



Regulations for Privilege Travel
Notes of Guidance

What is Privilege Travel?

Hampshire County Council provides contracted school buses or taxis for the majority of pupils who are entitled to help with travel.

Pupils who are not entitled may apply to use spare seats on these contracted vehicles if available. Children can only board and alight on existing stops as per the route schedule, as this is a concession. No additional stops can be added to the route.

Students are allocated annually to the route for each academic year, and tickets are only sent out termly, if applicable following the termly payment being made or received. Students must reapply for privilege transport on an annual basis regardless of previous privilege transport allocation.

Please be aware that any spare seat place may have to be withdrawn at short notice if the seat is needed for an entitled pupil, or is no longer available for operational reasons.

Therefore Privilege places are not guaranteed

Please note privilege transport may not be allocated until after the beginning of the school year and your child must not travel until a ticket or authorisation is received. The availability of these places will only be known when all entitled children have been allocated to the route so in the meantime it is your responsibility to arrange transport for your child.

How much does a Privilege place cost?

Prices for the school year 2018/2019 will as follows;

Distance to Travel	Annual Charge	Termly Cost
Up to 5 miles*	£600	£200
5.01 to 7.5 miles*	£831	£277
7.51 to 10 miles*	£1,164	£388
Over 10 miles*	£1,330	£443

*Distance to Travel will be measured from the allocated outbound pickup point/ bus stop on the route schedule.

An invoice for the full years cost of travel (or for the terms requested) will be raised – all payments must be made against this invoice number. The quickest way to make your payment for transport is online, via the Hampshire County Council’s e-invoice payment facility. Alternative payment options are outlined on the reverse of your invoice. Payment for the first term of travel must be made prior to the start of the travel. Spring term payments are due in December and summer term payments are due in March.

Please note that if travel starts at any time during the first half of any term, or ends at any time during the second half of any term, the full termly cost will be due. If travel starts at any time during the second half of any term or ends at any time during the first half of any term, half the termly cost will be due. Where a bus pass has been issued and travel ceases part way through a term, refunds will only be given once the bus pass has been returned to the Home to School Transport Team. All refunds will be made on this basis.

Please note AM or PM only tickets are no longer available.

The cost and criteria are reviewed annually for each new academic year.

Families in receipt of Free School Meals on the grounds of low income the fee will be waived. Where an applicant indicates they are in receipt of Free School Meals due to low income, this will be confirmed by the Transport Officer with the school.

For entitlement enquires please call: 01962 845632 /845796 (Mainstream) or 01962 845327 (SEN)

Applying for transport:

Transport will not be considered until a Privilege Travel Application Form has been received by the Home to School Transport Team. Applications open on **28 May 2018**. Applications can only be submitted once your child has a confirmed place at the school. A new application must be made for each subsequent school year.

Applications should be made online at:

www.hants.gov.uk/educationandlearning/schooltransport/apply

If you cannot complete an online application for any reason printable versions are available to complete and should be sent by post to the address at the end of this document.

The availability of privilege places will only be known when all entitled children have been allocated to the vehicle. This may not be until after the beginning of the school year, as priority must be given to processing application forms for entitled children. In the meantime it is your responsibility to arrange alternative transport for your child.

Please advise this office if an application for transport is made and your child does not take up the place at the school.

Transport provision:

- Parents are responsible for the behaviour of their children whilst travelling and must accept that unacceptable behaviour will lead to further action being taken or the withdrawal of transport.
- If your child needs a car seat or booster cushion, it is your responsibility to provide one.
- You must contact this office if you change address at any time. If travel is required from your new address you will need to complete a new application.

Medical information:

- Parents have a duty to notify the County Council if their child suffers from any medical condition which may affect their journey to and from school.

What happens if a pupil stops travelling?

- If a privilege place is withdrawn or given up, send your bus pass to the address below, and an appropriate refund will be made from the date of arrival of the bus pass in the office.

Lost or stolen passes:

- For a replacement bus pass, a payment of **£15.00** is required. Only then may a replacement pass be issued and travel resume. Pupils who are exempt from the privilege charge will still be required to pay for replacement passes. Payments can be made by debit/credit card or if paying by cheque made payable to 'Hampshire County Council' and sent to the address below, along with details of the pupil's name, address and school.

Further enquiries

Home to School Transport, Hampshire County Council, The Castle, 2nd Floor, E11 North
Winchester, Hampshire, SO23 8UJ

Tel: 01962 845632 /845796 (Mainstream) or 01962 845327 (SEN)