

## HOME TO COLLEGE TRANSPORT POLICY

**Prepared by:** Head of Learner Services

**Policy approved by:**

Academic Board	06/05/03	Minute 226
	24/10/08	Minute 378
Curriculum & Quality Panel	08/05/09	Minute 393
	06/05/11	Minute 460
Strategic Management Team	07/05/03	Minute 768
	14/05/07	Minute 1224
	22/09/08	Minute 1508
	27/04/09	Minute 1654
	03/05/11	Minute 1949
Operational Management Team	09/05/03	Minute 23
Curriculum and Quality Committee	19/5/03	Minute 70
	14/11/07	Minute 193
	12/11/08	Minute 215
	21/05/09	Minute 255
	06/06/11	Minute 271 (viii)

**Equality impact assessed & endorsed** 19/04/11

**AOS Aim 2&3**

**Policy Reviewed** 2003, October 2007, October 2008, May 2009, April 2011

**Review Date:** April 2015

## **Preamble to the Policy**

### **Equal Opportunities**

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The College shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

### **Home to College Transport Policy**

#### **1. Overview and Purpose**

- 1.1 Borough Councils have a responsibility to offer home to College transport to the same level for college learners as they do for the same age group in school. Over the years Councils have made some changes in an attempt to reduce expenditure in this area. But most still support learners up to the age of 19.
- 1.2 Each Council has its own policy so the provision may vary.
  - 1.2.1 Where funds allow, the transport assistance for over 19 year olds is supported by Financial Contingency Fund (FCF) funding.
  - 1.2.2 The geographic nature of the area and the public transport network has caused much of the Council transport to be by contract buses. Councils use season tickets on shorter routes and where public transport is better.
  - 1.2.3 Learner's over 19 per section 1.21 are supported by the college via a travel grant to help with cost of travelling.
  - 1.2.4 'Special Need' learners often require specific transport. Responsibility is again determined by age. The College will pay a grant (see 1.2.3) toward this for eligible learners, where funds allow. Local authorities may fund special arrangements such as taxis.
  - 1.2.5 The Head of Learner Services makes decisions on exceptional transport requests.
- 1.3 The College will do its utmost to provide a service that meets everybody's expectations within financial constraints.

#### **2. Publicity**

- 2.1 Learners are made aware of College policy through general advertising and information given during admission interviews. Bus routes are published prior to the start of each term and grant/transport application forms are made available as part of the admission process.

### **3. Policy**

- 3.1 Full time learners will be eligible for transport assistance between their normal residence and the college.
- 3.2 Learners living within 2 miles of their place of study will not be eligible for help with transport.
- 3.3 Learners will be offered transport on the basis of that which is most efficient for the College or Borough Council. This may involve using transport at set times and in a set manner. Exceptions will be considered by appeal.
- 3.4 Transport may be removed if a learner is guilty of misbehaviour whilst using the service. All College rules apply whilst learners are using transport paid for by the College or Council.
- 3.5 Travel grant instalments will only be paid if a learner's attendance is above 80% in the period immediately prior to the payment date.
- 3.6 The Head of Learner Services will consider and decide upon exceptional transport requests and appeals.
- 3.7 In the event of emergency closures, such as inclement weather, the College will make every effort to ensure learners can get home. However, the Health and Safety of staff and learners are paramount in these situations and it may be that the usual transport arrangements cannot be achieved. Please also refer to College procedures on inclement weather closures and permission for staff using their own cars to transport learners policy for further information.

### **4. Quality**

- 4.1 Quality of service will be assured by:
  - 4.1.1 Only contracting with appropriately licensed operators and by having regard to the quality with which a contractor provided previous contracts.
  - 4.1.2 Receiving minor complaints and comments from learners and taking them up within a working day with the contractor and or relevant Council department. Major complaints will be referred to the College complaints system.
  - 4.1.3 Dealing promptly with complaints about learners using transport.
  - 4.1.3 Regular meetings with Rhondda Cynon Taff transport officers to discuss and resolve issues.

**5. Funding**

5.1 Transport will be funded as follows:

5.1.1 The Local Education Authority (LEA) currently funds learners aged 19 years and younger.

5.1.2 The DfES Financial Contingency Fund will fund learners not covered by the LEA who are from lower income groups.

**6. Policy Monitoring and Review**

6.1 Due to the dynamic nature of the service the policy may require minor amendments during the year. However, the policy will be systematically reviewed by the Head of Learner Services in April each year.