



Teitl: Title:	Student Transport Policy
Fersiwn: Version	3
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Student Transport Policy EIA Stage 1
<i>Effaith ar yr Iaith Gymraeg</i> <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i> An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Director of Finance		
Ymgynghoriad / Consultation:			
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	-	
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Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Rhifwch bob adran a pharagraff
Please number each section and paragraph

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1. Scope

- 1.1. The purpose of this policy is to provide guidelines in relation to the transport arrangements that the College manages to enable learners to get to and from all College sites.
- 1.2. The most efficient use of resources will determine the mode of transport provided. Under the terms of the Student Transport Policy, the College will liaise with the relevant local authority to determine the most efficient use of resources to provide the most effective mode of transport. This may include a College/local authority contract service, public transport service or private hire (Taxi) to a designated College site. In some cases, more than one mode of transport may be considered to transfer students to other sites of study.

2. Eligibility

- 2.1. The College actively promotes and supports independent travel for all students. Only authorised and approved students and personnel may travel on College transport.
- 2.2. Free access to the College transport network will be provided for learners meeting the following criteria:
 - Full time student
 - Reside more than 3 miles from the College site
- 2.3. The three mile limit is measured along the nearest available and safe walking route. Where mileages and radial routes have to be calculated in order to determine eligibility under this policy, the College will use a computerised Geographical Information System.
- 2.4. Transport is not normally provided from home but from an approved pick up point. Feeder transport is provided for qualifying students under the age of 19 or who have a learning or physical disability and whose nearest pickup point is more than 3 miles from the nearest designated pick-up point on a College transport route.
- 2.5. Students requiring temporary additional transport arrangements for medical conditions (e.g. broken leg) should contact student services in the first instance who will seek appropriate and temporary provision.
- 2.6. All requests that do not comply with the Student Transport Policy will be considered by an independent Transport Panel. The Panel will comprise of two of the following post holders: Head of Student Services, Director of Finance and Vice Principal.
- 2.7. Learners attending mainstream provision will be expected to utilise the main College transport service.

3. Learners with Additional Learning Needs

- 3.1. The College is committed to take all reasonable steps to implement or adjust the policy taking in the circumstances of each individual student. The transport

requirements will depend on individual circumstances and each application will be considered on its own merits.

4. Application Procedure

- 4.1. All students who wish to apply for transport must complete an 'Application for Transport' form every year.
- 4.2. Each application is assessed for eligibility on its own merits and each individual's circumstances e.g. exact address can affect eligibility.
- 4.3. All transport requests are administered by the Student Services team in accordance with the College's Student Transport Policy.
- 4.4. The Student Transport Policy is available on the College Website and Student Intranet. During Induction all students are made aware of how and where to find College policies. In addition this information can be found in the prospectus. Information is also available during admission interviews, College open events or by calling in to Student Services at each College site.
- 4.5. The Education Maintenance Allowance (EMA) and Assembly Learning Grant (ALG) are payments made to learners depending on the household income. The money is intended to help with day to day expenses such as travel.
- 4.6. Under the EMA and ALG scheme learners are expected to contribute a reasonable proportion of their EMA or ALG towards their transport costs.
- 4.7. All requests that do not comply with the Student Transport Policy will be considered by an independent panel. The panel will comprise of two of the following post holders: Head of Student Services, Director of Finance and Vice Principal.

5. Transport of Dependents

- 5.1. Dependents of students are not permitted to travel on College transport due to insurance regulations. Any particular transport difficulties should be directed to Student Services for further assistance.

6. Behaviour

- 6.1. Transport providers are informed to report all incidents of misconduct to student services. The College Disciplinary Procedures will be invoked to respond to all reports of misconduct.
- 6.2. The College Code of Conduct applies to all students authorised to travel on College transport. Any conduct in breach of the code of conduct will be dealt with in accordance with the College disciplinary procedures. Students may be permanently excluded from using the College transport service.

7. Appeals Process

- 7.1. An Independent Transport Appeals Panel will be convened to consider all appeals against the decision made by the Transport Panel. The appellant will be informed of the decision within 10 working days of the receipt of the appeal.

8. Quality

- 8.1. Quality of service will be assured by contracting with appropriately licensed operators. The College may receive minor complaints and comments from students regarding transport which will be dealt with by student services and the relevant transport contractor. Complaints of a more serious nature will be addressed via the College's standard complaints procedure.

9. Policy Monitoring & Review

- 9.1. Due to the dynamic nature of the service and dependent on resources available, the Head of Student Services may request a review of the Student Transport Policy during the academic year and prior to the agreed policy review date.