

Students Aged 3 to 18

EDUCATION TRANSPORT APPLICATION

SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND) SOCIAL, EMOTIONAL AND BEHAVIOURAL DIFFICULTIES

June 2025



Passenger
Transport
Group

We understand that any information shared is confidential and we will only share this information with those who need to know. This form asks for information which in our experience can have an impact on an individual's journey. For full details of eligibility or schemes available please go to: www.shropshire.gov.uk/the-send-local-offer/travel-and-transport/

If the applicant is aged 19 to 25 you will need to complete an alternative form, this can be found at: www.shropshire.gov.uk/the-send-local-offer/travel-and-transport/apply/

DETAILS OF PARENT, GUARDIAN OR CARER

MR / MRS / MISS / MS

FORENAME AND OTHER INITIALS

SURNAME

FULL POSTAL ADDRESS

POSTCODE

EMAIL ADDRESS

MOBILE TELEPHONE NUMBER

HOME TELEPHONE NUMBER

TRANSPORT START DATE...

DD

MM

YYYY

DETAILS OF PASSENGER

FORENAME AND OTHER INITIALS

SURNAME

DATE OF BIRTH

DD

MM

YYYY

SCHOOL/COLLEGE NAME

CAMPUS (IF KNOWN)

COLLEGE COURSE (IF APPLICABLE)

☐
NURSERY
AGE
AGES UNDER 5

☐
STATUTORY
AGE
AGES 5 TO 15

☐
POST 16
AGE
AGES 16 TO 18

Once a placement at an educational facility has been secured an application will need to be submitted and then assessed by the Passenger Transport Group.

To qualify for any travel assistance an application must be submitted for each individual applicant.

Where it is considered that travel assistance is necessary it will be arranged in the most cost-effective way and will focus on support that will aim for or enable the learner to travel as independently as possible.

For Nursery & Post 16 ages the agreed level of contribution for the 2025/26 academic year is £1140. For families on defined benefits a contribution towards the cost of the transport assistance will be £330 for the academic year. [Full details can be found on the last page of this document.](#)

Once completed this form in full, please post to:

PASSENGER TRANSPORT GROUP
SHROPSHIRE COUNCIL
107 LONGDEN ROAD, SHREWSBURY,
SHROPSHIRE, SY3 9DS

Alternatively, email this form to:

special.transport.team@shropshire.gov.uk

PASSENGER PROFILE—PAGE ONE

In order to assess your travel application we need to fully understand the needs and requirements of the passenger applying. Every applicant is unique and should your application be successful we would wish to meet those needs to ensure a safe and comfortable journey.

Please complete the form below with as much information as possible. We understand that the information you give us is confidential and we will only share relevant information with those who need to know.

PLEASE TICK WHERE APPROPRIATE 

<input type="checkbox"/>	ADHD	<input type="checkbox"/>	ANAPHYLAXIS	<input type="checkbox"/>	ASPERGERS SYNDROME	<input type="checkbox"/>	ASTHMA	<input type="checkbox"/>	AUTISM
<input type="checkbox"/>	CEREBRAL PALSY	<input type="checkbox"/>	COMMUNICATION DIFFICULTIES	<input type="checkbox"/>	DIABETES	<input type="checkbox"/>	DOWN'S SYNDROME	<input type="checkbox"/>	DYSPRAXIA
<input type="checkbox"/>	FRAGILE X SYNDROME	<input type="checkbox"/>	HEARING IMPAIRMENT	<input type="checkbox"/>	HYDROCEPHALUS	<input type="checkbox"/>	LOW MUSCLE TONE	<input type="checkbox"/>	MOBILITY DIFFICULTIES
<input type="checkbox"/>	SOCIAL, EMOTIONAL & BEHAVIOUR DIFFICULTIES	<input type="checkbox"/>	SUCTION	<input type="checkbox"/>	TUBE FED	<input type="checkbox"/>	UNABLE TO SPEAK	<input type="checkbox"/>	VISUAL IMPAIRMENT
<input type="checkbox"/>	OXYGEN REQUIRED ON TRANSPORT (PLEASE INCLUDE LITRES PER MIN)								
<div></div>									
<div></div>									

OTHER CONDITIONS THE PASSENGER HAVE ARE...

DOES THE PASSENGER HAVE EPILEPSY?

YES

NO

SEIZURE TYPE(S) ARE CALLED...
(I.E. TONIC, ABSENSE, PETIT MAL, PARTIAL ETC.)

BEFORE THE SEIZURE THE PASSENGER WILL...

DURING THE SEIZURE THE PASSENGER WILL...

HOW OFTEN DO SEIZURES OCCUR?

NORMALLY SEIZURES LAST FOR...

☐ WHEELCHAIR USER— MUST REMAIN IN WHEELCHAIR

☐ MANUAL

☐ ELECTRIC

☐ WHEELCHAIR USER— CAN TRANSFER TO A SEAT

☐ BUGGY USER— MUST REMAIN IN BUGGY
(NOT STANDARD BUGGY, MUST HAVE TRANSPORTATION MARKINGS)

☐ BUGGY USER— CAN TRANSFER TO A SEAT

☐ WHEELCHAIR/BUGGY CAN BE USED ON TRANSPORT BECAUSE IT HAS FIXING POINTS FOR RESTRAINT CLAMPS

☐ WHEELCHAIR/BUGGY HAS A HARNESS

☐ WHEELCHAIR/BUGGY HAS A HEADREST FITTED

☐ TO KEEP THE OCCUPANT SECURE THE WHEELCHAIR/BUGGY CAN BE FOLDED?

PASSENGER PROFILE—PAGE TWO

FOR CHILDREN UNDER 12 WITH A VALID EHCP, TO HELP MAKE SURE THEY HAVE THE CORRECT SEAT TO KEEP THEM SAFE PLEASE ANSWER THE FOLLOWING;

HOW TALL IS THE APPLICANT?

CM

HOW MUCH DOES THE APPLICANT WEIGH?

KG

PLEASE TICK WHERE APPROPRIATE ☐

☐

JUNIOR CHILD SEAT
(SMALL SEAT WITH INTEGRAL HARNESS)

☐

BOOSTER SEAT
WITH BACK

☐

BOOSTER CUSHION

☐

SPECIAL CHILD SEAT
(LARGE SEAT WITH HARNESS)

☐

NO SEATING AIDS REQUIRED

☐

SOMETIMES THE APPLICANT WILL TRY AND TAKE THEIR SEATBELT OFF BEFORE THEY SHOULD

☐

THE APPLICANT HAS TO WEAR A SPECIAL HARNESS TO PREVENT THEM GETTING OUT OF THEIR SEAT

☐

THE APPLICANT DOES NOT HAVE AN UNDERSTANDING OF ROAD SAFETY

☐

THE APPLICANT IS UNABLE TO NAVIGATE STAIRS

CHANGES TO TRANSPORT

SOMETIMES WE WILL NEED TO MAKE CHANGES TO YOUR CHILD'S TRANSPORT DUE TO RETENDERING, REVIEW OR CIRCUMSTANCES BEYOND OUR CONTROL. PLEASE TELL US HOW WE CAN BEST MANAGE AND SUPPORT CHANGE FOR THE APPLICANT...

INDEPENDENT TRAVEL TRAINING

Independent Travel Training (ITT) is one-to-one training designed to equip young people who are entitled to home to school/college travel assistance with the confidence and skills required to travel independently, be it on foot, cycling or public transport. A trainer works with the learner to create a personalised programme to develop their independence and confidence. All passengers are regularly assessed for their ability to undertake this important life skill, more information can be found by emailing special.transport.team@shropshire.gov.uk

PERSONAL TRAVEL BUDGETS & PARENTS TRAVELLING EXPENSES

Personal Travel Budgets (PTB) are provided only for Statutory aged students (5 to 16 years old) attending an educational facility full-time. A PTB is a sum of money allocated to parents/carers to enable them to make their own home-to-school travel arrangements, one that suits their families needs. Payment is calculated on an individual basis, taking into consideration the child's needs as well as the current cost to the local authority for transporting your child to school. Once agreed, 11 monthly instalments over an academic year will be paid into a nominated bank account at the beginning of the month. Parents Travelling Expenses (PTE) are offered to parents of Nursery and Post 16 applicants only on a pre-agreed daily mileage.

COUNCIL PROVIDED MINIBUSES & TAXIS

For students accessing this service we can offer a taxi or bus on a shared basis and as such the service will collect in the morning to arrive at school opening times and then return at the end of the school day. Specific timetables will not be catered to and if a student wishes to arrive later or leave early then it will be the parent's responsibility to provide this. It takes a minimum of 20 working days to organise this arrangement and make any changes to it. This service is reviewed regularly to make sure the council is getting best value for money and as such the operator/driver can change frequently.

PASSENGER ASSISTANTS

Please be aware that Passenger Assistants are not immediately provided for each applicant. The decision on whether one is required for a passenger will be made by the Specialist Travel Team based on the information provided. They are usually provided due to a medical need such as the administration of Rescue Medication (Buccal Midazolam) in the event of a prolonged seizure or due to the amount of passengers on board at one time.

EMERGENCY CONTACTS

Please provide TWO contacts that you would like us to call in the event of an emergency. Please DO NOT list yourself as your details have already been collated on the front page.

NAME

NAME

RELATIONSHIP
TO PASSENGER

RELATIONSHIP
TO PASSENGER

ADDRESS

ADDRESS

MOBILE NUMBER

MOBILE NUMBER

IS THERE ANYTHING MORE WE NEED TO KNOW?

PLEASE USE THIS SPACE FOR ANY INFORMATION THAT YOU FEEL WILL HELP THE DRIVER AND OURSELVES FOR ANY FUTURE TRAVEL PLANNING TO ENSURE THE JOURNEY IS AS SAFE AS POSSIBLE...

CONTRIBUTION PAYMENT FOR NURSERY & POST 16 APPLICANTS

There isn't a statutory duty to provide transport for Nursery (Under 5's) or Post 16 aged students (16 to 18 year olds), although we currently offer a contribution scheme for Nursery & Post 16 students with an education, health and care (EHC) plan attending their designated/nearest assessment nursery or Post 16 establishment.

The agreed level of contribution for the 2025/26 academic year is £1140. Payment can be split into three termly payments, payable prior to the start of each term, no refunds are issued for reduced or cancelled travel.

For families on defined benefits (please see below), a contribution towards the cost of the transport assistance will be £330 for the academic year. This can also be split into three termly payments and no refunds are issued for reduced or cancelled travel.

- Income Based Job Seekers Allowance
- Income Support
- Free School Meals (as authorised by the Authority, not the school that your child is attending.)
- Child Tax Credit with annual income, as assessed by HM Revenue & Customs, of less than £16,190 on 1st September 2024 or subsequently on the date of application.
- Income related Employment and Support Allowance
- Universal credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- The guaranteed element of pension credit

Entitlement will need to be reassessed on an annual basis and necessary evidence must be supplied.

We assess every young person on their individual needs. The obligations that apply to school transport derive from the Education and Inspections Act 2006, (in particular section 508 A-G), and the Department for Education post-16 transport to education and training guidance.

For more information please visit www.shropshire.gov.uk/the-send-local-offer/travel-and-transport/

By signing the below you agree to the following.

- ◆ The information provided is true and comprehensive.
- ◆ The information can be used to create an individual Passenger Profile, the details enclosed within can be shared with the allocated transport provider(s).
- ◆ If any information changes regarding the passenger this form relates to you will inform the Passenger Transport Group as soon as possible. Failure to do so may put a passengers safety in jeopardy and transport may have to cease.
- ◆ You agree to a passenger assistant being allocated to the vehicle, should it be deemed necessary.
- ◆ You understand that transport provided is subject to change at any point the Council deems necessary.
- ◆ I give permission to store and process my data. This will be retained for a maximum of 6 years from receipt of this application

Parent, Guardian or Carer signature:

Date: