

# Home to College Transport Policy 2019-20

Effective for employees, students, governors and volunteers September 2019

Overall responsibility: Principal

Implementation: Assistant Principal Student Services

Date issued: September 2019

Date for review: September 2020

Endorsed and approved by P&S: \_\_\_\_\_ (signature)

Pat Brennan-Barrett –Principal

## Home to College Transport Policy 2019-20

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## **Home to College Transport Policy 19-20**

### **1) Introduction/Overview:**

The College Transport Policy sets out the entitlement of students to have transport provided to and from College. This policy should be read in conjunction with the Northamptonshire County Council Post 16 Transport Scheme Policy Document, which provides assistance with transport costs for qualifying students and those in financial need or with learning difficulties and / or disabilities.

### **2) Quality statements**

It is the policy of Northampton College to provide all full-time students under the age of 19 at the start of the academic year, who meet published criteria, support with the cost of travel to College.

Students aged over the age of 19 may in some cases also receive travel support.

### **3) Eligibility Criteria**

Students applying for assistance with transport costs from the college must be:

- Undertaking a full – time course
- Under 19 at the start of the academic year
- Live more than 3 miles, walking distance, from the College site or work experience provider where the substantive portion of their course is delivered, as indicated as a safe walking route on 'Google Maps'.

### **4) Students with special educational needs**

Northampton College administers the Special Educational Needs Post 16 Transport scheme on behalf of Northamptonshire County Council.

The qualifying criteria for this support is:

- Reside within the boundary of Northamptonshire
- Reside more than 3 miles from their nearest suitable educational establishment other than in exceptional circumstances (to be considered on an individual basis)
- Have an up to date Education Health Care Plan (EHCP) that names Northampton College as their place of study.
- Be under the age of 25 at the start of the academic year.

The forms of transport offered through the SEN transport scheme are:

- Mileage Allowance
- Public Bus Service
- Private Hire taxi
- Bicycle

Transport is re-assessed on an annual basis and where appropriate independent travel is encouraged.

Where SEN transport is approved and there is receipt of income-based household benefits or Child Tax Credit with an income under £16,090 and NOT in receipt of Working Tax Credit (unless it is at maximum level) there is no charge for transport.

Where SEN transport is approved and the household is NOT in receipt of the above there is a charge of £570 per year. Unless the student is aged 19 or over at the start of the academic year where there will be no charge.

Payments at the time of producing this policy for students accessing taxis are:

Transport Type	Term 1	Term 2	Term 3
Taxi	£230	£200	£140

The college reserves the right to amend these costs at any time.

## 5) Work Experience

There is support available to assist students undertaking work experience as part of their study programme. Students receiving support with the cost of travelling to work experience placements must be in eligible for a college bursary and meet the eligibility criteria for transport set out in this document.

## 6) Contribution to cost of transport support

In most cases students applying for assistance are expected to contribute towards the cost of such support. Rates will be published and all students will be informed of such rates when they apply for assistance. Students in receipt of bursary are able to apply for their contribution to be paid on their behalf.

There is no automatic entitlement to financial support with transport and the college withholds the right to change or withdraw it at any time.

Bus passes are issued termly however students can choose to pay the fees below annually if they wish. Prices per term at the time of producing this policy for students aged 16-18 at the start of the academic year are:

Pass Type	Term 1	Term 2	Term 3
Megarider	£150	£130	£100
Megarider +	£200	£180	£130
Goldrider	£230	£200	£140

Prices at the time of producing this policy for students aged 19 + at the start of the academic year are:

Pass Type	Term 1	Term 2	Term 3
Megarider	150	£130	£100
Megarider +	£255	£220	£150
Goldrider	£310	£270	£190

All students who leave their course early must notify us immediately and return the travelcard. If a payment has been made by the student a refund will be issued based upon the remaining travel left on the pass. A £10 admin fee or 10% of the ticket price (whichever greater) will be charged.

## **7) Support from Northamptonshire County Council and other Local Authorities**

Students who are eligible for support from Northamptonshire County Council or any other Local Authority, Post 16 Transport Scheme and Policy will be informed of this in writing. Evidence of eligibility will be required in the form of TCAN notices, evidence of current (dated within a 3 month period) Income based benefits or evidence of learning difficulties and or disabilities.

## **8) Support provision**

In all cases, the College will attempt to use the best value available. This could be in the form of a bus pass, reimbursement of legitimate transport costs or other appropriate means. This may include referral to the college bike scheme where a student will be offered a bicycle complete with helmet, lights and an offer of road safety training in lieu of other support.

Support may be withdrawn at the discretion of the college in the following circumstances:

- Where a student's attendance drops below an acceptable level in agreement with the student's personal tutor/academic coach
- Where the student is found to have abused or misused the support provided.
- Where the student has left the college.
- Where a student fails to abide by the transport code of conduct.

## **9) operational details**

Students boarding buses must be in receipt of a valid bus pass to travel and will be required to show their bus pass on entry.

The College reserves the right to refuse access to a College bus where a student is found to be in breach of the College's Code of Conduct.

A bus pass that is lost or stolen will need to be replaced at a cost of £5.00 per replacement. Replacements are issued at the colleges discretion.

If a student is suspended due to behaviour or are found to be under the influence of drink or drugs, and are unfit to travel on the bus, any cost incurred for alternative travel to home i.e. taxi will be the responsibility of the student.

## **10) Monitoring and review**

This policy will be reviewed annually and will be referred to in the College's corporate publications.

This policy should not be read in isolation and should be cross-referenced to other relevant policies and procedures, including:

- College Behaviour Policy
- College Bursaries and Financial Support Policy

## Appendix A

### Transport code of conduct

Your safety is very important. You must behave responsibly and safely when travelling to and from college whether you get there by bus, train, taxi, bicycle, walking or any other way. If you get a bus to college, you must follow the rules in the College code of conduct for use of College Funded Transport.

If you do not follow the code of conduct further action may be required. This might involve taking away your right to college subsidised transport and even excluding you from college.

Your Responsibility	Your Safety	Your Rights
Always respect others including other students, drivers and the public. Always respect vehicles and property. Always be polite. Never drop litter. Always obey the law.	Always behave well when travelling. Always follow the driver's instructions when travelling. You must not distract drivers. Always cross the road safely and sensibly. Always travel by a safe route.	To be safe when travelling. To be treated fairly and with respect. To tell someone if somebody or something is causing you problems. Not to be bullied or picked on. Please tell a member of staff, parent or driver about any bad behaviour or bullying you see.

Please tell a member of staff, parent or driver about any bad behaviour or bullying you see.

This agreement is designed for your safety and the safety of others travelling on college transport. It is a contract between you and the College.

### Before starting your journey

Make an agreement with your parents or guardian what to do if the bus does not arrive or if you miss it.

Arrive at the bus stop in good time, preferably at least 10 minutes before the bus is due to depart. Always wait sensibly, off the road.

Queue in an orderly manner. Do not go near the bus until it has stopped and never push or rush for the door

Always show your bus pass to the driver. Defaced, illegible or false passes will not be accepted. If you do not have a bus pass you will not be allowed onto the bus

## **During your journey**

Find a seat if one is available quickly and quietly without pushing and remain seated for the entire journey. In the absence of any available seats, ensure you use the grab rails provided.

Do not obstruct the aisle with bags or other belongings

Do not distract the driver when he or she is driving unless in an emergency

Always wear seatbelts when they are fitted

Do not smoke, eat or drink from cans, bottles, tins whilst on the bus or drop litter either on or from the bus

Never throw anything in or from the bus

Never operate the bus doors (except in an emergency when you will be instructed by the driver to do so)

Do not change, tamper, vandalise or deface the bus. Such action will lead to disciplinary action by the college and students/parents will be informed.

Always follow the instructions of the driver or passenger assistant at all times particularly in the event of an accident or a breakdown.

If there is an accident, stay on the bus until you are told to leave. If it is unsafe to stay on the bus because of smoke or fire or the driver or assistant is injured leave by the safest exit in an orderly manner. When off the vehicle assemble at the safest point off the highway if on a motorway or dual carriageway move away from the carriageway preferably up the side of a bank but please keep safety in mind at all times.

## **At the end of your journey**

Never try and get on or off the bus until it has stopped. Wait until the bus has stopped before leaving your seat. Leave the bus sensibly taking all your belongings with you.

When leaving the vehicle, take care to ensure your coat or bag is not caught anywhere. Step well away from the bus.

Should you need to cross the road after you have left the bus allow the bus time to move off well before attempting to cross the road so that you can see and be seen by other traffic.

Never cross the road in front of or close behind the bus.

## **General behaviour**

Behave responsibly and in an orderly manner before, during and after your journey. Failure to do so could lead to disciplinary action. Bad behaviour will not be tolerated

If you forget your bus pass it is your responsibility to make arrangements to travel home. Temporary bus passes are not available.

## Appendix B

### EQUALITY IMPACT ASSESSMENT

This template has been designed to help you take action to improve services and practices which affect staff, students and other service users at Northampton College. By completing this template, you would have considered the impact that your policy, practice or service might have on particular social groups within the college community. The exercise will also provide you with the opportunity to demonstrate, where possible, that the College promotes equity, diversity and inclusion.

Once this Equality Impact Assessment has been created, please include on the last page of your policy document.

Policy Details	
What is the policy?	Home to College Transport Policy
Is it new or existing?	Existing
Department	Student Services
Policy Author (postholder title, name)	Mark Owen – Assistant Principal Student Services
Author of Equality Analysis	Mark Owen
Date of completion	1/9/2019

Aim and Objectives
Briefly describe the aims and objectives of the policy
The policy sets out how the college manages and supports travel arrangements for students attending Northampton College.

Policy Assessment				
Consider whether your policy might have an impact on various groups identified within the categories listed below and explain why you have reached this conclusion.				
Please tick (✓) the identified level of impact (positive, negative, or no impact) and provide details of your findings.				
	Positive Impact	Negative Impact	No Impact	Findings
Race			x	
Religion and/or belief			x	
Sex (Gender)			x	
Gender Identity			x	
Disability	x			The college supports the NCC home to college transport scheme which provides additional support for students with EHCP plans.
Age	x			The policy sets out how the college will support students who are over the age of statutory support for travel through NCC.
Sexual orientation			x	
Marriage and/or civil partnership			x	
Pregnancy and/or maternity			x	

(including surrogacy and adoption)				
Other identified group (e.g. carers)			x	

<b>Action Planning</b>			
How do you intend to mitigate or eliminate any negative impact identified?	If a positive impact is identified, how do you intend to promote or develop this opportunity?	Where negative impact has been identified, can it be justified? If so, explain how.	How do you intend to mitigate or eliminate any negative impact identified?
	Students who receive support because of identified SEN needs or physical disability are made aware of the additional support with transport at interview and on the college website.		
	The college promotes its support for 19+ students at application and enrolment. Details are available on the college website.		

<b>Monitor and Review</b>	
How will you monitor the impact of your policy once it has been put into effect?	
<p>The policy will be monitored through feedback from services users gathered via:</p> <ul style="list-style-type: none"> <li>• College Complaints Procedure</li> <li>• Feedback from Students</li> </ul>	
Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):	
Name	Position
Mark Owen	Assistant Principal Student Services
Jan Hutt	Vice Principal Student Services & Human Resources
Cathrine Danns	Transport Supervisor
Equality Analysis Sign-Off Signature and Date: 01/09/2019	
Review Date:01/09/2020	

## Appendix C

### COMMUNICATION PLAN

<b>Version</b>	Final
<b>Ratified by</b>	Policy & Strategy Group
<b>Date Ratified</b>	
<b>Date Issued</b>	
<b>Expiry Date</b>	
<b>Lead Manager</b>	Mark Owen
<b>Name of Author</b>	Mark Owen
<b>Audience</b>	College Staff, Students, Parents and Carers.
<b>Communication Plan</b>	College Staff, College Website