

Parent/Carer School Travel Agreement

While my child is receiving travel assistance to school, I agree to the following.

1. To ensure that my child is ready at the agreed time of pick-up when the vehicle arrives at our home or at the pick-up point (transport staff are instructed not to wait over 5 minutes).
2. To be there to meet him/her at the set down point on return, or agree in writing in advance when another responsible person will do this.
3. To ensure that my child understands the standard of behaviour that is expected whilst travelling to and from school/provision. This is set out in the *Code of Conduct for Pupils on School Transport*.
4. To ensure that my child understands the need for safety and that the wearing of a seat belt or harness is essential.
5. To inform the Passenger Transport Unit, (PTU) on 01582 547387 if my child is unwell and will not be travelling to school/provision, if travelling by taxi or minibus, as well as the school/provision they are attending.
6. To inform the Education Travel Assessment Officer on 01582 548227 of any change to travel requirements, or any change in medical needs.
7. To ensure that the Education Transport Assessment Officer is informed of any change in address in advance as eligibility to travel assistance will need to be re assessed.
8. To pay for any wilful damage caused by my child.
9. To supply the Education Travel Assessment Officer with general and emergency contact details for getting in touch with me and ensure these are kept up to date.
10. To supply the Education Travel Assessment Officer/PTU with contact details for 2 nominated responsible adults, who can act on my behalf, if requested.

Furthermore, I understand that:

11. Passenger Assistants are not responsible for the administration of drugs or any medical procedures.
12. Transport may be withdrawn if my child's behaviour is persistently unacceptable or
If I fail to make appropriate arrangements for my child to be met at the normal set-down point on more than two occasions in one term. If transport is withdrawn it will be my responsibility to make suitable arrangements for him/her to attend school/provision.
13. Failure to notify the Council of changes in circumstances (change of address etc) may result in a delay in transport being re-arranged.