

To be completed by the school

The pupil whose details appear on this application is or will be attending/enrolled at this school.

Please apply school stamp, date & initial

Date:

Initial:

For office use only

Current: _____ Status: _____ Year of P1/S1 Entry: _____

Travel Type: _____ Distance Code: _____

School Code: _____ Ticket Type: _____

Remarks: _____

Season Ticket Order No: _____ Operator: _____

Boarding Point/Code: _____ Contract No: _____

Contract Operator: _____ Bus No: _____

Pick Up Point: _____ Set Down Point: _____

Please return the completed form to:

Stirling & Clackmannanshire Councils
Public Transport Co-ordination
Stirling Bus Station
Goosecroft Road
STIRLING
FK8 1PF

For further information telephone 01786 404040

School Transport Application Form



Clackmannanshire
Council
www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

This application should be submitted a minimum 7 days before transport is to commence. The parent/guardian may need to make their own arrangements for the child to travel to and from school until any arrangements are put in place.

Free home to school transport will be provided to:

- Children under 8 years of age at the start of the school session, where the distance from home to catchment area school exceeds 1 mile by the shortest available safe walking route;
- Children over 8 years of age at the start of the school session, where the distance from home to catchment area school exceeds 2 miles by the shortest available safe walking route;
- In addition to distance entitlement, free home to school transport will be provided when a route is assessed as being unsuitable for a child to walk to school whilst accompanied by an adult.

Information regarding the Council's School Transport Policy can be viewed at:

www.clacks.gov.uk/learning/hometoschooltransport

Please DO NOT use this form if:

- the child is transferring for the start of the school session from Nursery into Primary 1 at the catchment area primary school or;
- the child is transferring from Primary 7 to the catchment area secondary school;
- you are looking for transport to a school that is not the catchment area school. You should instead ask the school for information about the Placing Request Procedure;
- you are looking for concessionary transport on a contract vehicle;
- you wish transport for any reason other than those listed over the page.

I am applying because (please tick one box only):

- ☐ My child is being enrolled at a new catchment area school during the session and meets the distance criteria;
- ☐ My child attends the catchment area school and meets the distance criteria but I have not previously applied for transport;
- ☐ My address is changing within my child's current school catchment area and the distance criteria are met.

Please use BLOCK CAPITALS throughout

Custodial Parent/Guardian Details

Title: _____ Name: _____

Address: _____

Postcode: _____ Telephone: _____

email address: _____

I consent to my contact telephone number(s) being given to the transport operator/provider for transport contact only. YES/NO (please indicate)

Clackmannanshire Council only gives free home to/from school transport from the custodial parent or guardian address.

Will the pupil travel between the school and this address? Yes ☐ No ☐

If no, please give details:

Pupil Details

Pupil's Surname: _____ Pupil's Forename: _____

Date of Birth: ____ / ____ / ____ Year Stage: _____

School to which travel is requested: _____

First date on which travel is required ____ / ____ / ____

Please give brief details of any free transport previously provided by Clackmannanshire Council:

If you have moved or plan to move, please enter:

Date of move: ____ / ____ / ____

Old address: _____

Previous school: _____

If you have moved or intend to very soon and your child currently has a season ticket or boarding pass, you must enclose the ticket/pass with this application.

Declaration

- ☐ I have fully completed this application.
- ☐ The school has endorsed and stamped the final page of this application.
- ☐ My child's current season ticket/boarding pass is enclosed (if applicable).

I confirm that the information given by me in this application is correct, to the best of my knowledge and belief. I understand that, if any of the circumstances relating to this application change including change of address, I will notify Public Transport Co-ordination as soon as possible and complete a new transport application form if transport is still required.

The personal data collected in this application will be used by Stirling Council for the purpose of dealing with your School Transport application. When we process personal data, we must comply with the General Data Protection Regulation and Data Protection Act 2018. You can find out more about how we use your personal data in the Privacy Notice for School Transport on Stirling Council's website: <https://www.stirling.gov.uk/council-and-committees/access-to-information/transport-privacy-notice/school-transport-requests/school-transport-requests-privacy-notice/>

Signature of Parent or Guardian: _____ Date: _____