



**Transport Policy
for Children and Young People**

DERBYSHIRE COUNTY COUNCIL

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1. Introduction

This policy explains the entitlement to travel assistance for Derbyshire children and young people, and in some cases their families, including those who have additional needs such as children with learning difficulties or disabilities. It sets out the criteria for eligibility for travel assistance, how parents may apply, how decisions are made, the type of assistance that may be available and how parents and carers may appeal against decisions they are unhappy with.

In developing and implementing this policy, the following principles are applied:

- The policy should be applied fairly, and consistently;
- Wherever possible, independence for children, young people and families should be promoted;
- Value for money should be secured.

The policy is intended to provide clarity for parents and carers in a wide range of circumstances, and to ensure that children with additional needs are appropriately supported. However, it is the legal responsibility of parents to ensure that their children of compulsory school age are educated at school or otherwise.

Extensive consultation with parents, carers, children and young people has informed this policy, and in support of the policy an Equality Impact Assessment has been undertaken to ensure that it does not unfairly disadvantage any group or individual.

The scope of this policy includes all travel assistance provided by Derbyshire County Council (the Authority) for children, young people and families to services, schools and places of learning.

The Authority has a duty to ensure that all arrangements make the best use of the Council's resources.

This policy applies to all children and young people who are resident in Derbyshire, excluding those living in the Derby City Local Authority area, and includes all children looked after by Derbyshire County Council.

2. Home to school transport for children and young people of statutory school age

Home to school transport is provided for statutory school age children whose circumstances meet the Authority's home to school transport criteria as explained below.

Statutory school age starts at the beginning of the term following the child's 5th birthday and lasts until the last Friday in June in the school year the child becomes 16.

2.1 Choice of School

The offer of a school place does not give a guarantee of home to school transport assistance from the Authority. Parents have a right in law to state a school preference for their child but that does not automatically carry with it a right to assistance with transport to get the child/ young person to and from school. Unless the circumstances fall into one of the *General Eligibility Criteria* (section 2.2) or the *Home to School Transport for Low Income Families criteria* (section 2.3), the child's parents or carers will be required to make their own arrangements to get their child to school.

2.2 General eligibility criteria

In law, there is no requirement to assist with education transport for children younger than statutory school age.

In Derbyshire, provision is made for eligible pupils, at the beginning of the academic year in which the fifth birthday falls, and who live over statutory walking distance from the normal area school attended full time, until they finish school in year 11.

Children and young people of compulsory school age are entitled to assistance with transport from the Authority to schools and other places of learning if they meet the following criteria:

- Attend the normal area school, or a school closer than the normal area school, or the nearest suitable school as determined by the Authority, and;
- Live beyond walking distance from that school.

The walking distance is 2 miles for primary school pupils (from 1st September 2012, until then it is 2 miles for pupils aged under 8), and 3 miles for secondary school pupils (or pupils aged 8 and over until 1st September 2012), using the shortest available walking route.

School normal areas are determined by the Authority, or in the case of faith schools, by the diocese in partnership with the Authority.

The home to school distance is measured from the child's only or main residence from the nearest point of the property to the school, to the nearest school entrance. Measurements are made to one permanent address for a pupil. Where the child spends equal time at different parental addresses eligibility will be assessed from the property nearest to the school attended.

In the exceptional circumstances of a child being educated outside their normal chronological age group any transport application will be assessed according to the age of the majority of children they are educated with.

Whilst not exhaustive, the list below indicates cases where there will not usually be an entitlement to transport assistance from the Authority, with the exception of for children in the care of the Authority:

- To access breakfast or after school clubs including out of school activities;
- To work experience, taster or open days;
- To part-time provision off the school site organised by the school;
- For transfers between educational establishments during the school day;
- To and from temporary addresses including friends and child minders where these arrangements are made by the family;
- To and from medical appointments;
- Following detention;
- At times to suit the convenience of family arrangements;
- For late arrival or early departure, for example due to illness or medical appointments;
- For shorter than normal days e.g. during the exam season;
- For a child whose level of attendance is a cause of concern, but for whom no eligibility criteria are met;
- For students on exchange visits;
- Where the behaviour of a young person is not acceptable to the driver of the vehicle and places other travellers at risk. In these circumstances parents will be required to make alternative arrangements (See Appendix C);

2.3 Home to school transport for families with low incomes

The Education and Inspections Act 2006 introduced additional transport assistance for families with low incomes under the term *Extended Rights*.

Children aged 11-16 who are entitled to free school meals or whose families get the maximum level of working tax credit are entitled to free transport to any one of the three nearest suitable schools where the distance is between two and six miles. Where the school is preferred on grounds of religion or

belief the distance is between two and fifteen miles if the school is the nearest appropriate school. Any distance measurements over three miles linked to benefit entitlement are done using road routes.

Children of primary school age who are entitled to free school meals or whose families get the maximum level of working tax credit are entitled to free transport to the nearest suitable school where the distance from home is more than two miles. The distance is measured along the nearest available route.

Eligibility for transport assistance is checked annually. If parents are no longer eligible they will be required to meet their child's transport costs.

2.4 Transport to faith schools

Parents choosing a voluntary aided faith school on religious grounds may be eligible to receive assistance with transport if the chosen school is the normal area voluntary school (in most cases the nearest voluntary school) and the school is outside walking distance (see section 2.2 *General Eligibility Criteria*).

The charge for provision of transport to faith schools for non-eligible pupils for the 2011/12 academic year will be £287 per annum for primary and £317 per annum for a secondary age pupil.

Since September 2011, pupils starting at faith primary and secondary schools no longer receive free travel to their school except for those who are entitled to free travel on distance or low income grounds (see sections 2.2 and 2.3).

In the case of Catholic schools, only Roman Catholic baptised children are eligible to receive assistance with travel. In all such requests, baptismal certificates are required as necessary evidence. For other faith schools or other denominational aided schools applicants must provide a letter from a religious/faith leader evidencing their allegiance to the faith perhaps through worship.

The charges will apply to new transport users only. Existing recipients of faith transport assistance will be protected whilst they remain at their current school.

A wide range of payment methods will be available for parents including cash, cheque, and use of on line credit card. Parents will have the facility to pay on an annual, termly or monthly basis. A maximum charge relating to two pupils per household will be observed.

2.5 Hazardous Routes

Transport assistance will be provided if the Authority considers that the route a pupil would normally be expected to walk to school is hazardous and the

alternative route/s is/are over the statutory walking distance. The assessment criteria are set out in appendix A.

When considering a walking route it is expected that the child will be accompanied by an adult or other responsible person as necessary. Arranging this is the responsibility of the parents/ carers.

2.6 Spare Seats

Where the Authority provides contract vehicles, spare places may be offered on request and on a temporary basis for children who are not entitled to transport assistance based on the criteria in sections 2.2 and 2.3. For 2011/12 where a child takes up a spare seat a charge will be made of £317 per annum for a secondary age pupil and £287 per annum for a child of primary school age.

The Authority reserves the right to determine the allocation of these spaces based on the demand and space available at the time, and to determine charges.

The Authority cannot guarantee the spare seat place for the duration of the child's attendance at that school and will make every effort to give a minimum of one week's notice should a place have to be withdrawn at any time. There is no appeal against withdrawal of concessionary transport, as from the outset, this offer does not commit the Authority to future assistance.

The facility for children who are not entitled to transport assistance from the Authority to pay to use spare seats, does not apply to buses which charge a daily fare for travel.

2.7 Short term medical needs

In most cases, the Authority will not provide transport assistance when a child has a medical condition or need that is short term. If a short term need affecting mobility means that the pupil cannot be reasonably expected to walk to school, some assistance may be provided, and would be assessed on an individual basis using written evidence from a medical practitioner that includes an expected end date to the temporary condition.

2.8 School re-organisation

If a child has to move school after a school re-organisation or closure, and they lived in the normal area of their former school, they will only be offered transport to their new designated school if they meet the general eligibility criteria. Transport for those who do not meet the general eligibility criteria will only be provided if it has been agreed as appropriate under the school closure/ re-organisation plan.

2.9 Applying for school transport

When a child or young person is due to start full time school for the first time or transfer at the normal transfer time between schools, parents/ carers will receive a letter advising them at which school the child has been offered a place. If a child/young person is offered a place at/attends a primary school in another Authority's area, a letter will be sent to the child's home address from the School Admissions team advising about the process for applying for transport, and where to find more information. Where a child is offered a place at/attends their normal area Derbyshire Secondary School, and where the journey to school is over the three mile statutory distance, a letter will be sent via the child's Primary School during the first week of April in the final year of Primary School to inform parents/carers that their child/ren will receive travelling assistance and that a separate application is not required. In these circumstances, the parent/carer should only contact the Authority if the transport assistance offered is not required.

Parent/carers, who do not receive a letter should apply to the Authority if they believe that their child may be entitled to assistance with travel. The application should be completed by the end of May of the year in which the child/ young person will start at the school using standard application Form X78 (see Appendix D). Applications for transport assistance can also be made online at www.derbyshire.gov.uk/get2school.

Applications for transport to support new admissions or changed circumstances at other times of the year should be made using the application Form X78 (see Appendix D) or by contacting Call Derbyshire or your local area education office (see Appendix C for contact details).

In normal circumstances, when the parent/carer of the student entitled to assistance applies, it may take up to 15 working days before provision is in place and parents/ carers will be expected to make their own travel arrangements during this time.

Transport applications are assessed on the basis of the information supplied, so if circumstances change it will be necessary for the parent/ carer to cancel the provision and re-apply if appropriate. The stored information is verified with schools by the School Transport Section twice yearly.

In the event that the Authority has provided assistance with transport in error the provision will be withdrawn giving notice which the council considers reasonable in the circumstances.

The Authority reserves the right to recover from parents the cost of any transport wrongly provided on the basis of false or inaccurate information given by the applicant, or failure by the applicant to notify the Authority of a change of circumstances.

2.10 What type of transport assistance will be offered?

Transport assistance will normally be provided through a place on a school bus, public bus or train, or by reimbursement of a parent's mileage expenses. A pupil's journey may include one or more changes of transport, where connection times and overall journey times, are reasonable. For complex journeys, the Authority will discuss provision with the family to determine the most suitable arrangements.

Children/young people who have lost their bus/rail pass will have to pay the Authority for a replacement (and may also incur a separate fee from the rail company). Parents/carers must send a letter to school confirming that the pass has been lost and payment will need to be included. Children will not normally be issued with more than one replacement pass each school year.

Children will normally be expected to walk up to a mile, accompanied as necessary, to meet a service vehicle to school.

2.11 Acceptable journey time

The recommended maximum journey time is 45 minutes each way for children of primary school age and 75 minutes each way for children of secondary school age. In practice the Authority attempts to minimise these times as much as possible in the interests of the child. Acceptable journey times for children and young people with special needs may be adjusted according to individual need.

2.12 Appeal against refused request

Where transport assistance to school/college is refused there will be an opportunity for parents/carers to present information about exceptional family circumstances and ask for the matter to be reviewed. Financial circumstances alone will not provide sufficient grounds for review. In the matters of route distance, correction of administrative error and withdrawal of a temporary vacant seat the final decision lies with the Authority.

2.13 Complaints

If a parent/ carer has a complaint about the individual arrangements for their child, please contact the school transport section (see Appendix C).

3. Transport for children and young people with additional needs or special circumstances

3.1 Home to school transport for pupils of statutory school age with learning difficulties and/or disabilities

Pupils with learning difficulties and/or disabilities (LDD) of statutory school age who qualify under the criteria in sections 2.2 and 2.3 will be provided with free home to school transport.

The majority of Derbyshire pupils who have a Statement of Special Educational Needs (SEN) do not receive or require specialised travel assistance from the Authority. Where a pupil lives within the defined travelling distance, and is able to walk to school, accompanied as necessary, the Authority expects parents of pupils with a statement of SEN to make arrangements for their child in the same way as parents of pupils without a statement.

Where entitled and deemed necessary, free transport will be provided to and from the nearest suitable school where the child cannot be reasonably expected to walk with regard given to his or her individual LDD. The child's age will be taken into account, and where transport is provided, the Authority will ensure that children can travel in safety and reasonable comfort and that journey times are kept to a minimum.

If the child is attending a school of parental preference i.e. where the Local Authority considers there is a suitable school nearer the pupil's home, free transport will not be provided. If the parents preferred school is further away from the child's home than another school that can meet the child's needs the local Authority may agree to name the preferred school on condition that the parents are responsible for all costs relating to travel from home to school.

The provision of transport will be reviewed annually.

A pupil with a statement of SEN who is a registered pupil or has been offered a place at a mainstream school will not be provided with home to school transport unless:

- The nearest appropriate school exceeds the distance criteria (see section 2.2); or
- The low income criteria are met (see section 2.3); or
- The pupil has a disability which prevents them from walking to school, accompanied as necessary by a parent or carer.

When a pupil with LDD is entitled to free home to school transport and cannot access the transport generally available to take other children from their local area to school then alternative transport arrangements will be made, the

nature of such arrangements being at the discretion of the Authority, having regards to the needs of the pupil.

If the Authority agrees to provide transport assistance it will be provided in a safe and cost effective manner, taking account of the child's specific needs and with regard to the best use of the Council's resources from the range of options below:

- **Re-imbursment of mileage costs-** parents may consent to support their child in travelling to school, either through accompanying their child in place of a passenger assistant or by driving their own car. In these cases the Authority may remunerate the costs of travel by paying a mileage allowance, currently 45p a mile.
- **Escorted public transport-** It may be possible for a pupil to travel on public transport if they have some assistance. Where parents are unable to accompany their child, or do not consent to do so, the Authority may provide a passenger assistant.
- **Contract Vehicles-** in exceptional circumstances the Council may provide a contracted vehicle to transport a child to and from school. Vehicles are provided by suitably qualified, registered providers working to contractual standards set by the Council. Whenever possible, pupils will travel together in mini-buses that are adapted to meet the needs of pupils travelling on them. Each route will be planned on the basis of school start and finish times and the shortest possible route for all children travelling on a particular vehicle. Pupils will be picked up and dropped off at a convenient location, within a reasonable distance from their home, in many cases from recognised bus stops.
- **Home pick up-** this will only be made where deemed essential due to the child's significant needs
- **Taxis and private hire vehicles-** under very exceptional circumstances the Council may transport pupils in separate taxis or private hire vehicles based on the assessed needs of the child.

Passenger assistants may be provided at the discretion of the Authority where:

- The child is under 8 years of age;
- The child has a disability which makes it necessary to provide an escort for health and safety reasons or;
- The child has an emotional or behavioural difficulty which would give rise to concerns about the well-being of the pupil, or the well-being of other pupils or staff if there were no passenger assistant present.

3.2 Transport to residential placements

Where the pupil attends a residential school, transport will be arranged by the Authority, or the parents will be reimbursed the cost of making their own arrangements as follows:

- Weekly basis- journeys at the beginning and end of each school week;

- Termly basis- journeys at the beginning and end of each term, up to a maximum of 12 journeys;
- 38 or 52 week placements- a maximum of 12 journeys per school year.

Parents/ carers are expected to make independent transport arrangements when returning pupils to school following illness, for medical appointments and for exclusions where these journeys are additional to normal transport arrangements.

3.3. Transport to short breaks

Transport may be provided by the Authority between school and a short break setting where there is an existing contract that can be utilised at no extra cost to the Authority. If there are additional costs the parents or carers will be expected to meet these costs, or provide transport by their own arrangement for short breaks overnight or longer.

3.4 Transport to Delta holidays

The Authority will support families whose children qualify for a break under the Delta holiday scheme and will provide transport for children from a central point to the venue. It is the parent's responsibility to make and pay for any arrangements required to get the child to the pick-up point offered. Families benefiting from Delta Holidays will be signposted to sources of support for income maximisation assessments.

3.5 Children moving school for reasons other than changing home address

If a child moves to another school or establishment other than due to a house move, transport assistance will not normally be offered unless the general eligibility criteria (see sections 2.2. and 2.3) are met.

Each request will be considered on its particular circumstances.

3.6 Children moving to different place of learning due to behaviour issues

If a child has been placed in an alternative establishment for provision of their education, such as a support centre or a different school, following exclusion, eligibility criteria (as defined in sections 2.2 and 2.3) will apply from the pupil's home to the nearest suitable establishment where instruction or training is being given.

3.7 Long term medical needs

Children and young people with medical needs attending their closest suitable school who are unable to walk to school due to their medical need, and where this need is supported by a medical plan may be considered for transport assistance. All efforts will be taken to support independence of the child or young person within the context of their medical needs. Transport assistance will only be provided where this is clearly stated as a requirement in the medical plan and the type of travel assistance offered will be dependent on the individual needs of the child.

Applications for transport assistance should be made using form TA1 (see Appendix E) and returned online or to the local Area Office (see Appendix C for contact details).

3.8 Disability of parents/ carers

Parents/ carers are legally responsible for ensuring that their child gets to school. Travel assistance may be provided where the parent/ carer has a disability that significantly impairs their ability to do this.

3.9 Making an application for free transport

Applications for transport should be made using the application Form TA1 (see Appendix E). The form is also available by contacting your local area education office or Call Derbyshire (see Appendix C).

3.10 Home to school transport for children in the care of the Authority

The educational attainment of children and young people in the care of Derbyshire County Council (children in care) is a high priority, and it is the aim of the Authority to ensure children and young people receive continuity of education where possible and in their best interest. Care will be taken to ensure that travel is not excessive for an extended period (see section 2.12 acceptable journey time).

The majority of children in care will attend a local school, particularly when a placement is identified as long term or expected to endure for more than 6 months.

For looked after children and young people who do not have a statement of special educational needs and who have an assessed need to attend school outside of the catchment area where they live, whether in residential or foster care, decisions regarding transport will be taken in the best interests of the child by the Social Worker.

Provision of transport may be considered:

- When the child's care plan is for the child to return home in a specified timescale and there is a need to maintain the child in a school:
- When a child/ young person is at a critical time in their education timetable e.g. SATs, GCSEs, transition;
- Where continuity of education is specified by the Courts in Care Proceedings or by the Children in Care Review Process.

The decision should be made either at the initial care planning meeting or the statutory review.

Where possible and appropriate, the young person is expected to travel independently by walking or cycling, on public or other school transport. For younger children or where other forms of transport are not available, it is expected that where possible, appropriate and in the interests of value for money the foster carer or other carer will transport the child to school and will be reimbursed at the rate of 45p per mile.

Where transport by car is difficult due to responsibility for a younger child, the Council may offer support with childcare costs to support the transport of a child in care if this is appropriate and represents value for money.

Only in exceptional circumstances will individually commissioned transport be provided, and all requests must be formally approved by the Safeguarding District Manager.

Transport arrangements will be kept under review by the Independent Reviewing Officer.

3.11 Transport to contact and other settings for children in the care of the Authority

All efforts must be taken to secure best value when arranging transport for children in the care of the Authority, even when a rapid response is required or in the case of unforeseen circumstances.

Where possible, contact visits should be arranged as close as possible to where the child is living and/ or attending school, and transport should be

provided to and from contact visits by the Carer with travel reimbursed at a mileage rate of 45p per mile.

In cases where transport provided by the Carer is not possible, the Social Worker should seek an alternative that offers best value.

3.12 Transport to contact visits for parents

The Authority will not provide transport for parents to attend contact visits with their children who are in the care of the Authority. The Authority will reimburse public transport costs for attending contact visits on presentation of a valid ticket or receipt, or will pay a mileage re-imbusement for personal car use at the public transport rate (currently 16.4p a mile).

3.13 Transport for parents attending Parenting Courses provided by the Authority

When the need presents the Authority will identify parenting courses and classes to offer parenting support. Travelling to and from the course/class is a parental responsibility unless safeguarding services identify exceptional circumstances in which case the Authority will reimburse travel expenses for personal car (at public transport rate of 16.4p a mile) or public transport use.

3.14 Appealing against a refused request

Parents/ carers can apply to the Area Office to have a decision not to provide transport assistance reviewed.

Individual consideration will be given to children who do not meet the criteria in sections 2.2 and 2.3. Details will be required of any exceptional circumstances you want to be considered using form X78 (see Appendix D). Individual family work commitments, childcare arrangements or inconvenience to parents will not normally be considered to be “exceptional circumstances” when assessing eligibility for transport assistance.

The details for local Area Offices are included in Appendix C.

3.15 Complaints

If a parent/ carer has a complaint about the individual arrangements for their child, please contact the school transport section (see Appendix C).

4. Post 16 Transport

Post 16 transport refers to learners of sixth form age in further education, and to learners with learning difficulties and disabilities who are over compulsory school age and under 25. In common with other local authorities, Derbyshire County Council does not have a legal requirement to provide school transport for learners once they reach the age of 16. Travel arrangements put in place for post 16 learners are at the discretion of the Authority.

4.1 Transport to school and college for students post 16

Students enrolling at a sixth form or a college aged 16 or over may take advantage of discounted travel on public transport. Post 16 students in full time education continue to be eligible for reduced fare on buses and trains in Derbyshire up to their 19th birthday, under the Council's concessionary fares scheme operated through the b_line card. It includes journeys to and from some destinations just outside the county.

The Council does not make any additional arrangements to convey Post 16 students unable to access public transport unless it is a specific requirement in a Statement of Special Education Needs.

Some colleges may provide transport or transport assistance, and more information about this can be obtained from the institutions - see www.derbyshire.gov.uk/education/educ_plans_and_policies/post16-transport-plan/default.asp.

Children who lose or deface their b_line cards will have to pay for a replacement. The relevant section of a b_line application form must be completed and it must be countersigned by a representative from school before it is submitted, with payment to the Authority. Forms can be obtained from the school office or downloaded from the website: www.derbyshire.gov.uk/b_line

Post 16 learners may be able to use spare seats available on transport services contracted by the Authority (see section 2.6).

4.2 Post 16 students with learning difficulties and/or disabilities

Derbyshire County Council provides a b_line scheme providing discounted travel for young people accessing learning. It is expected that most young people with learning difficulties and/or disabilities will use this to get to their places of learning.

From April 2012, students with a statement of special education needs will be assessed regarding their transport needs for post 16 learning as part of a

learning difficulty assessment undertaken in year 11 under Section 139A of the Learning and Skills Act 2000. .

Where it is deemed necessary for transport assistance to be provided the following criteria must apply:

- the young person must have an exceptional level of need
- the student should be attending a full time course (approximately 12 hours per week)
- the young person should be attending the nearest suitable establishment.

Where these criteria are met as deemed by the Authority, provision will be arranged.

Where transport assistance is provided it may continue until the student reaches the end of the academic year in which the young person reaches the age of 25.

Where appropriate, learners with learning difficulties and disabilities may be offered access to Independent Travel Training to help them live more independently.

Applications for transport should be made using Form TA4 (see Appendix E) and returned to the local Area Office (See Appendix C for contact details).

4.3 Further details about post 16 transport

Our Post 16 transport policy statement gives further details about school and college transport. Please go to

www.derbyshire.gov.uk/education/educ_plans_and_policies/post16-transport-plan/default.asp

Appendix A

Walking Route Assessment Criteria

- (a) In assessing the safety of a particular route, consideration will be given only to danger relevant to traffic/highway conditions;
- (b) It is essential that each case be considered objectively on its merits;
- (c) It is assumed that the child is accompanied if necessary by a caring parent or other responsible person and will be suitably clad;
- (d) Where a footway or roadside strip, public footpath or bridleway exists of reasonable width and condition, this will normally be assumed to provide a safe route for that part of the journey;
- (e) Where, on a lightly trafficked or narrow road, a verge exists which is not easy to walk on, but which can be stepped onto by the child and accompanying person when vehicles are passing, it can normally be assumed to provide a safe route for that part of the journey;
- (f) Many routes may lie along roads having neither footway nor verge. On such roads consideration should be given to the width of the carriageway, traffic speed and composition (such as frequent heavy goods vehicles) and to visibility.
- (g) The absence of street lighting is not in itself a measure of the availability of a safe route although where children are unable to step off the road surface it could become a significant factor;
- (h) Consideration should be given to the relevant accident record of the route with particular regard to the effect on pedestrian movement; and
- (i) Where road crossings are necessary, the availability of facilities to assist such crossings should be taken into consideration as should the extent of visibility.

Please note: Any routes found unsuitable for a young person to walk, accompanied as necessary will be referred to the County Highways Authority to look at cost effective adjustments.

Assessment:

Officers of the Authority will use the above factors to assess whether a route is reasonably safe to walk. There will normally need to be a combination of factors present for the route to be unavailable for an accompanied child. A route will not normally be considered unsafe because a short length of it is difficult. It is reasonable to expect special care in particular places

Appendix B

Behaviour Code of Conduct for provided transport

Derbyshire County Council is committed to providing safe and reliable transport to and from educational establishments and places of learning in the County.

A number of bus services now have CCTV fitted and partnerships have been established with some schools and bus operators to help deal with problems. The County Council also works in partnership with Derbyshire Community Safety Forum and will, where necessary, utilise the range of legislative enforcement powers available to help stop anti-social behaviour. Parents are responsible for ensuring their own child understands the consequences of misbehaving on provided transport.

Step 1

Where a child misbehaves, drivers will normally speak to the child about their behaviour. If problems remain the details will be reported to the school or place of learning and to the County Council. Once a pupil has been reported, a verbal warning will normally be given by the school or place of learning. Schools and places of learning should include within their School Behaviour Policy conduct which takes place on the journey to/ from their establishment as well as behaviour within the school or place of learning, and may also impose additional sanctions under the terms of the Behaviour Policy where this is appropriate.

In cases of more serious misconduct, Step 2 will immediately apply.

Step 2

Where a pupil is a persistent offender, or commits a serious offence, a written warning will be issued as follows. Either:

A letter will be sent home informing parents/ guardians of their child's behaviour along with a warning that further misbehaviour will result in the child being banned from the transport provided for a temporary period, or

A letter will be sent home informing parents/ guardians that an immediate ban from the transport provided has been imposed for a specific period. Pupils may also be asked to sign an acceptable behaviour contract before they are allowed to return to the transport provided.

In very serious cases the right to travel on transport arranged by the Authority may be withdrawn completely.

Warning letters may be issued by the School or place of learning, the County Council or the Anti-Social Behaviour Officer.

Parents/ Carers will have a right of appeal to a panel of Council Members, against a withdrawal of transport provision for their child.

A serious offence includes any type of behaviour which endangers the safety of other passengers, drivers and members of the public. It also includes criminal damage or vandalism to the transport vehicle provided.

Serious cases may also be reported to the police, to be dealt with by way of criminal proceedings.

Parents/ carers should be aware that where bans are imposed the travelling arrangements and costs will be the parent's responsibility and the County Council will not offer alternative transport or assistance.

Parents and carers of pupils who cause damage to transport vehicles will be liable for any costs incurred by the company. The County Council will support the transport company and will encourage police involvement if necessary.

Appendix C

Addresses for specialist staff dealing in home to school related matters

Completed X78's should be sent to the local Area Education Office. This is also where conversations regarding eligibility to home to school transport may be satisfied. Specialist staff in the home to school transport field will be happy to assist with any concerns raised:

North:

Area Office
Kents Bank Road
Buxton
Derbyshire SK17 9HR
Tel: 01629 533474 or 01629 533471

Central:

Area Office
Sheffield Road
Chesterfield
Derbyshire S41 7LU
Tel: 01629 537607

South:

Area Office
Prospect Road
Denby Depot
Denby
Derbyshire DE5 8RE
Tel: 01629 533550

Other useful contacts:

Call Derbyshire

08456 058058

Family Information Service

Tel: 01629 535707

School Transport team (school bus provision)

Tel: 01629 536739

Special Needs Transport team

Tel: 01629 536727

Online applications for transport assistance can be made at
www.derbyshire.gov.uk/get2school

Section B

APPLICATION FOR HOME TO SCHOOL TRANSPORT BECAUSE YOU ARE IN RECEIPT OF BENEFIT.

Reason why transport is required (see next page for benefit related eligibility guidance).

Please tick appropriate boxes and attach any supporting evidence as detailed.

I am registered with the Authority/School as eligible for free school meals (we will check relevant records to confirm that this is the case).

I am in receipt of the maximum level of Working Tax Credit and enclose a copy of my latest Tax Credit Award Notice (form TC802) or a letter from the benefits agency confirming current receipt of maximum Working Tax Credit - if this is not enclosed your application will be refused.

National Insurance Number

Secondary Age Pupils
I wish to apply for transport to the school named in Question 2 which is one of the three nearest suitable schools within 2 to 6 miles from our home address.

I wish to apply for transport to the school named in Question 2 as the nearest school within 2 to 15 miles of our home address, prolemed on the grounds of our religion/philosophical beliefs (you must provide supporting written evidence as to why and how the school meets your religious or philosophical beliefs).

Primary Age Pupils
I wish to apply for transport to the school named in Question 2 as the nearest school to my home address and where the distance from home is more than two miles.

Benefit related School Transport assistance
Please note that transport assistance will only be provided until the end of the academic year whilst you are in receipt of the qualifying benefits.
Transport assistance cannot therefore be guaranteed for the entire period of the attendance at the school. Benefit related applicants will need to re-apply each year. Please indicate if this is a renewal application.

Section C

DECLARATION AND SIGNATURE OF APPLICANT

I certify that I have parental responsibility for the child named and that the information given is true to the best of my knowledge. I understand that any false or deliberately misleading information given on this form or in support of this application may render this application invalid and could lead to the withdrawal of transport assistance. I agree to notify the Authority of any change in address, benefit entitlement or any other circumstances which might affect transport eligibility.

Data Protection Act 1998: The information you release to us will only be used for school transport purposes.

Signature _____ Date _____

To the normal area school

The Authority provides assistance with transport for full time primary and secondary school pupils to the end of statutory school age who do not live within walking distance of their normal area school. This distance for children under eight years is 2 miles. For secondary age pupils and children over eight years old, the distance is 3 miles. In all cases, the distance between home and school is measured by the shortest available route. Bus passes or refunds are issued where appropriate and special contract transport is arranged if public transport is not available.

To Faith schools

Parents choosing a voluntary aided faith school on religious grounds may be eligible for help with transport if the chosen school is the normal area voluntary school (in most cases the nearest voluntary school) and the school is outside the walking distance as explained above. In addition, in the case of Catholic schools, only Roman Catholic baptised children are eligible to receive help with travel. In all such requests, baptismal certificates are required as evidence. The Council has decided to introduce charges for faith school transport with effect from September 2011. The decision was taken to phase in the charges, commencing with new transport users only and protecting existing recipients. The charge for the 2011/12 academic year will be £317 per annum for a secondary school pupil and £287 per annum for a primary school pupil. A wide range of payment methods will be available for parents including cash, cheque, online credit card and direct debit. Parents will have the facility to pay on an annual, termly or monthly basis. A maximum charge relating to two pupils per household will be observed.

To other schools

Parents who send their children to a school which is not their normal area school will not normally receive assistance with transport (children living outside the County attending Derbyshire schools should apply to their home Council). However, assistance with transport will be provided when a child attends a school, other than the normal area school, which is beyond the walking distance explained above but is closer to the child's home than the normal area school. Details of the Council's policy on home to school transport is provided in the admissions guides "How to apply for a place at Primary School" and "How to apply for a place at Secondary School", which have already been circulated. To see the policy or apply online please go to www.derbyshire.gov.uk/get2school

Transport for pupils with special educational needs and/or disabilities

Transport will be provided for pupils with special educational needs and/or disabilities who attend their nearest school, where the journey exceeds the statutory walking distances as outlined above or in other cases in accordance with the Council's Special Educational Needs Transport policy. Provision of transport will not generally be made if the preferred school is further away from the child's home than another school considered appropriate by the Council. For more information please refer to the Authority's Special Educational Needs Transport Policy available on the Council's website www.derbyshire.gov.uk. Please contact the Special Needs Section at County Hall, Matlock, DE4 3AG (Tel: 01629 536531), if you have any queries.

GUIDANCE CRITERIA FOR BENEFIT RELATED HOME TO SCHOOL TRANSPORT

If your child is of secondary school age (aged 11 to 16, school year 7 to 11) and you are either:

Eligible and registered for free school meals

or

Receiving the maximum level of Working Tax Credit and can provide a copy of the latest Tax Credit Award Notice (form TC602) or a recent letter from the benefits agency confirming receipt of maximum Working Tax Credit.

Your child will have an additional entitlement to transport to either:

One of the three nearest suitable schools to where you live that is between 2 and 6 miles from your home or

The nearest school that is between 2 and 15 miles from home, preferred on the grounds of the parent's religious or philosophical beliefs.

Road routes will be used for any distance measurements over 3 miles linked to benefit entitlement.

If your child is of primary school age and entitled to free school meals or your family gets the maximum level of Working Tax Credit there is an additional entitlement to transport to:

The nearest suitable school where the distance from home is more than two miles. This distance is measured along the nearest available route.

Behaviour policy

The Authority has a school transport code of good practice. Children should behave properly at all times. It is an offence for anyone to misbehave on school transport, or to do anything which would put at risk the driver or other passengers. Children who create nuisance or cause any damage on school transport may have their transport provision withdrawn.

Full details of the Authority's transport policy is provided in the parents information booklet - "How to apply for a place at secondary/primary school - a guide for parents" copies of which are available from schools, Area Education Offices or Derbyshire's website www.derbyshire.gov.uk.

What type of transport assistance may be offered?

Normally either a travel pass for public transport/contract vehicle hired by the Authority or the payment of travelling expenses. The Authority will decide which type of transport assistance offered. In general, pupils eligible for transport assistance may be required to walk up to one mile to or from a designated pick up/drop off point.

ENQUIRES AND REVIEWS

Any queries about school or college transport should be made to the appropriate Area Education Office.

Please return the completed form to the appropriate Area Education Office.

NORTH

Area Education Office
Kents Bank Road, Buxton, Derbyshire SK17 9HR (01629) 533474/533471

Area Education Office
Sheffield Road, Chesterfield, Derbyshire S41 7LU (01629) 537607

SOUTH

Area Education Office
Library Building, Grosvenor Road, Ripley, Derbyshire DE5 3JE (01773) 744741

APPENDIX E

DERBYSHIRE COUNTY COUNCIL

TA1

Confidential

TRAVEL APPLICATION FORM

THE AUTHORITY WILL NORMALLY EXPECT THE PARENT/CARER TO MAKE PROVISION FOR THE TRANSPORT OF THE YOUNG PERSON TO AND FROM THEIR PLACEMENT. WHERE, IN ACCORDANCE WITH THE AUTHORITY'S TRANSPORT POLICY CRITERIA, ENTITLEMENT TO ASSISTANCE DOES EXIST, THE PARENT/CARER WILL NORMALLY BE OFFERED A REIMBURSEMENT OF FUEL COSTS. ONLY WHERE THIS IS NOT POSSIBLE WILL THE AUTHORITY CONSIDER MAKING ALTERNATIVE TRANSPORT ARRANGEMENTS. TAXIS/MINIBUSES WILL NOT BE CONSIDERED UNTIL ALL OTHER MODES OF TRAVEL HAVE BEEN EXPLORED AND ELIMINATED.

For completion by parent/carer or key worker

(all information given on this form will be supplied to the transport provider)

Young person's details

First name:..... Last name:
.....

Date of Birth:..... Male/Female

Home
Address:.....

.....Post
Code:.....

Parent/Carer name:
.....

Tel. No. (Home):.....
(Mobile):.....

Emergency contact name:.....Tel.
No:.....

Detail of journey

Establishment
attended:.....

Address:.....
...

.....Post Code.....

Tel. No:.....

Arrival time:..... Departure time:.....
.....

Start Date:..... End or Review date:.....

Reason for request:.....

Days attending (please tick)	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
------------------------------	-----	-----	-----	-------	-----	-----	-----

Any potential problems at collection or drop off e.g. farm track, access to flats etc: Y/N

If yes, please give details:
.....
.....

Individual requirements

Brief description of any individual needs/personal care that the driver and/or escort will need to take into consideration to ensure that the child has a safe and comfortable journey; eg travel sickness; behaviour; language/ communication; medication; allergies; accessing steps etc:

.....
.....
.....

Can young person walk with/without help? Y/N Can s/he manage steps? Y/N

Does s/he need to travel in wheelchair? Y/N

Does folding wheelchair or walker need to be transported? Y/N

Information about wheelchair: Make and Model.....
.....

Electric/Manual..... Size

Does young person need a car seat/ booster seat or other restraint? If so is parent/carer able to provide?

Details:.....

.....

Any other considerations:.....

.....

.....

For Office Use Only ;

Parent/Carer reimbursement of fuel costs: Yes/No

Distance:.....(miles)

Foster carers reimbursement of fuel costs: Yes/No

Distance:.....(miles)

Bus Pass: Yes/No

Taxi: Yes/No

Passenger assistant requested? Yes/No

If yes please justify reason:

.....

Signed:..... Name:

Job Title:.....

Telephone No:.....

Email Address:.....@derbyshire.gov.uk

Authorising officer if different from above:.....

Please note: Any potential changes to the journey/cancellations must be notified to Integrated Transport/Business Services as soon as possible, to avoid aborted journeys and unnecessary costs.

Please forward this form to Integrated Transport for all requests for home to school related transport.

For all other requests for transport not related to home to school this form should be forwarded to your local Business Services office.

Integrated Transport will require a minimum of 5 working days notice from receipt of authorisation to procure taxi/minibus transport

Appendix E Application form for post 16 Transport

DERBYSHIRE COUNTY COUNCIL

TA4

Confidential

Post 16 COLLEGE TRAVEL APPLICATION FORM FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

THE AUTHORITY WILL NORMALLY EXPECT THE PARENT/CARER TO MAKE PROVISION FOR THE TRANSPORT OF THE YOUNG PERSON TO AND FROM THEIR PLACEMENT.

WHERE, IN ACCORDANCE WITH THE AUTHORITY'S TRANSPORT POLICY CRITERIA, ENTITLEMENT TO ASSISTANCE DOES EXIST, THE PARENT/CARER WILL NORMALLY BE OFFERED A REIMBURSEMENT OF FUEL COSTS. ONLY WHERE THIS IS NOT POSSIBLE WILL THE AUTHORITY CONSIDER MAKING ALTERNATIVE TRANSPORT ARRANGEMENTS. TAXIS/MINIBUSES WILL NOT BE CONSIDERED UNTIL ALL OTHER MODES OF TRAVEL HAVE BEEN EXPLORED AND ELIMINATED.

WHERE TRANSPORT IS ORGANISED IT WILL BE ON THE BASIS OF STANDARD ARRIVAL AND DEPARTURE TIMES AT THE BEGINNING AND THE END OF THE COLLEGE DAY. THE AUTHORITY DOES NOT PROVIDE TRANSPORT TO AND FROM WORK EXPERIENCE, FOR STUDENTS ON "TASTER" COURSES, OR FOR INDUCTION AND ENROLMENT DAYS.

For completion by parent/carer or key worker

(all information given on this form will be supplied to the transport provider)

Young person's details

First name:..... Last name:
.....

Date of Birth:..... Male/Female

Home
Address:.....

.....Post
Code:.....

Parent/Carer name:
.....

Tel. No. (Home):.....
(Mobile):.....

Emergency contact name:.....Tel. No.
.....

Has a Connexions 139a Assessment been carried out ...Y/N

If yes please state the date

Name of Connexions Worker (if applicable)

.....

Tel. No.

Educational provision

Name of College attending

Precise Title and Level of Course:

.....

Name of course tutor:

Secondary Schools and Colleges Previously Attended:

School/College	From	To	Course Title & Level

A copy of the planned weekly timetable must be attached indicating times and days in attendance at college. Transport cannot be arranged with out a timetable.

Detail of journey

College Site Address:

.....

.

.....Post Code.....

Tel. No:.....

Start Date:..... End Date

Any potential problems at collection or drop off e.g. farm track, access to flats etc: Y/N

If yes, please give details:

.....

.....

Individual requirements

Reason for Request (please give a brief outline why an existing contract/public

transport vehicle is not suitable).....

.....

Do you have a vehicle obtained through the Mobility Scheme for the benefit of the young person? Y/N

Are you able to transport the young person Y/N

If no why?

.....

What type of transport does the young person use on a regular basis outside college life?

.....

Brief description of any individual needs/personal care that the driver and/or escort will need to take into consideration to ensure that the young person has a safe and comfortable journey; eg travel sickness; behaviour; language/ communication; medication; allergies; accessing steps etc:

.....

.....

.....

Can the young person walk with/without help? Y/N Can s/he manage steps? Y/N

Does s/he need to travel in wheelchair? Y/N

Does folding wheelchair or walker need to be transported? Y/N

Information about wheelchair: Make and Model.....

.....

Electric/Manual..... Size

Any other considerations:.....

.....

.....

Has the young person previously undertaken or will be undertaking Independent Travel Training? Y/N

If yes please give details

.....

.....

Declaration

I certify that the information is correct and agree to notify the Council of any change in circumstances if and when they occur.

Signed: Dated:

College declaration – this must be completed by the college before it is returned to the relevant Area Education Office

I certify that:

- a) the information given above is correct
- b) the course commences on
- c) I undertake to inform you immediately if there are changes to the student timetable

Signed Name Date

Job title Contact Telephone Number

The completed form and any enclosures should be returned to the appropriate Area Education Office for the student's home address:

North

Area Education Office, Kent's Bank Road, Buxton, Derbyshire, SK17 9HR
Telephone 01629 533474 /533471

Area Education Office, Sheffield Road, Chesterfield, Derbyshire, S41 7LU
Telephone 01629 537607

South

Area Education Office, Grosvenor Road, Ripley, Derbyshire, DE5 3JE
Telephone 01773 744741

TA4

FOR OFFICE USE ONLY;

Parent/Carer reimbursement of fuel costs: Yes/No
Distance:.....(miles)

Foster carers reimbursement of fuel costs: Yes/No
Distance:.....(miles)

Bus Pass: Yes/No

Taxi: Yes/No

Passenger assistant requested? Yes/No

If yes please justify reason:
.....

Signed:..... Name:

Job Title:.....

Telephone No:.....

Email Address:.....@derbyshire.gov.uk

Authorising officer if different from above:.....

Please note: Any potential changes to the journey/cancellations must be notified to Integrated Transport/Business Services as soon as possible, to avoid aborted journeys and unnecessary costs.

Please forward this form to Integrated Transport for all requests for home to college related transport.

For all other requests for transport not related to home to college this form should be forwarded to your local Business Services office.

Integrated Transport will require a minimum of 5 working days notice from receipt of authorisation to procure taxi/minibus transport

PLEASE INDICATE COST CENTRE TO WHICH TRANSPORT IS TO BE CHARGED			
SEN/COLLEGE/BSS	COST CENTRE	GL CODE	√
SEN PUPIL IN MAINSTREAM PRIMARY SCHOOL - IN COUNTY	CRMF025	131100	
SEN PUPIL IN MAINSTREAM PRIMARY SCHOOL - IN COUNTY ERS PLACE	CRMF027	131100	
SEN PUPIL IN MAINSTREAM PRIMARY SCHOOL - OUT COUNTY	CRMF028	131100	
SEN PUPIL IN MAINSTREAM SECONDARY SCHOOL - IN COUNTY	CRMF035	131100	
SEN PUPIL IN MAINSTREAM SECONDARY SCHOOL - IN COUNTY ERS PLACE	CRMF037	131100	
SEN PUPIL IN MAINSTREAM SECONDARY SCHOOL - OUT COUNTY LEA SCHOOL	CRMF038	131100	
SEN PUPIL IN MAINSTREAM SECONDARY SCHOOL - OUT COUNTY FEE PAYING SCH	CRMF039	131100	
SPECIAL SCHOOL - IN COUNTY	CA52305	131100	
SPECIAL SCHOOL OUT COUNTY - LEA SCHOOL	CA52308	131100	
SPECIAL SCHOOL OUT COUNTY - FEE PAYING SCHOOL	CA52309	131100	
EXTENDED RIGHTS - SPECIAL SCHOOL	CA52305	131050	
BUXTON SUPPORT CENTRE	CIR1100	131100	
DEINCOURT SUPPORT CENTRE	CIR1101	131100	
KIRK HALLAM SUPPORT CENTRE	CIR1102	131100	
GRANVILLE SUPPORT CENTRE	CIR1106	131100	
BREADSALL SUPPORT CENTRE	CIR1109	131100	
NEWHALL SUPPORT CENTRE	CIR1110	131100	
HASLAND SUPPORT CENTRE	CIR1111	131100	
DERBYSHIRE SUPPORT CENTRE (ALTERNATIVE PROVISION)	CIR1112	131100	
SAWLEY SUPPORT CENTRE	CCFFA21	131100	
CHAPEL SUPPORT CENTRE	CCFFA22	131100	
BARROW HILL SUPPORT CENTRE	CCFFA23	131100	
MULTI AGENCY SUPPORT TEAM (MAST)	CCFFA46	131100	
START PANEL ERS SCHOOL TRANSPORT	CRMF037	131110	
START PANEL SEN SCHOOL TRANSPORT	CA52305	131110	
Post 16 IN SECTOR COLLEGE TRANSPORT	CRMF061	131020	
Post 16 OUT SECTOR COLLEGE TRANSPORT	CRMF060	131020	
MAINSTREAM	COST CENTRE	GL CODE	
PRIMARY MAINSTREAM PUPIL IN MAINSTREAM SCHOOL - IN COUNTY	CRMF005	131040	
SECONDARY MAINSTREAM PUPIL IN MAINSTREAM SCHOOL - IN COUNTY	CRMF015	131040	
MAINSTREAM PUPIL IN MAINSTREAM SCHOOL - OUT COUNTY	CRMF038	131040	
EXTENDED RIGHTS MAINSTREAM PRIMARY - IN COUNTY SCHOOL	CRMF005	131050	
EXTENDED RIGHTS MAINSTREAM SECONDARY - IN COUNTY SCHOOL	CRMF015	131050	
EXTENDED RIGHTS MAINSTREAM - OUT COUNTY SCHOOL	CRMF038	131050	
DANGEROUS ROUTES PRIMARY - IN COUNTY SCHOOL	CRMF005	131060	
DANGEROUS ROUTES SECONDARY - IN COUNTY SCHOOL	CRMF015	131060	
DANGEROUS ROUTES - OUT COUNTY SCHOOL	CRMF038	131060	
START PANEL MAINSTREAM PRIMARY - IN COUNTY SCHOOL	CRMF005	131070	
START PANEL MAINSTREAM PRIMARY - OUT COUNTY SCHOOL	CRMF028	131070	
START PANEL MAINSTREAM SECONDARY - IN COUNTY SCHOOL	CRMF015	131070	
START PANEL MAINSTREAM SECONDARY - OUT COUNTY SCHOOL	CRMF038	131070	
ROMAN CATHOLIC PRIMARY - IN COUNTY SCHOOL	CRMF005	131080	
ROMAN CATHOLIC SECONDARY - IN COUNTY SCHOOL	CRMF015	131080	
ROMAN CATHOLIC SECONDARY - OUT COUNTY SCHOOL	CRMF038	131080	
ALL SWIMMING TRANSPORT	CESAA01	131020	

COST CENTRE TO WHICH TRANSPORT IS TO BE CHARGED			
SOCIAL CARE - CIC/RESPIRE	COST CENTRE	GL CODE	√
AMBER VALLEY AREA	CSSD131	131100	
HIGH PEAK/DALES NORTH AREA	CSSD531	131100	
CHESTERFIELD AREA	CSSD331	131100	
N.E. DERBYSHIRE AREA	CSSD631	131100	
BOLSOVER AREA	CSSD231	131100	
EREWASH AREA	CSSD431	131100	
SOUTH DERBYSHIRE/DALES SOUTH AREA	CSSD731	131100	
RESPIRE TRANSPORT -SHORT BREAK CARE	CSSD001	131020	
FLEXIBLE FUNDING N.E.DERBYSHIRE	CSSDA06	132010	
FLEXIBLE FUNDING AMBER VALLEY	CSSDA01	132010	
FLEXIBLE FUNDING EREWASH	CSSDA04	132010	