

— *Your journey through* —

# **COLLEGE TRANSPORT**

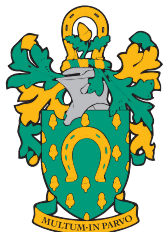
## **2018 / 2019**

**POST - 16 RUTLAND STUDENTS (AGED 16 -18 YEARS)**



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*A Guide to Read and Keep*



**Rutland**  
County Council

## NOTES & CONTENTS

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Fees and charges have been revised.

Please See page 8 for details.

Application forms will soon be available for online completion visit

**[www.rutland.gov.uk](http://www.rutland.gov.uk)**

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Application forms can be found at the back of this booklet and will soon be available for completion online at: **[www.rutland.gov.uk](http://www.rutland.gov.uk)**

## 16 + TRANSPORT POLICY

### Summary

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Students aged 16 - 18 years (and continued learners aged 19 & over studying the same course at the same college) will be entitled to subsidised transport assistance to their designated college, subject to this being more than three miles from their home address.

The designated college means the college nearest to your home address offering your chosen courses. Applications are individually assessed to establish eligibility in-line with current policy.

**No transport will be provided to a college less than three miles from the home address.**

The type of transport offered will vary depending on the location of the student's home address and transport/seating availability. In most cases, students will be provided with a pass to travel on a local bus service. Seats on local bus service routes are limited, and whilst one student may be allocated to a local bus service another may not. Please note that the initial transport offered may need to change for operational reasons, and students are expected to comply.

Passes will have to be shown to the driver on entry to the bus. Failure to do so may result in the student being charged the appropriate fare.

In cases where a Local bus service pass is not appropriate, contract vehicles (coaches/minibuses/taxis) may be offered. Where no transport exists, the Council may offer a parent or student a fuel allowance. The offer will be made at the rate of 45 pence per mile for two return journeys each college day (subject to verified attendance).

The annual contribution charge for this academic year towards subsidised transport has been increased, for returning students already receiving subsidised transport, and new starters who are requiring subsidised transport for the new academic year. Payable in full, or by instalments. Exemptions may apply. Default on agreed instalment plan, will result in pass withdrawal. See page 8 for details.

The Home to College transport policy and contribution costs are reviewed annually. **1st payment must be made BEFORE transport can commence.**

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## AM I ELIGIBLE?

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Student is 16,17 or 18 prior to the September of the academic year for which the application is being made

The College providing the course is not more than 8 miles outside the Rutland county boundary.

The course desired is not available at a college closer to home address.

The student lives more than three miles away from the college.

**ALL of the above criteria MUST be met for transport assistance to be offered by Rutland County Council. IF you do not meet all 4 of the above criteria please contact your chosen college direct for transport assistance.**

You may be able to purchase a spare seat on RCC contracted transport. For further information regarding a Fare Paying place, please contact the Transport Office for further information at [transport@rutland.gov.uk](mailto:transport@rutland.gov.uk) or **01572 722577**.



## ADDITIONAL REQUIREMENTS

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Entitled students must pay a contribution towards transport costs UNLESS exempt from requirement to pay. (Parent/Carer must be in receipt of Income Support JSA/ESA or meet the current low total annual household income rate.

Students must make their own way to the bus pick up point if this is within three miles of their home address. Students may also be required to walk from the bus stop to the college.

You may find that you are timetabled to finish college at 1pm but your transport home isn't due until 4pm. Unfortunately we won't be able to lay on additional transport to meet individual timetable requirements.

If a bus pass is issued for a local bus service, students are able to use their pass all day Monday-Friday term time only.

### IMPORTANT NOTES You must:

- Attend nearest college offering chosen course/s
- College must be more than 3 miles from home address
- Pay contribution / set-up instalments / provide exemption proof.
- Be under the age of 19 on 1st September prior to start of course
- Be enrolled on a full-time course.
- If you change your course or your address you must notify the Transport Office, as this may change eligibility.

If you withdraw from college you are required to return the pass without delay.

(partial refunds may be considered).

## HOW TO APPLY

### 1. OBTAIN CORRECT APPLICATION FORM. Application forms are available:

- In this booklet
- Customer Services at Rutland County Council
- On request by phone—01572 722577
- by email: **transport@rutland.gov.uk**
- **Soon to be available** for completion online at **www.rutland.gov.uk**

### 2. SUBMIT FORM - The deadline date for applications is **13th July 2018**.

It is better to apply early and not wait for exam results. This can be reviewed once results are known.



### LATE APPLICATIONS

Transport is not guaranteed for start of term.

### 3. WAIT FOR RESPONSE

For applications received by the deadline date entitlement will be notified within 10 working days after the deadline date. Non-entitled applicants will be notified at the same times, and given options. Please avoid contacting the office, unless for a notification of change. **Parent/Guardian must sign the form**

### 4. ARRANGE PAYMENT

**NO** passes will be issued without payment arrangements being made by you. Please make payment in full or, contact Exchequers office for instalment payments, and pay 1st instalment. OR provide proof of exemption from payment (if applicable).

**DO NOT WAIT  
FOR YOUR EXAM  
RESULTS BEFORE  
APPLYING**



### POST 16 TRANSPORT

### TRANSPORT OFFICE

Rutland County Council

Catmose, Oakham

Rutland, LE15 6HP

## APPLICATION TIMELINE

### What you do:

1. Submit application (May—July)
2. Wait for decision
3. Make payment by due date when decision received
4. Inform us of any changes to circumstances (on-going)

**PAYMENT DELAY = PASS DELAY**

### What we do:

1. Assess applications (May—July)
2. Send written decisions & payment details to eligible students
3. Issue passes & timetables when payments received
4. Amend/refund/re-assess transport applications (on-going)

**LATE APPLICATION = NO TRANSPORT AT START OF TERM**

## TRANSPORT CONTRIBUTIONS/REFUNDS



The contribution charge covers the whole academic year 2018-19 as follows:

The charge for subsidised Post 16 transport for 2018-19 is £510 per student.

Students who started their course in 2016-17, and are continuing the same course for a 3rd year, please contact the Transport office for charges.

You will be exempt from paying the contribution if you are able to provide proof that you:

- Are on low income (you meet the current low total annual household income rate).
- Are claiming JSA or ESA Are in receipt of Income support
- If you are on a low income but are not eligible for exemption, it may be possible to spread the instalments over a longer period of time. Please contact the Exchequers office on 01572 758387 to discuss options.

### How to pay:

- Rutland County Council Customer Services- In person or phone 01572 722577
- Through Rutland County Council's website following this link:  
<https://payments.rutland.gov.uk/MPW/NReg/QuickPay.aspx>

**Personal Internet Banking using:** Sort Code 30-64-10 Account Number to: 37780460

**In Full** – Please pay through the website link **Transport Fees Post 16 – FE** or through Customer Services quoting Code TR10, or Personal Banking. For all, please confirm the Student's name and college attending.

**Instalment Plan** - Agree a payment plan with the Exchequers office. You may pay in four consecutive monthly payments of £127.50 per payment. Make the first instalment payment, Exchequers will advise. All subsequent payments will need to be paid against the invoice which will be sent to cover the balance remaining. Follow the Website link, and from dropdown menu select 'Accts Receivable (invoices) and confirm the invoice number, Customer ID number, amount being paid and **ALWAYS** remember to state the students name and college attending. Or payments can be made by calling/visiting Reception at the main council offices. You will need to provide the same information.

Where two parties are to pay the charge, written and signed agreement with details from both parties is required confirming the amount each will be contributing, and agreeing to the terms and conditions of paying by instalment. Please note, default of any agreed payment plan will result in immediate pass withdrawal.

**Refunds** - A part refund may be available. Request required in writing specifying the reason a refund is required. Any refund request will be assessed individually at that time, the refund amount determined at the discretion of the Council. Full term payment is required where passes are used for part terms. The travel pass must be returned before your refund application can be considered.

**PLEASE SPECIFY THE STUDENTS NAME AND COLLEGE  
WHEN MAKING A PAYMENT**

**Outstanding transport debts must be cleared in full before a new application will be considered.**



## ELIGIBILITY EXAMPLES

Ben wants to do AS Level Maths and English at New College Stamford and lives at Ketton.

**Is he entitled to transport?**

**YES. New College Stamford would be the closest college to his home address offering his chosen course/s**



Alice lives at Uppingham and wants to study at Leicester College because her friends will be going there.

**Is she entitled to transport?**

**NO. Leicester college is outside of the 8-mile Rutland boundary area. Alice must contact the college direct.**

Lucy wants to study at Melton Vale Post 16 Centre and lives in Oakham. The course she has chosen is also available at Harington School.

**Is she entitled to transport?**

**NO. Transport assistance is not given on the grounds of personal choice. Lucy would only receive transport to her chosen college if the course/s were not available closer to home. This may be reassessed if Lucy did not meet the acceptance criteria for Harington School. Evidence from the school is to be provided.**



Lewis is interested in gaining a qualification in equine care, he lives in Caldecott and the only college offering the course he is interested in is Brooksby College.

**Is he entitled to transport?**

**YES. The college is the closest to his home address offering the course he wishes to study and is also within the 8-mile boundary.**

Sophie lives at Great Casterton and wants to attend New College Stamford to study AS Levels.

**Is she entitled to transport?**

**NO. Although New College Stamford is the nearest college, it is located less than 3 miles from the home address.**

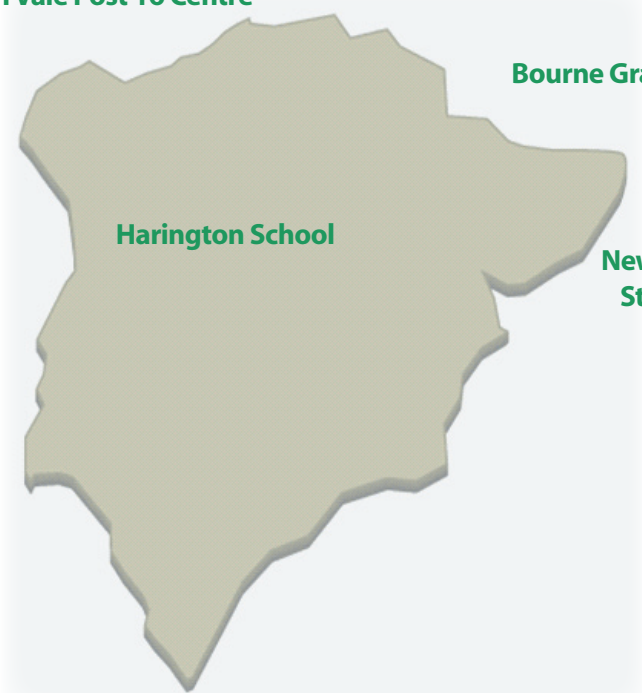


# BOUNDARY

## 8- MILE LIMIT FROM RUTLAND COUNTY BOUNDARY

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Brooksby Melton College  
Both Campuses  
Melton Vale Post 16 Centre



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## 8- MILE LIMIT FROM RUTLAND COUNTY BOUNDARY

# POST 16 TRANSPORT ASSISTANCE APPLICATION FORM

Please complete all parts fully in **BLOCK CAPITALS**.

Tick boxes where appropriate. **Parent/Guardian must sign the declaration.**

## STUDENTS DETAILS:



Rutland  
County Council

Forename:

Surname:

Date of Birth:

Gender: Male \ Female

Age at 1st September 2018:

Address:

Postcode:

*Please affix photo  
here with  
name printed  
on reverse*

## PARENT/GUARDIAN CONTACT DETAILS:

Email address

Contact number:

## COLLEGE DETAILS:

Name of college to be attended:

Site Campus (if applicable)

Preferred bus boarding point:

Which year are you applying for transport assistance 1st 2nd 3rd?  Mandatory

Please complete full details of your chosen course/s and whether they are AS level/  
Vocational or BTEC. Your application will be returned if this section is not completed.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## DECLARATION Parent/Guardian/Carer must sign the application:

I certify that the information I have provided is true and correct.

Signed Parent/Guardian/Carer

Date:

Print Name

Mr/Mrs/Ms/Dr/other

By signing this form you are agreeing to allow your child's data to be stored for the purpose of this application. If you do not agree to the retention of your data for this purpose, you can opt out at any time by emailing [transport@rutland.gov.uk](mailto:transport@rutland.gov.uk) or calling 01572 722577 and asking for the Transport Office. Please be aware that by choosing to opt out, you are also agreeing to withdraw from the service provided through this application.



# POST 16 TRANSPORT ASSISTANCE APPLICATION FORM

## FOR OFFICIAL USE ONLY



Date form received in the transport office:

**APPROVED**

**REFUSED**

Nearest college / course/s:

Course available at nearer college:

2nd year returner:

Other reason:

Acceptance/Refusal letter sent:

Payment request details sent - letter/email:

Bus contract number:

Date of pass issue:

Date entered onto database:

Season ticket requested:

Proof of exemption document:

Paid in full:  Date:  Receipt Reference:

Debt check:

Instalments:  Monthly payment amount  £  Paid over (period)

### Instalment & invoicing details

Customer I.D.

Invoice no.  Remaining balance to invoice £

Date raised

# APPLICATION FOR THE REPLACEMENT OF A COLLEGE BUS PASS



## SECTION 1 - STUDENT DETAILS

First Name:  Surname:

Address:

Postcode:  Date of Birth:

Contact Number:

## SECTION 2

College Attending:

Bus Contract / Service Number:

Payment Receipt / Transaction Number:

**Please note that if your request is for a replacement local bus service pass or season ticket, a photograph must be provided before a new pass can be issued.**

**Local Bus Service Passes only**  
Please affix photo  
here with name printed  
on reverse

## SECTION 3 - DECLARATION

I declare that (please tick boxes):

- The pass has been lost/stolen and a replacement is requested
- I remain eligible for this type of concession
- I will inform the Transport Office if the old pass is returned to me

Signature (Parent / Guardian):

Print Name:

Mr/Mrs/Ms/Dr/other:

Date:

By signing this form you are agreeing to allow your child's data to be stored for the purpose of this application. If you do not agree to the retention of your data for this purpose, you can opt out at any time by emailing [transport@rutland.gov.uk](mailto:transport@rutland.gov.uk) or calling 01572 722577 and asking for the Transport Office. Please be aware that by choosing to opt out, you are also agreeing to withdraw from the service provided through this application.



# REPLACEMENT COLLEGE PASS

## THE FEE FOR A REPLACEMENT PASS IS £10



Payment can be made by debit/credit card through:

- The Rutland County Council website - Make a payment online/Quick Pay
- Rutland County Council Customer Services - 01572 722577
- Personal internet banking:

Sort Code **30-64-10** Account Number to: **37780460**

Please ensure that the students name is recorded during payment and that you complete a receipt or transaction number on this form to ensure payments are allocated correctly.

## PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO:

Lost School Passes, Transport Office, Rutland County Council, Catmose, Oakham, Rutland, LE15 6HP

**Or by email to: [transport@rutland.gov.uk](mailto:transport@rutland.gov.uk)**

### FOR OFFICIAL USE ONLY

DATE ISSUED:

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ISSUED BY:

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PAYMENT CHECKED:

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DATABASE AMENDED:

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## PASSENGER CHARTER

### Help us to help you

When using a public bus service, passengers are required to be aware of the following and act accordingly:



1. Always let people off the bus before boarding.
2. If you have a student pass or concessionary ticket, always have this ready to show to the driver as you board.
3. Sit down where a seat is available. **ALWAYS** give up your seat for the elderly, the less mobile, pregnant women and passengers with small children.  
**Please offer, do not wait to be asked!**

### PLEASE NOTE THAT STUDENT PASS HOLDERS ARE REQUIRED TO GIVE UP THEIR SEAT IN FAVOUR OF A FARE-PAYING PASSENGER AT ALL TIMES

4. Do not put your feet or any items of luggage on the seats.
5. Do not leave litter on the vehicle. Please use the ticket bins provided.
6. If you using a personal stereo whilst travelling, please ensure the volume is set at an acceptable level so as not to disturb other passengers.

### YOUR DRIVER HAS THE RIGHT TO REFUSE TRAVEL PLEASE RESPECT THE VEHICLE AND BE CONSIDERATE TO YOUR FELLOW PASSENGERS AT ALL TIMES



## CONTACT DETAILS



### NEW COLLEGE STAMFORD,

Drift Road, Stamford, Lincs. PE9 1XA  
01780 **484300**



### TRESHAM COLLEGE OF FURTHER AND HIGHER EDUCATION

Oakley Road, Corby, Northamptonshire, NN17 1NE  
0845 **6588990**



### BROOKE WESTON,

Coomb Road, Great Oakley, Corby, Northants, NN18 8LA  
01536 **396366**



### BROOKSBY MELTON COLLEGE,

Melton: Asfordby Road, Melton Mowbray, Leics LE13 0HJ  
Brooksby: Brooksby, Leicestershire LE14 2LJ  
01664 **850850**



### MELTON VALE POST-16 CENTRE,

Burton Road, Melton Mowbray, Leics, LE13 1DN  
01664 **504750**



### BOURNE GRAMMAR SCHOOL,

South Road, Bourne, Lincs, PE10 9JE  
01778 **422288**



### HARINGTON SCHOOL

Harington School, Catmose Campus, Huntsmans Drive, Oakham, LE15 6RP.  
01572 **772579**

This booklet has been designed and produced by **Rutland County Council Transport Group**  
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### RUTLAND COUNTY COUNCIL

Transport Office, Catmose, Oakham, Rutland, LE15 6HP

**Email – [transport@rutland.gov.uk](mailto:transport@rutland.gov.uk) Telephone – 01572 722577 [www.rutland.gov.uk](http://www.rutland.gov.uk)**