

The Travel Assistance Spare Seat Offer

Academic Year 2019/2020

You can purchase spare seats on "Education route" buses and coaches that we run across the borough, if there are any available. Education route buses and coaches only transport pupils who qualify for free travel under our current home to school transport policy. They do not run to every school. This spare seat offer scheme does not include public or commercial bus routes.

Here is a [link](#) to all our bus contracts [*this will enable parents and carers to see the routes open to them alongside all the pick-up and drop off points*].

Who can apply?

If there are spare seats once all eligible pupils have been allocated, they will be offered in the following order:

- a) statutory school-aged pupils
- b) nursery aged children under 5 where there is already a Passenger Assistant on the vehicle
- c) students aged 16-19.

If we receive more applications than there are spare seats available, we will allocate seats based on the following criteria with a first come first served basis;

- a) Looked after Children who do not have a statutory entitlement to transport but may benefit from a spare seat. This is on the basis of a particular need to travel to this school.
- b) Children with special educational needs (SEN) and disabled pupils who do not have a statutory entitlement to transport but may benefit from a spare seat as a result of their SEN or disability. This is on the basis of a particular need to travel to a school.
- c) Children of low income families, but who are above the level for free transport. (See the home to school transport policy for more details about our definition of low income).
- d) Siblings of those entitled to free transport.
- e) Distance from school, giving priority to those living furthest away.

We cannot guarantee seat availability each term, and you will not have a continued right to purchase spare seats. Availability depends on the number of children who have a statutory entitlement to travel assistance and that might change throughout the year.

When withdrawing a spare seat, the process of 'last on, first off' will be followed

Over time, it may be that we will have a reduced number of eligible children for a particular route and may need to reduce the size of the bus. We will consider if the seats taken by spare seat travellers support the route financially to remain and, if not, we will notify you at least a term before the bus size is reduced and you may lose your seat.

How to apply

Review the education transport routes from the link [\[to be added at a future date\]](#) and if a route is running that passes your home, then you can email transport.contracts@telford.gov.uk to apply for the spare seats scheme.

We will need the child's name, date of birth and the name of the school they have been allocated.

In some circumstances, we may be able to offer a seat in a taxi with a sibling of an eligible child where they are travelling to the same destination. We will need to carry out a risk assessment with you, the parent /carer and the travelling child before progressing the request.

After we have processed the applications for eligible passengers, which we aim to do by the last week in September, we will look to process spare seat applications in date order.

If we have a seat available we will call you to take payment over the phone at this point. This is likely to be at the beginning of October, so please do make sure you have alternative travel arrangements in place for September.

Costs

You can pay for a spare seat annually or termly. Costs are based on the average cost for a bus/coach seat and are reviewed annually.

Cost for 2019/2020

Full Year: £757.86

Termly: £252.62

Once a spare seat has been agreed, we will send you a letter or email confirming the seat and asking you to pay. You are able to pay by **credit or debit card** over the phone with our Transport team by calling **01952 384620**

Tickets will be issued on a termly basis but can be withdrawn if:

- a) payment has not been received for the following term
- b) an eligible pupil joins that route and a seat is required. In these circumstances, seats will be withdrawn in reverse criteria order and a minimum of 2 weeks' notice will be given along with a refund pro rata of the duration remaining.

Appeals

Parent/carers/ have no right of appeal with regard to any seat allocated or withdrawn under this offer.

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