



## **Post-16 Transport Policy Effective from 1 September 2009**

Luton Borough Council has formed a transport partnership involving the following organisations:

- Barnfield College
- Luton Sixth Form College
- Cardinal Newman Catholic Secondary School
- Bedford College
- Dunstable College
- Learning & Skills Council
- Integrated Student Support Service

The partnership aims to work collaboratively with regard to Post 16 transport to enable students to access further education. This policy only applies to students enrolled on further education courses and not those enrolled on higher education courses.

This document outlines the transport services and support available to students. The policy provides for students who are over compulsory school age but under 19 (25 for those with SEN), or who are on a course which they started before they reached 19.

Luton & Dunstable Saver Card Scheme

Luton's Post 16 Transport Partnership has teamed up with both ARRIVA and CENTREBUS bus operating companies to offer a Saver Card Scheme which entitles Luton students to discounted travel with the Luton and Dunstable conurbation.

Students meeting all of the following criteria are eligible to participate in the saver card scheme:

- ❖ Students who live within Luton throughout the duration of the course.
- ❖ Students enrolled on and attending a full time further education course.
- ❖ *Students must be over the statutory school age **but not aged 19, or over, on the 31<sup>st</sup> August in the year in which their course of study began.***
- ❖ Students attending a course at one of the following institutions:
  - Barnfield College
  - Cardinal Newman Sixth Form College
  - Dunstable College
  - Luton Sixth Form College

Students meeting the above criteria are eligible to purchase a Saver Card from Luton Borough Council for £10. This will enable the student to access the following ticket options: *(prices correct at time of publication)*

- ❖ ARRIVA the Shires & Essex Bus Company - students will be able to purchase the following tickets on the bus on production of a Saver Card issued by Luton Borough Council:
  - Weekly Ticket - this ticket will cost £8.50. The ticket will be purchased on the bus on production of a Saver Card issued by Luton Borough Council. Students will be able to purchase this ticket throughout the year with no restrictions. It will be valid for unlimited travel, within the Luton and Dunstable zone, for seven days from the date of purchase.
  - Standard fixed single fare of £1.30 for any journey within the Luton and Dunstable conurbation. This excludes services 100/1/2, 321 and 61.
- ❖ Centrebus - students will be able to purchase the following tickets on the bus on production of a Saver Card issued by Luton Borough Council:
  - Standard fixed single fare of £1 for any journey within the Luton and Dunstable conurbation.
  - Weekly ticket - priced at £5 for unlimited travel within the Luton and Dunstable conurbation.\*

\*Prices are correct at the time of print, but may be subject to change.

*By agreeing to purchase a Saver Card, students agree to be bound by the terms and conditions of use. The usual terms and conditions of carriage of the bus companies operating the scheme will apply.*

### **Cycle Town Luton Scheme**

Luton Borough Council is working in partnership with Sustrans who are refurbishing bikes that are unwanted and supplying them on long term free loan to people who need them. To apply students will need to fill out a form stating why they would like a bike and must agree to be contacted annually to answer simple questions explaining what the bike is being used for. Your application will also need to be supported by your College. The bike must be returned when it is no longer in use. Further information on this scheme and cycle routes can be found on [www.luton.gov.uk/cycling](http://www.luton.gov.uk/cycling) or by emailing [safercycling@luton.gov.uk](mailto:safercycling@luton.gov.uk) or telephoning the Sustainable Travel Promotions Officer on 01582 546152.

### **Transport to Out-of-Borough Colleges, not covered by the Saver Card Scheme**

Students who meet **all** of the following criteria are eligible for assistance with transport costs to an out-of-Borough college, not covered by the Saver Card scheme:

- ❖ Students must live within Luton throughout the duration of the course.
- ❖ Students must be enrolled on and attending a full time further education course
- ❖ *Students must be over the statutory school age **but not aged 19, or over, on the 31<sup>st</sup> August in the year in which their course of study began.***
- ❖ Students must be attending a course at the nearest<sup>1</sup> educational institution offering the chosen qualification (a wide range of FE courses are available locally). In the event of a specific course or specific part of a course not being available in Luton or Dunstable, assistance with travel expenses may be considered if the specific course or part thereof occupies 50% or more of the student's studies. For example, a student may be studying 4 A Levels

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<sup>1</sup> Students who qualify for transport to a college not covered by the Saver Card scheme may opt for an out of borough college that is not the nearest to their home, providing transport costs are the same or less than the nearest out of borough college to offer the course.

## **APPENDIX A**

and 2 of these may not be available in Luton or Dunstable. In this case assistance with travel costs will be considered. However, if 3 of the A Levels are available locally then assistance will not be provided.

Assistance with transport costs:

Students must note the following:

- The student will be expected to pay a minimum annual cost of £333 (this is equivalent to the annual student cost under the saver card scheme). Luton Borough Council may contribute a maximum amount of £666 and the remaining balance, where appropriate, may be sought from the college's own funds on the grounds of financial hardship.
- Approved applicants for travel to Bedford College will be offered a Stagecoach bus pass. No cash alternative is available. The total student contribution is £111 per term. Please note that students will be responsible for paying the £58 fee for lost Stagecoach passes.
- Approved applicants for travel to other out of borough colleges including Oaklands, North Herts and Hitchin Girls, which are located within the 'Arriva All Zone Ticket Network', will only be offered an Arriva all zone ticket. The total student contribution per term is £111. Please note that students will be responsible for paying the £58 fee for lost Arriva passes.
- Approved applicants for travel to out of borough colleges not mentioned in the paragraphs above will be offered a maximum contribution of £666 providing the student pays the first £333 and submits proof of sustainable travel costs e.g. receipt of bus or train season ticket. The Partnership will not support claims for car mileage.

**Students must re-apply for assistance with transport at the commencement of each academic year.**

**Further information:**

- Refunds will not be given on tickets where an application's assessment has taken longer than 15 days due to inadequate information on applications.
- Out of Borough applications will not be approved when a place in a college covered by the Saver Card scheme was not offered due to late application or missed interviews.
- Applications for assistance with transport to out-of-borough colleges

must be received by 31<sup>st</sup> October.

### **Special Educational Needs**

Students who live in Luton and have special needs may be entitled to free transport or transport assistance. Students must be aged between 16-25 on the 1<sup>st</sup> September of the academic year. Eligibility is not necessarily based on distance criteria and the mode of transport offered to the student will be appropriate to their individual needs.

Applications for students with special needs who require assistance with transport must be submitted to the Passenger Transport Unit Manager who will consult with the appropriate specialist officers and advise of options available. Transport for students with special needs may include independent travel training and an assessment of the students needs. Transport provision will be reviewed periodically to ensure it continues to meet the student's needs and provides an appropriate level of independence.

### **Medical Grounds**

Students suffering from a medical condition or injury that impairs their ability to walk or prevents them from attending college may apply for transport on medical grounds. Transport granted on medical grounds will be limited to the duration of the student's incapacity and will require a supporting letter from a general practitioner or hospital. Applications for transport on medical grounds must be submitted to the college in the first instance.

### **Mode of Transport**

Public transport will be the normal form of transport considered for all applications however contributions towards other forms of transport will be considered on an individual basis with due regard to the needs of the student, distance, duration of journey and cost of travel. With the exception of those students undertaking independence training, the mode of transport provided at the start of the academic year will continue for the whole year as long as the student remains eligible.

### **Residential Courses**

Students enrolling on a course that is not available locally which would require an unreasonable journey either in time or distance can apply for the national residential scheme. Details of this scheme can be obtained from the institution or the Learning & Skills Council website ([www.lsc.gov.uk](http://www.lsc.gov.uk)). Within the bursary available

a proportion is for limited transport to and from the residential institution.

### **Application Procedure**

Application forms for Saver Cards are available from Partnership colleges and Luton Borough Council's Passenger Transport Unit (see contact details below). The application form must be completed by the student and signed by the college's authorised signatory to certify that the student has been enrolled on the course specified. Students enrolled on courses of more than one year must re-apply for assistance with transport at the commencement of each academic year.

Application forms should be sent to the Passenger Transport Unit together with two recent passport size photographs (firmly attached to the application form) and payment (cheque or postal order only).

Applications for out of borough colleges or students with special needs are available from the Passenger Transport Unit (see useful contacts).

The Passenger Transport Unit will process all applications for college transport within 15 working days providing that all of the following conditions are met:

- clearance of the cheque;
- receipt of the completed application form (duly signed);
- receipt of two recent photographs.

Saver Cards will be delivered to the appropriate college (student services) for issue to students within 15 days of receipt or by the first day of term. Students will be responsible for travel to college on the first day of term.

Applications to replace lost, stolen, or defaced/illegible Saver Cards are to be made to the Passenger Transport Unit at a cost of £10.

All applications for replacement Saver Cards must be in writing and include the student's name, address, college attended, replacement photograph, the £10 fee (cheque or postal order payable to Luton Borough Council). Students will be responsible for any transport expenses incurred until the replacement Saver Card is received.

Saver Cards or other travel passes issued by the Council are not transferable. They are only to be used by the student identified on the document. Travel passes will be revoked where there is evidence of students abusing or allowing others to

abuse or misuse travel passes.

If you have any queries regarding the application procedure please contact your college or Luton's Passenger Transport Unit on 547254.

### **Appeal Procedure**

If you are dissatisfied with a decision made you can ask for your case to be reviewed by writing to:

- ❑ Head of Psychology, Assessment and Intervention, for cases relating to pupils with disabilities and special needs.
- ❑ Admissions & Planning Manager for all other cases.

Both are officers based in the Council's Children and Learning Department, Unity House, 111 Stuart Street, Luton, LU1 5NP.

If you are still unhappy with the decision you can apply for your case to be heard by an appeals panel by writing to one of the above-mentioned officers. The appeals panel will comprise of a representative of the Learning and Skills Council, Integrated Youth Support Service and a local authority officer not involved in the original decision. If you wish, you can present your case in person. Parents/students can appeal if they feel that:

- ❑ The policy has not been applied correctly or fairly.
- ❑ There is additional information which has not yet been considered, and which may support their case for travel assistance.
- ❑ There is a material change in circumstances relevant to the transport application.

If students/parents are still dissatisfied they can submit a complaint to the Local Government Ombudsman at the following address:

Local Government Ombudsman  
The Oaks No 2  
Westwood Way  
Westwood Business Park  
Coventry, CV4 8JB  
Tel: 024 7682 0000

Website: [www.lgo.org.uk](http://www.lgo.org.uk)





## Useful Contact Details

Luton Borough Council – **Passenger Transport Unit**, Central Depot  
Kingsway, Luton, LU4 8AU. Tel: 01582 547254

National Traveline – 0871 200 2233

Barnfield College – Tel: 569618 Contact: Paul Stein. Website: [www.barnfield.ac.uk](http://www.barnfield.ac.uk)

Dunstable College, Kingsway, Dunstable, LU5 4HG. Tel: 01582 477776  
Contact: Natasha Ray. Website: [www.dunstable.ac.uk](http://www.dunstable.ac.uk)

Luton Sixth Form College, Bradgers Hill Road, Luton, LU2 7EW. Tel: 01582  
877585. Contact: Ann de Winter. Website: [www.lutonsfc.ac.uk](http://www.lutonsfc.ac.uk)

Cardinal Newman Sixth Form, Warden Hill Road, Luton, LU2 7AE. Tel: 01582  
597125. Website: [www.cardinalnewman.luton.sch.uk](http://www.cardinalnewman.luton.sch.uk)

Bedford College, Cauldwell Street, Bedford, MK42 9BH. Tel: 01234 291000.  
Website: [www.bedford.ac.uk](http://www.bedford.ac.uk)

Integrated Youth Support Service (formerly Connexions One Stop Shop) – 8  
Cresta House, Alma Street, Luton LU1 2PU  
Tel: 08456 123300

LSC – Tel: 0845 0194160. Website: [www.lsc.gov.uk](http://www.lsc.gov.uk)

Arriva: 487 Dunstable Road, Luton, LU1 2QH. Tel: 08707 288188. Website:  
[www.arriva.co.uk](http://www.arriva.co.uk)

Centre Bus: 34 Humphrys Road, Woodside Industrial Estate, Dunstable, LU5 4TP.  
Tel: 08707444746. Website: [www.centrebus.co.uk/](http://www.centrebus.co.uk/)

Grant Palmer Passenger Services – Unit 2, Lawrence Way, Dunstable, LU6 1BD.  
Tel: 01582 600844. Website: [www.grantpalmer.com](http://www.grantpalmer.com)

Rail enquiries: 08457 484950

Department for Children, Schools & Families website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)