

**STATUTORY BUS PASS APPLICATION FORM 2020 / 2021**

**Statutory passes are issued for coaches and buses which travel directly to schools where no public bus routes exist.**

To qualify for a statutory bus pass your child must:

* Be aged 16 years or under on 31st August 2021.
* Live in North East Lincolnshire.
* Qualify by reason of distance, hazardous route, special educational need or disability
* Attend the catchment school which is one of the schools or academies listed below

Statutory passes are valid for one school year and a new application must be made for each new school year. Use this form if you are applying for the first time, renewing your pass, or moving address and need to travel on a different bus route. When you have completed this form please return it to **Education Transport, Civic Offices, Knoll Street, Cleethorpes, DN35 8LN**

**Part A (To be completed by parent / carer)**

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| --- | --- |
| **Full name of pupil** |  |
| **Date of Birth** |  |
| **Address**  |  |
| **Parent/carer telephone number** |  |
| **School/Academy attended****(please tick relevant box)** | East Ravendale [ ]  Killingholme [ ]  Stanford (Laceby) [ ]  Healing [ ]  Oasis Immingham [ ]  Tollbar [ ]   |

Healing school transport only, please indicate below by ticking the appropriate box which bus/route you wish to apply for (passes will be issued on a first-come first served basis:

**Route number Laceby buses pick-up/drop-off points and times**

[ ]  Healing 412 T*he Square (8.00am/3.30pm), corner of Hawerby Road/Butt Lane* (8.02am/3.27pm) and Pyewipe Cottages (8.07am/3.25pm)

[ ]  Healing 413 Field Head Road (8.00am/3.27pm), The Square (8.02am/3.25p.m.)

[ ]  Healing 414 Cottagers plot (7.55am/3.35pm), Caistor Road shops (8.00am/3.29pm), The Square (8.02am/3.27pm), *corner of Hawerby Road/Butt Lane (8.10am/3.25pm)*

[ ]  Healing 415 (Stallingborough) [ ]  Healing (Aylesby)

For all other listed schools, the education transport team will determine the appropriate-sized vehicle and route and will issue a bus pass for that route.

**Please read the information and sign the declaration overleaf**

**CONDITIONS OF THE STATUTORY BUS PASS SCHEME**

 **Passengers must:**

* Travel only on the bus route for which they hold a pass.
* Carry their bus pass at all times and show it each time they board the bus.
* Comply with any reasonable request made by the driver
* Sit facing forward and wear the seat belts provided. (The driver may stop the bus if passengers refuse to wear seat belts).
* Ensure that when leaving the vehicle they have not left anything behind.

**Passengers must not;**

* Distract the driver in any way.
* Take off seat belts or leave their seats whilst the vehicle is still moving.
* Throw any item inside the vehicle or out of the windows.
* Interfere with windows or doors.
* Cause any damage to the vehicle, upholstery or fittings.
* Cause annoyance to the driver, other passengers or the general public.

**TRANSPORT SUPPORT MAY BE WITHDRAWN IF A PUPIL’S BEHAVIOUR ON TRANSPORT IS UNACCEPTABLE**

I note this application is made with my knowledge and any bus pass issued is subject to the conditions of North East Lincolnshire Council’s Statutory Bus Pass Scheme at the date of issue. The pass remains the property of North East Lincolnshire Council.

I understand that the information I have provided to North East Lincolnshire Council regarding my child and family will be recorded and used for the purpose of providing services, support, advice and guidance to my child and family. I agree to my family’s personal information being processed and shared by North East Lincolnshire Council with appropriate partners and organisations to enable them to provide us with services, support, information, advice and guidance in order to achieve a positive outcome for me and my family. North East Lincolnshire Council is the Data Controller for the processing of my personal information and that will process all personal information in accordance with the Data Protection Act and GDPR.

**I understand that the Council reserves the right to determine on which bus route(s) the bus pass can be used and that lost, damaged or defaced passes will be replaced on application to the education transport team during normal office hours on payment of a £15.00 administration fee.**

**Signature of parent / carer** **Date**

**Online applications**. Applications can now be submitted online by opening the application on the council’s website, [www.nelincs.gov.uk](http://www.nelincs.gov.uk). To access the online application, click on > Schools and education > School transport > Statutory bus pass application form.

All applications will be acknowledged by email within 3 working days. If you do not receive an acknowledgement then there may be an error so you will need to contact the team on (01472) 326291 (option 2).

**Paper applications.** Please send the completed form to:

**Education Transport, Civic Offices, Knoll Street, Cleethorpes, DN35 8LN**

Please ensure that the correct postage is paid on each envelope.