
STUDENT TRAVEL POLICY & PROCEDURE 2017-18

16-18 Transport

1. Purpose

1.1 Cornwall College has a transport policy to ensure the provision of suitable student travel options for learners aged 16-18 (and 19+ where possible). This is in order to:

- Facilitate attendance
- Assist students to access the Further Education course of their choice within the Cornwall College Group (where possible)
- To endeavour to prevent travel difficulties being a barrier to education

1.2 Cornwall College, in conjunction with Local Authorities, operates a policy of subsidised transport for students aged 16-18 (extended to up to age 25 for students with special educational needs) who live over 3 miles from their campus. The distance between the subsidised transport route and home address will be calculated along the nearest available route which might include footpaths, other pathways and bridleways as well as roads.

1.3 Subsidised transport will normally be offered by way of:

- a seat on a dedicated College bus
or
- a pass for a Public Service bus

In circumstances where these options are not available or appropriate, travel allowance or taxi may be considered at the discretion of the Local Authority.

It is the responsibility of the Bus/Taxi contractors to provide safe and suitably sized vehicles according to the tender contract and to only use drivers who have an enhanced DBS check.

1.4 Subsidised travel is provided to and from College, at the official start and end of the College day, Monday to Friday for standard academic terms only. Travel will not be scheduled to accommodate each individual student course timetable, extra-curricular activities or work placement. Applications are for one year only, not the duration of the course. Students returning for a second year will need to reapply annually.

1.5 Journey time is usually restricted to 1.5 hours maximum duration. Students living further than this from their campus may wish to consider lodging away from home during term time. Our specialist colleges at Duchy College Stoke Climsland and Bicton College have halls of residence with warden supervised accommodation.

1.6 Where courses are offered on several different Cornwall College campus (e.g. Hairdressing at Cornwall College Saltash, Cornwall College St Austell & Cornwall College Camborne), students would be expected to attend their nearest campus to ensure transport is available.

2. Eligibility

- 2.1 A student will be eligible for subsidised transport if he or she:
- is under nineteen years of age (extended to up to age 25 for students with special educational needs) on the 1 September at the start of the academic year
and
 - is registered as a full-time student for the whole academic year (three terms)
and
 - lives more than three miles from the College campus (measured using the Local Authority software).
- 2.2 Where the nearest Cornwall College campus offering the student's chosen course is in a different County (e.g. a student living in Plymouth wishing to attend Cornwall College Saltash), subsidised transport may be offered provided the usual eligibility criteria applies.
- 2.3 Students aged 14-15 cannot usually be assisted with subsidised travel and should request help through their school or supporting organisation. Where a College tendered bus is available, students in this age category may be able to purchase a pass where space allows. There is no financial assistance with the cost of travel.
- 2.4 Transport will not normally be provided for Apprenticeships, work placements or Higher Education courses although concessionary passes may be available.
- 2.5 The transport provided will be by the most cost-effective means. Alternatives will not be offered except to meet a students' special educational needs.

3. Financial Details

- 3.1 The cost of subsidised transport for students living in Cornwall is £398 per student for the academic year 2017/18. For those living in Devon it is a maximum of £580. Payment can be made in full or in instalments.
- 3.2 The Cornwall College Group offers a Bursary Funding Support to students aged 16-18 years of age to provide a subsidised bus pass. Application forms are available from Student Services on each campus and to download from Cornwall College website at www.cornwall.ac.uk/student-support/financial-support
- 3.3 No application for subsidised student travel will be processed without payment or evidence of successful bursary award.

4. Bus passes

- 4.1 Students entitled to subsidised transport on either a dedicated College bus or Public Service bus must be in possession of the correct bus pass on all journeys to enable them to travel.
- 4.2 In the case of a lost bus pass, a replacement may be issued at a cost of £10.
- 4.3 Students found to be misusing a bus pass may forfeit the right to subsidised transport.

5. Travel Allowance

- 5.1 On occasion it may not be possible for Cornwall College to provide subsidised transport through the usual network of dedicated College buses. In such cases a travel allowance may be offered towards private travel costs. Reimbursement of private car expenses will be at fifteen pence per mile. There is a capped maximum which will be detailed individually.
- 5.2 Any additional expenditure for travel or attendance at times outside of the beginning and end of the normal College day remains the responsibility of the student and will not be reimbursed by Cornwall College.
- 5.3 Students who apply after the transport application deadline will not be entitled to reimbursement of travel costs between application and receipt of pass. Please see the Local Authority Post 16 Transport Policy www.cornwall.gov.uk/post16transport

6. Post-16 students with special educational needs

- 6.1 Students with special educational needs have the same entitlement to subsidised transport as all other students under policies agreed by the local authority.
- 6.2 Applications will be considered on a case-by-case basis by the Local Authority who will take into consideration evidence of need.

7. Behaviour

- 7.1 Cornwall College, Transport Operators, and Parents/Carers all have an interest in student behaviour on subsidised transport. All Cornwall College students must adhere to the Cornwall College and Local Authority Codes of Conduct.
- 7.2 In exceptional circumstances it may be necessary to temporarily or permanently withdraw transport where behaviour endangers the safety of other passengers.

8. How to apply

- 8.1 Applications can be made by submitting the Cornwall College Further Education Transport application form which is available on the College website at www.cornwall.ac.uk/student-support/transport
- 8.2 The Local Authority will process applications as quickly as possible but to ensure a bus pass is received before the start of the academic year applications must be submitted **by Friday 28 July 2017**. After this date, depending on demand, applications received at peak times can take between four and six weeks. Under these circumstances the Local Authority cannot guarantee a set transport start date.
- 8.3 **Students who apply after the travel application deadline will not be entitled to reimbursement of travel costs between the date of application and receipt of pass and will be responsible for their own travel arrangements to and from Cornwall College campuses.**
- 8.4 Payment (either in full or termly instalments) must be made before a pass is ordered or travel arrangements put in place. Payment can be made by credit or debit card over the telephone, by posting a cheque or by taking cash to any of the Cornwall College Transport Offices.
- 8.5 Students who qualify for Transport Funding Support should complete the household income details on the reverse of the transport application form. Further details of student funding can be found on the college website.
- 8.6 Duchy College Stoke Climsland and Bickton College run their own contracted routes independent of the other Cornwall College campuses.
- 8.7 Further details of all student transport can be found at www.cornwall.ac.uk/student-support/transport

9. Appeals

- 9.1 Where an application for subsidised transport has been declined, or if the parent/carer believes the transport offered is unsuitable, there is a right of appeal against the decision. However the Appeal Panel's decision is final and there is no further right of appeal.

10. Other transport schemes available

- 10.1 Cornwall College works in partnership with First Kernow to offer three student discount schemes which are available in addition to the main subsidised College transport network.
- Discount Card - Academic Year (Sept – June) £26. Entitles the student to use any First bus at any time at child rate saving an average of 50% on each journey.
 - Discount Card – Annual £32. Offers the same discount as above but for one whole year from the date of purchase.
 - Freedom Rider – Academic Year (Sept – June) £666. This is at a huge saving from the public rate and entitles the rider to totally unlimited, unrestricted travel on all First buses with no daily fares to pay at all.

11. 19+ Transport

- 11.1 Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the two year programme of study, whichever is sooner.
- 11.2 Where spare seats are available on dedicated Cornwall College buses, these may be allocated to students not entitled to subsidised travel later in the academic year. Such students are referred to as Concessionary Riders. Duchy Stoke Climsland and Bicton College may have places available from the start of the academic year.
- 11.3 Any offer of a Concessionary Rider place is discretionary based on availability and:
- on the understanding that any seat allocated will have to be relinquished if, at a later date the seat is required for a student who is eligible for subsidised transport
 - not available on Public Service buses
- 11.4 Students in receipt of the Further Education funding support may be eligible for financial assistance towards travel costs.

12. Related documents

Internal

www.cornwall.ac.uk/student-support/transport

www.cornwall.ac.uk/student-support/financial-support

External

www.cornwall.gov.uk/transport