

# Education Transport Guidance Notes

## Post 16 Transport Scheme 2007/08



*(Please retain for future use)*

### What is the scheme?

The Post 16 Travel Savings Scheme was a subsidised scheme offered at the discretion of the Borough Council. The scheme is reviewed on an annual basis and was withdrawn from July 2007. The Council will continue to support students who applied for assistance under this scheme until they have completed their course.

### Do I qualify?

To apply you must be a Bracknell Forest Borough Council resident, aged 16 and under 19 on **1<sup>st</sup> September 2005** and continuing full-time further education at a maintained school or college.

### How much does it cost?

If you are eligible to participate in the scheme then you will not have to pay more than £489 year to travel to your establishment provided that the allocated transport is used.

### How does it work?

Firstly establish how you need to travel between your home and place of study – e.g. bus/train/car, plan your journey and work out the full cost for the academic year. Your local bus operator or rail travel centre will be able to help. If the cost exceeds £489 then you could make a saving by applying for the scheme. However, bear in mind that a pass for only one mode of transport will be allocated by the Council. The Post 16 Travel Savings Scheme is not available termly, only annually.

### How do I apply?

You are advised to apply as soon as possible before the start of the academic year once you know which establishment you will be attending to help avoid any delays in issuing your pass.

Complete the form indicating your preferred method of travel with the boarding and alighting points. Return it with your preferred method of payment **and a copy of your parents current Council Tax Statement**. Failure to do this will result in your application being returned and your application delayed.

### What happens next?

Where a public service is available to, or near to, your establishment, you will be sent a season ticket for this service. This will be sent to the address on your application form. You will receive a pass for only one form of transport. Alternatively you will be advised of the travel arrangements that have been made for you. Late applications will be dealt with as quickly as possible but could take up to 14 days to process and you may not receive your pass by the start of term. The Council will not reimburse the cost of any travel before the issue of a pass.

### **Can I request a seat on a contracted school coach?**

Priority will be given to pupils of statutory school age on these vehicles. You may be issued with a pass to travel on the coach at a cost of £489 if there is spare capacity, but if the seat is required at any time for a statutory school aged pupil, we reserve the right to change your travel arrangements.

### **What if no public transport or contracted school service is available?**

If you wish to use your car, reimbursement will be considered. The reimbursement rate is 15p per mile but will only be payable after you have travelled 3000 miles. Retrospective applications will not be accepted, and payment will be made on the basis of measured mileage notified to you when your application is acknowledged. A maximum reimbursement of £198 will apply.

### **What if I cancel my transport provision?**

You are responsible for the first £489 of all your allocated transport costs. If you inform us before the end of term that you wish to cancel the travel you will be reimbursed for the remaining full term/s but only on receipt of the travel pass. However no reimbursements will be made after the end of the spring term. No refunds can be made for Berkshire College of Agriculture season tickets.

### **What if my ticket is lost, stolen or damaged or I wish to change routes?**

No travel is permitted without the correct ticket. A replacement charge of £20.00 will be made for all tickets issued by either this office or other providers. Rail companies will only replace a season ticket once.

### **What if my travel costs less than £489?**

It may not be of benefit to you to apply for this scheme.

### **Is there any financial assistance available?**

Financial support may be available to families on a lower income. If you are attending a sixth form college, you should enquire at the college about Learner Support Funds. If you are attending a school sixth form, contact the Student Finance Helpline on 01344-354025/26 for details of the Post 16 Learner Support Fund. The full cost of your contribution towards travel remains payable by you in all circumstances.

Education Maintenance Allowance (EMA) is also available. Please contact your school or college for details.

### **For further help and advice please contact:**

**Integrated Transport Unit  
Central Depot  
Old Bracknell Lane West  
Bracknell  
RG12 7QT**

**Tel: 01344 355228 or 355229**

**Fax: 01344 355211**

**Email: [corporate.transport@bracknell-forest.gov.uk](mailto:corporate.transport@bracknell-forest.gov.uk)**