

## **Direct Travel Payments (DTP) Terms & Conditions**

- Direct travel payments are only given when financially viable and when no existing transport is in place. Should a more cost effective method of transport become available, the local authority reserves the right to withdraw the DTP.
- DTPs are completely voluntary. If you find you can no longer accept the direct travel payment, please contact us. It is expected that the half-termly payment will be used to cover the pupil's transport arrangements for the entirety of this period. At least 14 days' notice, before the next payment is due, is required for the Council to put alternative transport arrangements in place from the start of the next half term.
- The current mileage rate for DTP's is 45p per mile. The amount you receive will be based on two return journeys per day. The distance from home to school will be measured by the shortest available route from the home postcode to the school postcode using Google maps.
- If you move house, your application will be reassessed. If you are still entitled to a DTP, then the amount will be recalculated based on the new distance from home to school.
- DTPs can be spent as you like, as long as your child(ren) get to and from school on time and in a way that ensures their safety, encourages their attendance and does not negatively affect their ability to learn once they are at school.
- When more than one eligible child is transported in a vehicle we will increase the DTP by 25%. The additional child(ren) will also need to be assessed as being eligible for transport assistance.
- If the additional child(ren) is/are transported as part of a car-sharing agreement, we will need this confirmed in writing from both parties. In these cases payments will only be made to one designated parent who should apportion the money accordingly.
- Payments of the mileage rate will be made half-termly; we are unable to make payments more frequently than this. If the payment date has passed by the time you start claiming DTP, money owed from this period will be made in arrears at the start of the next half term.
- Regular attendance is essential to continue receiving payments. You must inform us if your child stops attending for any reason, failure to do so may result in an overpayment which the Local Authority would look to recover.
- Parents who transport their child to and from school are advised to make contingency arrangements (e.g. arrange for a friend or relative to transport their child to school) should their transport suddenly become unavailable. Warwickshire County Council is unable to provide alternative transport on a temporary or emergency basis.
- DTP payments are subject to audit, and the local authority reserves the right in all cases to demand to see evidence that payments made have been spent solely on transporting the pupil to and from school. Should evidence exist that payments have been used for other purposes then the local authority would immediately terminate the arrangements and begin proceedings to recover the amounts in question.

- If, due to periods of absence or otherwise, not all of the amounts paid to a parent have been necessary for the purposes of funding home to school transport, the local authority reserves the right to reduce future payments or to demand repayment of unused amounts.
- The local authority also reserves the right to gain access to a child's attendance register record in order to check levels of attendance, and to speak with school staff and others in order to gain information about a child's home to school travel arrangements.
- DTPs may be terminated or suspended if;
  - The arrangements are found to be unsuitable
  - The payments have not been used appropriately
  - The pupil's attendance drops below a satisfactory level (80% for SEN pupils & 92% for mainstream pupils)
  - The pupil has moved address or school and no new application has been received
  - A more cost effective method of transportation becomes available and is suitable for the pupil

This list is not exhaustive but in all cases parents will be notified before any action is taken.