

# Re Order Application Form

## Free Home to School Transport

Please read carefully with your child before completing the form overleaf

### Summary of Guidelines for Managing Behaviour on School Transport

The Council aims to ensure that:

Home to school transport for young people in Calderdale is as safe and secure as is possible.

1. It operates to the advantage of pupils.
2. It works to the advantage of road users, bystanders, the general public and Calderdale Council.

### You are responsible for ensuring that your child:

- Conducts them self at all times in a safe orderly, courteous and responsible manner.
- Respects the rights and feelings of others, including passengers, drivers and escorts, bystanders and other road users.
- Complies with the guidelines issued by WYPTE (Metro) and any issued by their school.
- Assists schools and the council in any investigations related to behaviour on transport problems.
- Carries and shows bus passes at all times when using school transport.

### In return they can expect:

- A safe, secure and non threatening travel experience on school transport.
- To have their views and concerns listened to and addresses as appropriate.
- To know about the conduct we expect on school transport and the consequences which may be applied where these expectations are not met.
- To receive a good service on the school transport provided by the Council.
- Be made aware of the seriousness of their behaviour where there are problems.
- To be treated consistently and fairly.

The full copy of the document can be obtained from the Access Team or is available on the Council's website at the address below:

[www.calderdale.gov.uk/education/schools/travel/pupilbehaviour/index.html](http://www.calderdale.gov.uk/education/schools/travel/pupilbehaviour/index.html)

### Data Protection

*Please be aware that the information you supply on this application will be used in the evaluation and development of transport services as well as to assess eligibility for free transport. If successful, data will be recorded on computer and passed to relevant transport providers and ParentMail® for processing. All data will be held in accordance with the Data Protection Act 1998.*

### Pupil Details

Student's Forename: \_\_\_\_\_ Surname \_\_\_\_\_

Name of School: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Permanent home address: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Parent or Guardian Details

Mr/Mrs/Ms/ \_\_\_\_\_ Initials \_\_\_\_\_ Last Name \_\_\_\_\_

Contact Number(s): (Hm) \_\_\_\_\_ (M) \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you moved house in the last 12 months? **Yes**  *What was your previous address*

Postcode: \_\_\_\_\_ Date of removal: \_\_\_\_\_

### DECLARATION I declare that:

- I have read the summary overleaf and understand I can view the full guidelines for managing pupil behaviour on school transport on the Council's website. I understand that a breach of these guidelines could result in the permanent withdrawal of the pass.
- I understand that the Council and its agents may use the information contained in this application for the evaluation and development of transport and that all data will be held in accordance with the Data Protection Act 1998;
- To the best of my knowledge, the information given on this form is correct and complete and undertake to inform the Access Team of any changes immediately.
- I will return the pass to the Access Team if I move house or change school.
- I understand that I will be required to pay for a replacement pass and any fares incurred whilst this is processed if the pass is lost or defaced.

Parent/Carer Signature: \_\_\_\_\_ Date \_\_\_\_\_

Pupil Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Before returning the form to the Access Team please check that you've:**

- filled in the form properly
- attached a passport-sized photograph where required;



**ACCESS TEAM (Bus Pass Application)**  
Children and Young People's Services,  
Northgate House, Halifax. HX1 1UN