment error, will be withdrawn. The Council will seek reimbursement of any costs that have been obtained fraudulently and reserve the right to take legal action against any person who has made fraudulent application for free home to school transport.

13. Section I-Safeguarding

Safeguarding is everyone's business. Any concerns regarding safeguarding of a Learner please contact Home to School Travel Service. 01332 642716.

Safeguarding of all children, young people, drivers, and passenger assistants is paramount.

Dedicated home to school travel services are classed as 'regulated activity' meaning that some people are barred from doing it.

For eligible learners who are offered a seat in a minibus or taxi, the Council insists that all vehicle drivers and passenger assistants must have an 'Enhanced Child and Adult Workforce Disclosure Barring Service (DBS) check and are signed up to the DBS update service. They must also hold an up-to-date Derby City Council safeguarding certificate. Safeguarding training must be updated every two years.

