

The College Ystrad Mynach

Transportation Policy



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THE COLLEGE YSTRAD MYNACH

LEARNER TRANSPORT POLICY

1) INTRODUCTION

- i) The Learner Transportation Policy supports the College Mission Statement in its contribution to provide the highest possibly quality of education and training for the benefit of individuals.
- ii) The Learner Transportation Policy is a facility offered to full-time learners who qualify for transportation provided by the Local Borough Councils or reimbursement of travel expenses to and from College or work experience.

2) OVERVIEW AND PURPOSE

- i) Local authorities have a responsibility to offer home to college transport to the same level for college learners as they provide for the same age group in school. This is eighteen years of age and under. This is in the form of a bus service details of which can be obtained from the Student Services Unit.
- ii) Learners over the age of nineteen will be able to access a variety of methods of support as identified in section 3.

3) POLICY

- i) The College only provides support for transport to full time learners who live over two miles from the college.
- ii) If a learner is aged nineteen or over and in receipt of an Assembly Learning Grant or Mobility or Motability Allowance, they will not be eligible for further support from the college.
- iii) If eligible and able to access normal service transport the college will either provide either a season ticket or reimburse the travel costs. It will be the college's decision which is used and cost will be taken into account.
- iv) Where a learner is unable to access a service bus an exceptional transport application must be made to Student Services where either the Vice Principal , Student Services or Deputy Head Student Services will make the decision to approve or otherwise. Petrol

allowance is given up to a maximum of £4.00 per day and claimed at a mileage rate of 7p per mile. If both the driver and passenger are learners of the college and enrolled on a full time course an additional 2p per mile can be claimed for the passenger. We will not pay any expense if the driver is not a college student.

- v) If a learner is unable to access any of the previously identified methods of support then they may apply to the College Financial Contingency Fund. However, within the financial constraints under which the college operates it will not be possible to meet everybody's expectations.
- vi) Learners will be offered transport as the basis of which is most efficient and cost effective for the college or the local authority. This may involve using transport at set times and in a set manner. Exception will be considered on appeal.
- vii) Where an individual does not receive financial assistance with mobility or the Assembly Learning Grant an application for assistance with transport will be considered. This must be supported by a statement from at least two recognised professionals eg hospital consultant, general practitioner. Evidence will be required that Mobility or Motability Allowance is not being claimed.
- viii) No support with transport will be provided when the student is not required to attend the college course at the place of delivery.

4) QUALITY

- i. The responsibility for the provision of the college bus service resides with the local authority.
- ii. Complaints about the day to day running of this service can be made to the College Student Services Unit, who will deal with the complaint. Major complaints or concerns will be referred to the local authority

5) SINGLE EQUALITY SCHEME

- i) The College will apply its Single Equality Scheme to all aspects of its operation.

6) POLICY REVIEW

This policy will be reviewed in July 2011.