



From mountain to sea

Privilege School Transport for Out-of-Zone Pupils

Information and Application Form

PTU
Aberdeenshire Council
Woodhill House
Westburn Road
Aberdeen AB16 5GB

Tel. 01467 533 335
school.transport@aberdeenshire.gov.uk

In-zone?

There is a separate leaflet entitled "Privilege School Transport for In-Zone Pupils" for pupils attending their in-zone school. Go to:
www.aberdeenshire.gov.uk/roads-and-travel/school-transport
to download a copy of the form, or call us for a paper copy.



What is Privilege School Transport?

Education authorities are required to provide pupils, who are not entitled to free home-to-school transport, with privilege places on school transport where capacity allows, and they may charge for such transport.

School transport routes are determined by the pick-up and drop-off (PUDO) locations required for pupils who are entitled to free home-to-school transport, so there may not be any transport near to your address. Out-of-zone pupils who are granted a privilege place will be allocated a PUDO on a pre-specified school transport route. It is your responsibility to ensure that your child gets to and from the designated PUDO. If there is no school transport in your area or there aren't spare seats available, your application will be declined.

What Does a Privilege Pass Provide?

The pass entitles the pupil to travel on the school transport contract denoted on the pass, between the designated PUDO and school. Transport is provided to/from school at opening and closing times during term-time. The pass is not valid on any other home-to-school transport contract or bus service.

Pupils should always carry their pass when travelling on school transport. The driver may refuse a pupil attempting to travel without a valid pass. Passes are colour-coded each year.

My Child Already Has a Privilege Place – Do I Need to Re-apply?

You need to re-apply using this application form if your child is moving up from primary to secondary school; you want a seat on another school transport route e.g. if you have moved or you want to continue the existing school transport arrangements but you missed the deadline for fast track applications.

Further information regarding school transport is provided in the Council's "Home-to-School Transport" guide, available from schools and on our website.

How are Privilege Places Allocated?

School transport is allocated in order of priority as follows:

- pupils entitled to free home-to-school transport
- other pupils who attend their zoned school

- pupils who attend an out-of-zone school who had transport the year before
- pupils who attend an out-of-zone school who are applying for the first time.

Out-of-zone transport applications will not be considered until after transport has been allocated to other pupils. Please note that, if you are applying for transport from the start of the school year, we do not have all the information that we require to process your application until after the start of the new term. It is likely that we won't be able to advise you of the outcome of your application until September. Please contact us if you haven't heard by mid-September. It is your responsibility to make alternative transport arrangements for the beginning of the school term.

Pick-up and Drop-off Locations

A privilege seat can only be allocated to an out-of-zone pupil if there is school transport operating within the area, and if there is a seat available on the vehicle. The nearest school transport vehicle going to your out-of-zone school may be some considerable distance from your home. Transport is not re-routed for out-of-zone pupils, so you may wish to consider how far you are willing to travel to take your child to/from the nearest available school transport route before applying.

How Do I Apply for a Privilege Place?

Complete the transport application form and return it to:
PTU, Aberdeenshire Council, Woodhill House, Westburn Road, Aberdeen, AB16 5GB.

If you are applying for transport at the beginning of the school year, you are required to provide the full fee for the whole school year in advance by cheque, dated 1 September and made payable to "Aberdeenshire Council".

If your application is successful you will receive a Privilege Pass and your cheque will be cashed. We will invoice you for future transport. **If your application is unsuccessful you will be advised accordingly and your cheque will be returned.**

How Much Does Privilege School Transport Cost?

Prices can be found on the Aberdeenshire Council website at www.aberdeenshire.gov.uk/roads-and-travel/school-transport, or call us on 01467 533080.

The charges are for a place on one vehicle. If you require a place on a

second vehicle, such as for connecting transport or transport to another address, a separate charge will be levied.

No refund will be made for absence or periods when school transport is unavailable, for example during inclement weather.

How Do I Get a Replacement Pass?

If a Privilege Pass is lost you can request a replacement, at a charge, via the school. The new pass will be posted to your home address.

Does a Privilege Pass Entitle My Child to a Seat for the Whole Year?

No. There is no guarantee that transport will be available throughout the year. A privilege seat is only awarded for as long as a seat is available during the current school year. The Council reserves the right to withdraw transport if the seat is required for a child travelling to his/her zoned school. Also, if the size of the vehicle required for in-zone pupils is reduced, privilege transport may be withdrawn.

Under such circumstances, transport will normally be withdrawn at the end of a school term. We will provide you with a minimum of two weeks' notice to make alternative transport arrangements. You will be provided with a refund for part of the year.

What if Transport is No Longer Required?

Please return the bus pass to the PTU with a letter stating what date transport should be cancelled from. Please note that there is a minimum charge of £25.00 per child (£12.50 if entitled to a clothing grant).

Please note that a refund can only be processed once the pass has been returned to the PTU.

Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The allocation of a seat on the most relevant school transport vehicle
- To allow Aberdeenshire Council to collect payments from you, if and when they become due.

Your information is:

Being collected by Aberdeenshire Council	X
Has been provided to Aberdeenshire Council by	N/A

The Legal Basis for collecting the information is:

Personal Data	Special categories of personal data
Consent	The data subject has given explicit consent to the processing
Performance of a Contract	X Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law
Legal Obligations	
Vital Interests	Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent
Task carried out in the Public Interest	Processing relates to personal data which are made public by the data subject
Legitimate Interests ¹	Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity Processing is necessary for reasons of substantial public interest
	Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems Processing is necessary for reasons of public interest in the area of public health
	Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Privilege School Transport will not be provided

¹Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data

Your information will be shared with the following recipients or categories of recipient:

Your child's school (child's name and address only)
The bus operator (child's name and address only)
Aberdeenshire Council Revenues Team
and may be shared with: HM Revenues and Customs, National Fraud Initiative, Spikes Cavell, Sherriff Officers and Debt Collection Agencies, Department for Work and Pensions.
Aberdeenshire Council Benefits Team (in the case of those indicating entitlement to a Clothing Grant)

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not Applicable

The retention period for the data is:

7 years from the final year of transport provision in accordance with financial regulations

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
(i) Consent; or
(ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

OUT-OF-ZONE APPLICATION FORM FOR PRIVILEGE SCHOOL TRANSPORT PLACE

PLEASE USE BLOCK CAPITALS

Date transport required from20.....

Pupil's nameDate of Birth.....

SchoolYear Group.....

Home Address

.....Postcode.....

Tel. No.

Requested Pick-up/drop-off point

.....

Note - only a point on the route can be allocated, the service cannot be diverted.

Are you currently in receipt of or eligible for a School Clothing Grant? YES/NO*

P1, S5 and S6 pupils: clothing grants are not awarded until pupils start to attend class.

Will your child(ren) be entitled to receive a School Clothing Grant YES/NO*

Was the pupil allocated a privilege place in the previous school year? YES/NO*

Note – this does not guarantee a seat on the vehicle. *(delete as applicable)

Full Name of Parent/Carer

I understand that, should a privilege place be awarded, the Council reserves the right to withdraw transport if the seat becomes unavailable. I enclose a cheque made payable to "Aberdeenshire Council".

I understand that if successful I will be invoiced for future years transport. If I do not pay the invoice before 31st July I will have to re-apply for transport.

SignatureDate.....

See overleaf for notes on the application process

Notes on Application Process

If you are applying for transport to take effect after the school summer holidays, we would ask that you submit your completed form by **the beginning of August** if possible. Please enclose a cheque for the full amount dated 1 September.

If you are applying for transport to start at a different time of year, for example after the October school holidays, we aim to process your application within 5 working days. Contact us so that we can advise you of the cost.

Please use the same form if you are applying for transport for more than one pupil. You can use the space below if you run out of room overleaf.

Please return this completed application form with your cheque to:

PTU
Aberdeenshire Council
Woodhill House
Westburn Road
Aberdeen
AB16 5GB