

Transport Application Form 2012/13

Returning Post 16 pupils who have special educational needs

Please complete this form in full and return it as soon as possible. If you need any help completing this form contact the School Transport Team on **0845 155 1019**.

School, sixth form or FE college to be attended:

Date transport first needed:

.....

Forename(s):

Surname:

Date of birth:

Age at 1/9/2012:

Gender: Male Female

Address:

..... Postcode:

Home telephone:

Work or mobile:

Which school or college did you attend in 2011/12?:

Full details of your first choice of course for 2012/13 Please include all subjects and the title, for example AS Level English, Intermediate Health and Social Care, GCSE Maths, Life Skills or ASDAN

Course Level: Entry 1 2 3

Full course title:.....

Which year of your course is this? 1st 2nd 3rd

Is this a full time course? Not block release or Modern Apprentice Yes No

Pick the days you need to attend Mon Tues Weds Thurs Fri

Type of transport requested bus or rail:
It may not be possible to meet your preference

Transport requested from:

Please state your nearest bus stop or train station, if not known ring **0845 155 1019** for advice. Some students may be required to make their way to a pick up point some miles away

Do you have a current Statement of Special Educational Needs? Yes No

Please give details of your special needs. This information is very important as we need to know exactly what sort of transport you need and any safety measures that need to be taken. Including details of any difficulties you may have performing physical tasks.

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Should you wish to submit any further information, please firmly attach it to this form.

Can you:

stand alone	Yes <input type="checkbox"/>	No <input type="checkbox"/>	with help <input type="checkbox"/>
walk	Yes <input type="checkbox"/>	No <input type="checkbox"/>	with help <input type="checkbox"/>
walk up and down steps	Yes <input type="checkbox"/>	No <input type="checkbox"/>	with help <input type="checkbox"/>
stand from sitting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	with help <input type="checkbox"/>
sit from standing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	with help <input type="checkbox"/>
sit unaided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	with help <input type="checkbox"/>

Can you board a vehicle without help? Yes No

Do you need to travel in a wheelchair? Yes No

Or, does a wheelchair need to be transported with you? Yes No

If you travel in a wheelchair please answer the following questions

Make: Model: Serial number:

Manual Electric Collapsible

Please detail any attachments or modifications

.....
.....

Do you use:

safety or restraining harness	<input type="checkbox"/>	sticks	<input type="checkbox"/>
booster seat or cushion	<input type="checkbox"/>	crutches	<input type="checkbox"/>
standing frame	<input type="checkbox"/>	walker	<input type="checkbox"/>
		oxygen cylinder	<input type="checkbox"/>
		other	<input type="checkbox"/>

If other, please explain:.....

.....

Do you have a medical protocol? Yes No

If yes, please complete and return the enclosed Medical Protocol consent form, along with a copy of your current protocol.

Does any medication need to travel with you? Yes No

If you have your own transport, could you travel to college if there was help with petrol costs? Yes No

We will refer you for one to one training to help you to travel independently if we consider this is appropriate.

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 either parent or carer or 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 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.

If you do not return the form by 1 June 2012, or as soon as possible for in-year applications, you will have to transport yourself to and from college/school at your own expense while we process your application, even if you are entitled to free education transport.

Additional notes

For office use only

Date received:

Entitled to transport?

Yes

No

Reason:

Trams no:

PUP:

Date letter sent:

Notes:

For all queries call 0845 155 1019

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