



coleg**sirgâr**

# **College Transport Policy**

**2024 - 2025**

**(Coleg Sir Gar Campuses)**

**Ammanford, Gelli Aur, Graig, Jobs Well, Pibwrlwyd**



## 1. PURPOSE AND SCOPE

- 1.1 The purpose of this policy is to ensure that the College provides a service for student transport.
- 1.2 Coleg Sir Gâr works in conjunction with Carmarthenshire County Council to provide a student transport service.
- 1.3 Students may be conveyed to the College by contracted vehicles, including coaches, minibuses, taxis and public service vehicles. Where contract or public service vehicles are used it is not always possible to arrange the routes of vehicles to pass close to the homes of all students. Students may therefore be required to make their own arrangements to get to and from the nearest 'pick up' point of the vehicle on the determined route.
- 1.4 Students are also advised to read the guidelines on the Financial Contingency Fund as some assistance may be offered to students who are not eligible for transport, but they may be eligible to claim for assistance towards meeting their transport costs. Assistance is assessed upon individual circumstances. Application forms and advice can be obtained from the Learner Experience Directorate / Wellbeing Team Officers based on each campus.

## 2. IMPACT ASSESSMENT

- 2.1 This policy has been developed at College Management level and approved by the Executive and Governors.
- 2.2 Equality Impact Assessment - **Completed 26<sup>th</sup> June 2023**
- 2.3 Welsh Language Impact Assessment - **Completed 26<sup>th</sup> June 2023**
- 2.4 Privacy Impact Assessment - **Completed 26<sup>th</sup> June 2023**

## 3. ELIGIBILITY

- 3.1 Students will qualify for travel arrangements if they meet **ALL** of the following criteria:
  - Further education students studying a full-time course at Coleg Sir Gâr.
  - Further education students living over 3 miles walking distance from the Campus they are attending.
  - With regard to Gelli Aur campus, all students (that is; full and part time further education students) living over 1-mile walking distance from the campus, will be eligible for transport due to the rural location of the campus and lack of safe walking routes.
- 3.2 Transport MAY also be provided for students in exceptional circumstances on the following grounds:
  - **Medical conditions:**  
Individual transport arrangements may be made where the medical condition of a student either prevents the person from making use of the normal transport or the condition prevents the person from walking 3 miles.

***Any application on medical condition grounds must be supported by current evidence, signed by a medical professional and include at least one of the following:***

- *Letter from CAMHS or a HCPC registered psychologist or psychiatrist;*



- Letter from a Hospital Consultant;
- Letter from Local Authority Educational Psychology Service;
- Letter from Local Authority Sensory Impairment Service;
- Letter from Occupational Health Service e.g. Occupational Therapist;
- Letter from a Speech and Language Therapist.

This evidence will clearly need to stipulate the need for supportive transport, with the student being incapable of using the college bus network.

The supporting evidence will be subject to a period of review determined by the College and the Council.

- **Further Educational Students with learning difficulties or disabilities:**  
Individual transport arrangements may be made if a student has learning difficulties or disabilities which prevents the person from making use of the normal transport or the condition prevents the person from walking 3 miles.

**Any application on learning difficulties or disability grounds must be supported by current evidence, signed by a medical or educational professional and include at least one of the following:**

- Letter from CAMHS or a HCPC registered psychologist or psychiatrist;
- Letter from a Hospital Consultant;
- Letter from Local Authority Educational Psychology Service;
- Letter from Local Authority Sensory Impairment Service;
- Letter from Occupational Health Service e.g. Occupational Therapist;
- Letter from a Speech and Language Therapist; or
- Additional Supporting Evidence for Additional Needs Transport (ANT) (Appendix A)

This evidence will clearly need to stipulate the need for supportive transport, with the student being incapable of using the college bus network.

The supporting evidence will be subject to a period of review determined by the College and the Council.

3.3 Applications for college transport will need to be completed and submitted on an annual basis.

3.4 Applications are only approved on a yearly academic basis.

3.5 There is no guarantee that transport will be provided to and from college on the basis that it was previously provided to and from school.

## 4. ENTITLEMENT

4.1 Students who are on a full-time course of study will receive travel arrangements via the issue of a College travel pass or season ticket for the relevant bus shortly after enrolment - provided there has been an application for transport which has been approved as it satisfies the eligibility criteria.

4.2 Travel passes will be issued to the address provided at enrolment and the student will only be entitled to travel on the route specified on their travel pass.



- 4.3 If the student has estranged parents and sometimes lives with both parents (at different addresses) a travel pass will be issued to one address only.
- 4.4 Part time students and work-based learning students studying in College may be entitled to a travel pass subject to space availability, and this decision will endeavour to be made during November. There is only a limited number of spaces available and these will be allocated on a case by case basis, taking into consideration where possible individual circumstances.
- 4.5 The College transport network operates in the afternoon picking students up in College at 4.30pm (16:30 hours). Some courses operate outside the usual College day, and in those circumstances, it is the Students' responsibility to make arrangements to travel home.
- 4.6 'Jobs Growth Wales + Programme' students will be entitled to transport arrangements and must complete the application form and send to the Transport Unit. Temporary transport passes will be issued to students on College contracted services via the Transport Unit upon notification of name and commencement of induction start date. Students will need to apply for a permanent travel pass, once a decision has been made as to their chosen course.
- 4.7 There is no guarantee that transport will be provided for College if it was previously provided for school transportation.

## **5. REVIEW OF TRANSPORT ROUTES**

- 5.1 Carmarthenshire County Council will review routes and transport provision on a regular basis in order to improve efficiency. Route changes may be implemented during the course of the academic year. Students will be informed in writing of any route changes before they are due to take place.
- 5.2 The arrangement and cost of transport to College for students who do not qualify for travel arrangements is not the College's responsibility.
- 5.3 Students are responsible for informing the College's Transport Unit prior to any change of address, so that eligibility for transport can be reassessed when students change address, campus or course. Students must complete a Change of Circumstances Form, indicating the new address, campus or course. On application of a change of address, the old travel pass must be returned to the Transport Unit before the application can be processed.

## **6. COLLABORATIVE SCHOOL COURSES AND STUDENTS**

- 6.1 The College and County Council Transport Units will consider the number of applicants and will endeavour to accommodate these students on the College's existing contracted services. Travel passes will be issued where appropriate.

## **7. OPERATIONAL DETAILS**

- 7.1 Students boarding College buses must be in receipt of a valid travel pass to travel and will be required to show their travel pass on entry. Admission to the vehicle will be refused without a valid travel pass or if travelling on public service vehicles students will be required to pay the fare.



- 7.2 Provided students have applied for transport and meet the eligibility criteria then:
- For college contracted buses there will be a period during September 2024 when students can access these vehicles without showing passes. This limited period when the bus pass restriction is lifted will be advertised on the college website, college social media and vehicles.
  - Similarly, students who would access public service buses will have fares reimbursed throughout a given period during September 2024, provided valid receipts are submitted at Campus Office and the eligibility criteria are satisfied. This limited period will be advertised on the college website, college social media and vehicles.
- 7.3 It is the responsibility of the bus companies and Carmarthenshire County Council to endorse the above point.
- 7.4 The travel pass must be shown to the bus drivers, Council's authorised monitoring officers and authorised College staff.
- 7.5 Students who miss the bus in the morning for whatever reason will have to find their own way into College. If they miss the bus going home in the evening it will be necessary for parents to have suitable emergency travel arrangements in place to ensure the student can get home safely.
- 7.6 Temporary Bus Passes to replace lost / forgotten passes will not be issued unless there are absolutely exceptional circumstances.

## 8. STUDENT BEHAVIOUR

- 8.1 The College reserves the right to refuse access to a College bus where the student is in breach of the College Code of Conduct or presents a risk to other students.
- 8.2 Misuse or fraudulent use of a travel pass is treated seriously and may result in the student being subject to the College's disciplinary procedure and may in addition result in the Student losing their right to travel on the bus.
- 8.3 The provision of travel arrangements is made on the understanding that students will behave in a manner which has respect for fellow students including bus drivers, property and the safety of all. All parties involved in the provision and use of College transport must abide by the "Home to School/College Transport Code of Conduct". A link to view this document is noted in the letter with the bus pass.
- 8.4 Students who have been reported as misbehaving may be suspended from travelling on College contracted buses until the decision of any possible disciplinary action being taken. Students who have been suspended from travelling on College contracted buses must make their own travel arrangements to attend College.

## 9. APPLYING FOR A TRAVEL PASS

- 9.1 **A new application for transport must be completed and submitted each year. This applies to all returner learners and to learners who may require taxi transportation.**
- 9.2 All applications will be done during enrolment. Further information and guidance is available on the college website. <https://www.colegsirgar.ac.uk>



- 9.3 The Transport Unit will assess the eligibility of the application. If the application is refused, a letter will be sent back to the address on the form explaining the reasons for rejection.
- 9.4 If the student has been accepted and enrolled by the College and is eligible for transport, the County Council will issue the travel pass.
- 9.5 Details of the routes to be used will be *stated on the Travel Pass*. The Travel Pass will usually be issued within 15 days of the application; although during peak periods this will vary.
- 9.6 Students will be notified when to collect travel passes from College.
- 9.7 **Applications for Additional Needs Transport:**  
Please contact the College Transport Unit for an Application Form which will be emailed for completion. Forms to be returned to college electronically together with current supporting evidence as noted in Point 3.2 and 16.
- 9.8 Application forms, in hard copy format are available on request together with any assistance which may be required to complete the documentation.
- 9.9 All other Forms relating to Transport are available electronically on the college website.

## 10. CHANGE OF CIRCUMSTANCES

- 10.1 If any of the details on the application form change during the academic year, students must complete a Change of Circumstances Form and submit to the College's Transport Unit immediately so the details can be amended and eligibility reassessed if necessary. If a new travel pass is required, the existing travel pass must be returned to the College before a replacement is issued.
- 10.2 If you no longer require your travel pass please return it to Carmarthenshire County Council or the College Transport Unit.

## 11. APPEALS

- 11.1 If students wish to appeal against a decision not to issue a travel pass, they must submit an appeal to the College Transport Unit using the relevant Appeal form. The Form is available on the college website and should be completed and submitted with supporting evidence.
- 11.2 An appeal panel, consisting of the Director of Estates, the Director of Learner Experience and at least one Transportation Officer of the County Council, will meet regularly to consider appeals.
- 11.3 Parents/guardians or students will be sent the panel outcome and justification in writing within 28 days of the appeal being submitted; although during peak periods this will vary.
- 11.4 Any appeal citing medical grounds must be supported by a current signed statement from a medical or educational professional, as noted in Point 3.2 and which must clearly state that the student is incapable of using the college bus network.
- 11.5 The decision of the appeal panel is final.



## 12. YOUTH ACCESS STUDENTS

- 12.1 Students attending College via the Youth Access Initiative will be provided with a travel pass. This will be organised by the Youth Access Worker as part of the application process. Please contact them to discuss transport requirements.

## 13. QUALITY

- 13.1 All students using the College Transport must adhere to the Code of Conduct for use of the School/College Transport.
- 13.2 Disciplinary matters will be handled via the College's Disciplinary Procedures.
- 13.3 Complaints regarding College Transport Services and arrangements will be handled in accordance with the College's Complaints Policy.
- 13.4 The College's Transport Unit and the Council will store personal records regarding the students travelling on each route in accordance with the General Data Protection Regulations. These regulations and policies are available from the Council and College on request.

## 14. DAMAGE TO ANY VEHICLE

- 14.1 The Authority and Contractors will seek to recover costs for repairing wilful damage for vehicles from students and/or their parents.

## 15. LOST OR DAMAGED PASSES

- 15.1 Students who lose their pass or who damage it so it is not able to be read will have to apply for a replacement pass. If you require a replacement pass please contact Carmarthenshire County Council on 01267 234567, a fee of £6.00 will be charged which is payable directly to the County Council. Students will be limited up to three replacement passes for the academic year.

## 16. TRANSPORT FOR STUDENTS WITH ADDITIONAL LEARNING NEEDS OR OTHER DISABILITIES

- 16.1 If you consider you are unable to access the College Transport Network and use college buses, please fill in the form **Application for Additional Needs Transport**.
- 16.2 If you require any support to obtain and / or complete the application form please contact the College Transport Unit by telephone, writing or visiting. College contact details are shown in 20.1.
- 16.3 Any transport application citing medical conditions, learning difficulties or disabilities must be supported by current evidence, signed by a medical or educational professional and include at least one of the following:
- *Letter from CAMHS or a HCPC registered psychologist or psychiatrist;*
  - *Letter from a Hospital Consultant;*
  - *Letter from Local Authority Educational Psychology Service;*
  - *Letter from Local Authority Sensory Impairment Service;*





- Letter from Occupational Health Service e.g. Occupational Therapist;
- Letter from a Speech and Language Therapist; or
- Additional Supporting Evidence for Additional Needs Transport (ANT) (Appendix A)

This evidence will clearly need to stipulate the need for supportive transport, with the student being incapable of using the college bus network.

Individual transport arrangements may be made if a student has learning difficulties or disabilities which prevents the person from making use of the normal transport or the condition prevents the person from walking 3 miles.

The supporting evidence will be subject to a period of review determined by the College and the Council.

- 16.4 The type and nature of transport provided will be determined by a Risk Assessment completed by the Council.

## **17. ARRANGEMENTS FOR DEALING WITH DISRUPTION AT SHORT NOTICE**

- 17.1 Changing weather conditions or other unforeseen circumstances may cause the College to close campuses at short notice, even when schools in the area or other College Campuses are able to stay open. Transport arrangements will sometimes be disrupted more in very rural areas.
- 17.2 Operators of College transport vehicles and their drivers have to make judgments about the safety of a route and whether they consider it possible to fully operate a route or in some circumstances just part of a route. Some buses may not be able to run at all, or sometimes a bus will start to collect students in the morning but will have to abandon the run and return the students to their pick-up points where possible. Buses may have been able to take students to College, but the bus home from College may have to leave early due to worsening conditions. It is therefore essential that parents or guardians make sure that arrangements are in place to safeguard the student during the day if they are not at home and that the student is clear about what do in such circumstances.
- 17.3 It is vital that the College has a student emergency contact number and that the College is advised of any changes to this number, so that they can be contacted in the event of an emergency situation.
- 17.4 Parents, guardians and students should ensure they are dressed appropriately for the cold weather in case the bus is late or the journey to and from College is slower than usual.
- 17.5 Should a College transport route not operate in the morning due to adverse weather conditions, but parents/guardians or students make other arrangements to travel to College, then it is their responsibility to make their own arrangements to travel home at the end of the College day.
- 17.6 Should COVID-19 infections increase or if there is any other health pandemic, the college transport will operate in accordance with Guidance issued by Welsh Government and or Public Health Wales. This could involve operational changes and possibly at short notice. Such changes would be implemented to mitigate and reduce the risk of the transmission of infection.





## 18. WELSH LANGUAGE

- 18.1 The College is committed to the promotion of the Welsh Language and will endeavour to address and support the needs of the Welsh Language students. Applications for transport can be made in either Welsh or English and both shall be treated equally.

## 19. STUDENTS WHO ARE OUTSIDE THE COUNTY BOUNDARIES

- 19.1 Should other students that live outside Carmarthenshire's boundaries wish to attend Coleg Sir Gâr (and are eligible for transport) then it is their responsibility to get themselves to the required bus pick up routes to access the College Transport route that is provided.
- 19.2 If you live outside the county border, please contact your local authority as they may be able to assist with your transport needs, enabling you to access College Transport from the operated bus pick up points.

## 20. POLICY REVIEW

- 20.1 Coleg Sir Gâr Transport Policy to be reviewed annually.

## 21. USEFUL CONTACT ADDRESS AND TELEPHONE NUMBERS FOR STUDENTS SEEKING TRANSPORT SUPPORT

- 21.1 College Transport Unit  
Coleg Sir Gâr  
Graig Campus  
Sandy Road  
Llanelli  
SA15 4DN

Tel: 01554 748025 (office hours)  
e-mail: [transportunit@colegsirgar.ac.uk](mailto:transportunit@colegsirgar.ac.uk)  
website: [www.colegsirgar.ac.uk](http://www.colegsirgar.ac.uk)

- 21.2 Carmarthenshire County Council  
Passenger Transport Unit  
Technical Services Department  
Parc Myrddin  
Carmarthen  
SA31 1HQ

Tel: 01267 234567 (office hours)  
e-mail: [PublicTransport@carmarthenshire.gov.uk](mailto:PublicTransport@carmarthenshire.gov.uk)  
website: <https://www.carmarthenshire.gov.wales/>

- 21.3 Traveline Cymru  
[www.traveline.cymru](http://www.traveline.cymru)



## Appendix - Additional Supporting Evidence for Additional Needs Transport (ANT)

*(Completed by a Professional within an Education Setting)*

### **Overview for Parents / Guardians**

If you are **not** able to provide any of the supporting evidence required from the current Coleg Sir Gar Transport Policy and ANT application form.

### **What you need to do:**

Ask your **last or current education settings** (ALNCO, SENCO, Head of Year, Head of Centre) to answer the questions below and provide any other **CURRENT** supporting documents i.e. Statement of Educational Needs, Annual Review, One Page profile, Behaviour Plan, Individual Risk Assessment in the community, which supports the statement. This will then be assessed by the transport panel, where it will be agreed or not for supported transport.

### **Professional to complete** (ALNCO, SENCO, Head of Year, Head of Centre)

Name of School / Centre and Support requirements i.e. Specialist School, Specialist Teaching facility, 1;1 within mainstream:

Does the learner currently have supported transport provided and is this recorded within the Statement/ IDP?



Report on learner risks in the Community (prompts to consider - Stranger / danger, independence, behaviour, ability to catch a college bus, ability to be able to read bus / transport timetables, road safety, vulnerability and social skills): could this be supported by any risk assessment / care plan.

A large, empty rounded rectangular box with a green border, intended for writing a report on learner risks in the community.

Signed: .....

Role: .....