

BUS PASS SCHEME FOR NON ENTITLED STUDENTS GUIDANCE NOTES

PLEASE RETAIN THESE GUIDANCE NOTES FOR FUTURE REFERENCE

1. INTRODUCTION

Northamptonshire County Council will guarantee a seat on one of our existing contracted transport services for a student where an application is received on or before the **3rd Friday in May prior to September of that academic year**. Guaranteed seats will not be available for applications received after that time, and will then be subject to availability, which will be considered once all statutory students have been allocated. **This will be after the first two weeks of the start of the academic year for which you are applying.**

In submitting an application form by the afore-mentioned date, parents/legal guardians will be committing to purchasing a seat for the **full academic year** at a cost of £600. Regrettably discounts, of any kind, **will not** be available if transport is used for only part of the year (i.e. passed their driving test etc.). **Only** in circumstances where a family moves home and transport is no longer required will consideration be given to refunding the remaining **full** school terms of transport costs, if the yearly payment option has been chosen. If you opt to pay monthly, the refund will be based on the amount paid to date as well as the term in which transport ceases.

Applications which are not required prior to the commencement of the academic year to which it refers, must be cancelled by email transportapplications@kierwsp.co.uk as soon as possible. However if we have already dispatched a bus pass, you will be liable for any costs until it is returned and received in the Non-Entitled Travel Scheme office, at the postal address shown overleaf, along with a covering letter. Where transport is no longer required after the academic year has commenced, you must notify us in writing, at the Non-Entitled Travel Scheme address overleaf, specifying the reason for the cancellation and the last date of travel; where a bus pass has been issued, this must accompany the letter. It is important to remember that until we receive the letter of cancellation, and where applicable, the bus pass, you will still be liable for any costs incurred. If the school issue their own bus passes, please state this on the letter of cancellation so that we can notify the school's administration department accordingly. **Consideration should be given to returning the bus pass by recorded/signed for post.**

2. HOW THE SCHEME WORKS

Northamptonshire County Council will withhold an application where there is an outstanding debt in relation to the pupil or their siblings until the account is cleared in full.

NB. Please also be aware that non-payment of an invoice will result in a debt collection agency being notified to recover any monies which remain outstanding.

If your application is successful, you will receive an invoice prior to the start of the academic year for the full cost of £600, if the yearly payment option has been chosen, or on a monthly basis over a six month period for £100 each month where the monthly payment option has been selected. For those who select the monthly payment option, the payment schedule is detailed below. However, if your application is received after the 3rd Friday in May, and is successful, you will receive an invoice the month following the processing of your application for the appropriate cost, if the yearly payment option has been chosen, or on a monthly basis over the required period for £100 each month. Payments should be made within 28 days as specified on the invoice.

Month 1	Invoice processed	7 th August 2017
Month 2	Invoice processed	4 th September 2017
Month 3	Invoice processed	9 th October 2017
Month 4	Invoice processed	6 th November 2017
Month 5	Invoice processed	4 th December 2017
Month 6	Invoice processed	8 th January 2018

The Council reserves the right to withdraw the entitlement to travel where invoices are not paid on time and or the misuse of the travel facilities or bus pass. In these circumstances Northamptonshire County Council will have the right to recover any costs it has incurred as a result of the afore-mentioned misuse. Acceptance of the transport indicates that you accept the “Code of Conduct” and where applicable, the “Conditions of Use” printed on the reverse of the bus pass. Any misuse of the “Code of Conduct” and or “Conditions” e.g. misbehaviour etc. could render the transport invalid and no refund will be given.

Parents/Legal Guardians and students are required to read and adhere to the “Code of Conduct” which [can be found on our website](#).

This scheme is only available on Northamptonshire County Council existing contracted home to school transport vehicles. Students will be expected to make their own way (accompanied where necessary) to the nearest scheduled boarding point along which the existing contracted home to school transport vehicle operates. **Transport will not be diverted to accommodate non statutory entitled students even where the vehicle passes through or near your village.**

Applications received after the 3rd Friday in May of that academic year are hereby known as non-guaranteed seats. If your child is allocated a non-guaranteed seat under the scheme, we must inform you that, should a new application by a statutory entitled pupil be received, it may be necessary to withdraw the offer of the non-guaranteed seat that your child occupies giving you up to 14 days’ notice in writing. A pro rata refund of any fees paid would then be given and you would be required to make alternative transport arrangements.

3. **PAYMENT INFORMATION**

LGSS Finance Department have changed their contact details and payment methods and as a result, we are unable to include these details within the application form or guidance notes. However, an invoice will be issued to all successful applicants and this will detail the methods of payment on the reverse. **All queries regarding payment options should be directed to LGSS, regrettably we have no facilities in this office to advise you.**

LATE PAYMENT INTEREST

As appropriate, and in accordance with the “Late Payment of Commercial Debt (Interest) Act 1998”, the Council reserves the right to levy a charge for interest and compensation for late payment of **commercial invoices**.

4. **ADDITIONAL INFORMATION**

There are occasions when Northamptonshire Highways Operational Team, or external operators need to cancel transport e.g. adverse weather, issues involving internal recourses i.e. passenger assistants/drivers/vehicles. Every effort is made to ensure this does not happen but should it be

unavoidable it is the parent's/guardian's responsibility to transport the student to and from education and there will be no reimbursement for costs incurred. Every effort is made to restore the transport arrangements as soon as possible.

Please be aware that should transport no longer be required for qualifying statutory age students, current journeys will be cancelled as a consequence, under these circumstances, the processing of the application may be delayed until the statutory transport requirements are confirmed.

If you have a query with regards to the bus pass issued, please email this office at mainstreamtransport@kierwsp.co.uk . If you have a concern with regards to the service being provided, please send an email to transportissues@kierwsp.co.uk

Should you require a replacement pass a charge of £25 will be made. The application and payment can be [made online](#) and a temporary bus pass will not be issued by the school.

A full copy of the "Home to School Transport Policy" document is available [on our website](#).

For general enquiries regarding Non-Entitled travel please contact us at mainstreamtransport@kierwsp.co.uk

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Please email the completed application form to transportapplications@kierwsp.co.uk

Alternatively, you may post the completed application form to:

Northamptonshire Highways Non-Entitled
Travel Scheme
One Angel Square
4 Angel Street
Northampton
NN1 1ED

**NB. AN ACKNOWLEDGEMENT WILL NOT BE SENT UNLESS REQUESTED WHEN
SUBMITTING THE APPLICATION FORM**