

**APPLICATION FORM FOR SCHOOL TRANSPORT**  
(PLEASE REFER TO THE ATTACHED GUIDANCE NOTES BEFORE COMPLETING THIS FORM)

**PART 1** - To be completed by Parent/Carer. A separate form must be completed for each pupil.

**Entitlement Category (Please tick one only – see guidance attached)**

Entitled (Distance)       Safety       Privilege       Out of Zone

**Pupil Details**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address (in full): \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No. \_\_\_\_\_

Parent/Carer email address: .....

For new properties please indicate the nearest residence:

If change of address please provide previous address: \_\_\_\_\_

Name of school to be attended: \_\_\_\_\_ Year Group: \_\_\_\_\_

Distance from home to school: \_\_\_\_\_

Date from which transport is required: \_\_\_\_\_

Please allow 7 days for application to be processed for transport starting during the current school term. Pupils applying for transport required after the summer break will be provided with details of transport a minimum of 1 week prior to the start of the new school year in August.

**Part 2** - To be completed by Head Teacher of the school to be attended.

If not attending zoned school, state the reason for attendance at the above school: \_\_\_\_\_

Is suitable School Transport available at present?      **YES/NO**

If YES, state Contract Number: \_\_\_\_\_

Signature of Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

(To be returned to Passenger Transport Unit)



**NOTE: INCOMPLETE OR INCORRECT FORMS WILL BE RETURNED TO SCHOOL WHICH MAY RESULT IN DELAYED TRANSPORT PROVISION**

## **GUIDANCE NOTES**

The 4 Entitlement categories are:

- **Entitled (Distance)** – Where a pupil lives more than 2 miles from their zoned Primary or more than 3 miles from their zoned Secondary. Distance is measured using the shortest available route, including main roads, dual carriageways, public footpaths and walkways.
- **Safety** – Where the pupil does not qualify for Entitled (Distance) Transport but has no safe walking route to their zoned school, we will guarantee a seat on transport as a safe alternative to walking
- **Privilege** – If a pupil lives under the mileage criteria and does have a safe walking route available to them, they may be granted a seat if there is a spare seat available. They can be removed from the transport if this seat is required for Entitled or Safety category pupils.
- **Out of Zone** – Pupils who live out with the catchment area for the school may be granted a seat if there is a spare seat available. They must travel to the nearest in zone pick up point already established on the route. Out of Zone pupils can be removed from the transport if this seat is required for Entitled, Safety or Privilege category pupils.

Applicants should not use this form if they are to travel on a Registered Service Bus. This is identified by the contract number including either a '-L' or a '-R'. If you are unsure, please check with school transport (email below) before you complete the form.

**Key elements of Council Policy on school transport are outlined below. Further details can be obtained from:** Aberdeenshire Council Website <https://www.aberdeenshire.gov.uk/roads-and-travel//school-transport/school-transport/> , The Passenger Transport Unit at Woodhill House Aberdeen, email: [school.transport@aberdeenshire.gov.uk](mailto:school.transport@aberdeenshire.gov.uk)

### ➤ **SEATBELTS**

All vehicles are required to be equipped with seatbelts. It is a legal requirement for these to be worn at all times. Parents/carers are responsible for ensuring their children are aware of and conform to this.

### ➤ **VEHICLE CAPACITY**

One pupil per seat with seat belt with no standing passengers

### ➤ **PICK-UP/DROP OFF POINTS**

Parents/carers are responsible for the safety of their child prior to the arrival of the school transport vehicle at the designated pick-up point and from the moment the child alights the school transport vehicle following the school to drop-off point journey.

### ➤ **ADVERSE WEATHER**

Should school transport be unavailable due to adverse weather and you choose to transport your child to school yourself, it is your responsibility to ensure that arrangements are in place to collect your child at any point during the school day, should this be required at short notice. Where school transport does not run in the morning to take children to school, it will NOT be available to take pupils home.

### ➤ **DATA PROTECTION**

You should refer to the Whole School Privacy Notice for information about how we will use and process your data. A copy is available at

<http://publications.aberdeenshire.gov.uk/dataset/education-privacy-notice/resource/e47711f6-f3e4-4cfd-ae15-5393a9219bc2>