

# Transport Application Form 2012/13 for Primary school pupils who have a Statement of special educational needs

This form is for pupils of primary school age and should be completed by parents or carers.  
If you need any help completing this form contact the School Transport Team on 0845 155 1019

School transport is needed to:

Date transport first needed:

.....

Forename(s)

Surname

Date of birth:  Age at 1/9/2012:  Gender: Male  Female

Child's height if under 12 years ..... Child's weight if under 12 years .....  
We are unable to provide transport without your child's weight and height. Without this information your form may be returned.

Address: .....  
..... Postcode:

Home telephone:  Daytime telephone:

Name of parent or carer: .....

Please state nearest public service bus stop or nearest railway station:  
.....  
If not known ring 0845 155 1019 for advice. Your child may need to make their way, accompanied as necessary, to a pick up point up to 1.5 miles from home.

What is your child's intended pattern of attendance? Daily  Weekly  Termly

Other please specify .....

Name of social worker or care worker if applicable .....

Phone number of social worker or care worker .....

Is your child in Care? Yes  No

Please give full details of your child's special needs which may affect their transport. This information is very important as we need to know exactly what type of transport will be appropriate to suit your child's needs and any specific safety measures which need to be taken, including any problems your child may have when completing physical tasks.

.....  
.....  
.....

Have you attached any further information to this form? Yes  No

Can your child board a vehicle without help? Yes  No

Does your child travel in a wheelchair/buggy? Yes  No

Or, does a wheelchair/buggy need to be transported with your child? Yes  No

If your child travels in a wheelchair or buggy please answer the following questions:

Make ..... Model ..... Serial number .....

Manual  Electric  Collapsible

Please detail any attachments or modifications

.....  
.....

Can your child:

stand alone Yes  No  with help

walk Yes  No  with help

walk up and down steps Yes  No  with help

stand from sitting Yes  No  with help

sit from standing Yes  No  with help

sit unaided Yes  No  with help

When your child is transported do they require:

safety or restraining harness  child seat  sticks

booster seat or cushion  crutches  oxygen cylinder

standing frame  walker  other

If other, please explain:.....

.....

Does your child have a medical protocol? Yes  No

If yes, please complete and return the enclosed Medical Protocol consent form, along with a copy of your child's most recent protocol.

Does any medication need to travel with your child? Yes  No

Could you take your child to school if there was help with petrol costs? Yes  No

**Code of Conduct for pupils who use school transport**

We need your help and co-operation to make sure that everyone stays safe and travels in comfort. A Code of Conduct leaflet is enclosed. Please read the leaflet carefully with your child then sign below to say that you agree to the Code. Your child's special needs will always be taken into consideration. Transport will not be provided unless the Code of Conduct agreement is signed by both parent or carer and pupil (if able).

**I have read and agree to abide by the Code of Conduct ..... Pupil**

I have read the Code of Conduct with my child and explained its importance. I understand that if the transport is withdrawn because of poor behaviour, or if my child fails to comply with the Code of Conduct, it will be my responsibility to get my child to school.

**Parent or carer ..... Date .....**

Please return this form to **Devon County Council, The Special Assistance Team, One Capital Court, Bittern Road, Sowton Industrial Estate, Exeter EX2 7FW**

**Using your personal information**

The personal information you provide on this form will be processed and stored electronically by Devon County Council in accordance with the Data Protection Act 1998. Your personal information will be used for the purposes of administering your application for transport, and may be shared with other areas of the County Council, but only for administrative or other service provision purposes. This information may also be shared with the school or college you have named for the purposes of determining whether support is available from that school or college. Your information will be held securely and will not be disclosed to anyone other than those stated above without your permission, unless we have a legal reason to do so, for example disclosure is necessary to protect a person from suffering significant harm or necessary for crime prevention or detection purposes. We will not keep your information for any longer than we need to. For more information about how we will use your information, contact the School Transport Team on 0845 155 1019. If you would like further information about Data Protection please see: [www.devon.gov.uk/data\\_protection](http://www.devon.gov.uk/data_protection) or contact the Corporate Information Governance Team on 01392 384682. You have the right to request a copy of the information we hold about you. To obtain a copy of your personal information, please write to Devon County Council, Data Protection Office, County Hall, Exeter EX2 4QD.

**Additional notes**

Date received:

Entitled to transport?

Yes

No

Reason:

Trams no:

PUP:

Date letter sent:

Notes: