

Exceptional school transport appeal form Passenger transport section

The Passenger Transport section is responsible for determining the optimum network of routes and the best form of contract for Scottish Borders Council and for the allocation of individual pupils to those routes.

The following maximum walking distances are observed:

- a) Primary pupils shall not be required to walk more than two miles and High School pupils shall not be required to walk more than three miles to reach a school transport boarding point.
- b) Where a route is linear, the child uplifted first shall not be required to walk more than one half mile to the transport pick-up point.
- c) Subject to these constraints the most direct route will be followed.

Appeals procedure

Parents/guardians can only appeal for exceptional school transport where a child attends their catchment school.

The Council will consider special circumstances and may grant exceptional transport or authorise a variation to transport only where:

- a) **Medical Grounds** - the health of the pupil is such that to walk to school or to the pick-up point would be detrimental to their welfare, or the health of a parent such that they cannot reasonably be expected to escort the child to school or to a transport pick-up point. Where the grounds of appeal cite a medical condition
- b) **Road Safety** - there is a significant element of danger for an accompanied child

Where the grounds of the appeal are based on road safety an independent assessment of the route will be undertaken and will be based upon road safety criteria recommended by Road Safety GB – Assessment of walked routes to school.

A route will be considered safe for a child (who is accompanied as necessary by a parent) where:-

- (a) there is a continuous footway, footpath or bridlepath or level verge alongside the carriageway
- (b) there is no such footway, but the carriageway is more than 6.5m wide
- (c) there is no footway or verge and the carriageway is between 5.5m and 6.5m wide, but the traffic volume is less than 240 vehicles (2-way) per hour
- (d) there is no footway or verge and the carriageway is less than 5.5m wide, but there is no location upon the route where forward visibility is less than the overall stopping distance (as indicated in the Highway Code) for the speed of local traffic
- (e) where the pupil concerned lives within walking distance of the school and the route to school would not be considered safe for an accompanied child based on road safety criteria, and there is a suitable public bus service available then a free bus pass will only be provided where a child is eligible for free school meals

Please complete the following:

Name of child(ren):	Date(s) of birth:
Home address:	Postcode:
Name of school:	Is this the normal catchment school for the area (please circle) Yes/No
How far is it from your home to school:	How far is it from your home to the nearest school transport pickup point (if available)
How does your child(ren) get to the school at present:	

Section 1 Road safety appeal (exceptional transport arrangements)

Please provide information and details of the route to support the appeal (this should be based on children being accompanied by an adult).

Section 2 Medical appeal (exceptional transport arrangements)
Please provide information to support the appeal.

Please continue your information on another sheet if necessary.

Your name (for our reply) Please print:

Return to:

Passenger Transport Section

Scottish Borders Council

Newtown St Boswells, Melrose

If you have any queries about this form, phone 0300 100 1800

Privacy notice

Data controller

The information you have provided will be processed by Scottish Borders Council, Newtown St Boswells, TD6 0SA. You can contact the Council on 0300 100 1800 or customerservices@scotborders.gov.uk.

Data Protection Officer

The Council's Data Protection Officer can be contacted using the contact details for the Council as set out above or by email at dataprotection@scotborders.gov.uk

How we will use your information

We will use your information to determine if you are entitled to receive exceptional school transport for your child. The Council is entitled to collect and use this information under its statutory duty to provide this service to you by Education (Scotland) Act.

Whether your claim is successful or unsuccessful, the information you have provided will be retained for ten years after your claim has been closed.

Who we may share your information with

Your information will be accessed by Council staff including the passenger transport department who need to use it in order to provide the service described above. Your information will be shared with the relevant transport provider as the Council is required to provide them with the information detailed on the form to ensure your needs are met.

The Council is legally obliged to safeguard public funds so details will be checked internally for fraud prevention and verification purposes and may be shared with other public bodies for the same purpose

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

In general the Council does not transfer personal data outside either the UK or the European Economic Area (EEA) and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EEA when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

Your rights

For information on the rights you have over your personal data, [visit our website](#) or if you would like a hard copy of this information, please contact us using the contact details provided above.

How to raise a complaint

[Visit our website](#) for information on how to raise a complaint if you are unhappy with the way the Council has processed your data.

Decision making

The Council does not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.