

People Group – Children's Social Care

Looked After Children

APPLICATION FOR TRANSPORT ASSISTANCE FOR LOOKED AFTER CHILDREN (LAC) AGED 16 – 19 YEARS

This form should be completed by the relevant Social Worker and certified by Children's Operations Manager for students Looked After by Warwickshire. The carer and student will also need to sign the form.

Return to Education Transport, Saltisford Office Park, Ansell Way, Warwick, CV34 4UL

Student Details

1) Surname _____ Other names _____

Male / Female (delete as appropriate) _____ Date of Birth _____

Home Address _____

Postcode _____

Does the student have a Statement of Special Educational Needs? Yes / No

If yes, you must complete an 'Application for Transport Assistance for Pupils with Special Needs' form. (Available from Education Transport).

2) School / College to which transport is required (e.g. Warwickshire College – Rugby Centre) _____

Date of admission _____

3) Transport required. E.g. Bus, Taxi. Please also supply details of days / times transport, escort if required, and the date transport should commence. **Please remember that taxis are an expensive method of transport, and cheaper alternatives are often already in place. Taxis should only therefore be requested if absolutely necessary.**

Carer Details

4) Name _____ Telephone _____

Children's Teams Details

5) Name of Social Worker _____

Name of Children's Team _____

Telephone _____ Email address _____

Name of Team Administrator _____

Telephone _____ Email address _____

Title: Application for Transport Assistance for LAC Aged 16-19 (Form SSCHF371)

Date Created: 04/06/2008

Status: Current

Version:1

Author: Phil Sawbridge

Review date: 30/06/2013



*Working for
Warwickshire*

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6) I authorise that the above Looked After Child needs the school transport as requested.

Name of Children's Operations Manager _____

Signature _____ (Children's Operations Manager) Date _____

CONDITIONS OF TRAVEL & DECLARATION

Applications for transport will not be processed unless the carer, and the student, have read and signed the conditions of travel below. The Children's Operations Manager must also sign the form. **If this form is not completed, the application will not be processed.**

It is the parents' responsibility to ensure that students reach the bus stop safely. At the bus stop students are asked to respect other people's property and not to misbehave.

In particular we ask that students:

- * be at the bus stop at least 5 minutes before the pick up time
- * have a valid pass (or money to pay) for every journey
- * treat fellow students, bus drivers, and members of the public with respect
- * act in a safe manner, which does not endanger yourself or other bus users

Once on the bus we ask that students:

- * do not distract the bus driver
- * do not lean out of the windows
- * do not use intimidating, inappropriate or aggressive language or behaviour towards other passengers or the driver or act in any way that may cause danger to others
- * do not smoke, eat or drink
- * do not leave litter on the bus
- * stay seated for the whole journey wherever possible

These conditions of travel are designed to ensure that all students travel safely.

If students are seen to be misbehaving they may be prevented from travelling on the vehicle. During this time it will become the responsibility of the carer to ensure that they get to and from school. A ban will not be issued without a written warning first unless there are exceptional circumstances.

Student

I confirm that I have read the conditions of travel and agree to abide by them.

Signed _____ (student) Date _____

Carer

I confirm that the child in my care has read the conditions of travel above and agrees to abide by them

Signed _____ (carer) Date _____

FOR OFFICE USE ONLY

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DATE RECEIVED _____

DATE FAXED TO TRASNPORT OPS (ATTACH TRANSMISSION REPORT) _____

INPUT BY _____

DATE _____

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