

## The Cornwall College Post 16 Transport Policy 2023/2024

### Scope of the Policy

This policy covers transport independently provided by the Cornwall College Group. Cornwall Council also provide transport to our learners and their Transport Policy can be found here <https://www.cornwall.ac.uk/transport/>

The Cornwall College Group works in partnership with Cornwall Council and local bus providers to offer bursary supported or subsidised travel to all learners aged 16-19 or 19-25 with an Educational Health & Care Plan (EHCP).

### Eligibility

To qualify for subsidised transport, or support towards transport costs through the FE Bursary, learners must:

- Be 16-18 years of age on the 31<sup>st</sup> August 2023, or aged 19 if the learner started the course before their 19<sup>th</sup> birthday. Alternatively, aged 19-25 and in receipt of an Education & Health Care Plan.
- Attend a full-time course that is offered at any Cornwall College Group campus.
- Lives at least three miles from their chosen campus. Transport can still be provided but the bursary is not able to support. The full cost will become payable.
- Apprenticeship learners will only be eligible for transport to and from college and will not be provided to and from the employer's establishment. Apprenticeship travel can be offered at a reduced cost if using one of the Cornwall College contracted buses or alternatively through the Travel for Cornwall Scheme, where daily, weekly or monthly passes can be purchased direct.

### Provision of Subsidised Transport

- i. This will vary dependent on the transport provider. In most instances transport is provided from the learner's home address at which the learner resides. If there is a shared residence or if there is a dispute and both parents are eligible for transport, it may be necessary to use the address of the person who is/was receiving Child Benefit payments.
- ii. Transport will only be provided to the campus to which the learner is enrolled.
- iii. Transport will only be provided during the academic term and at the beginning and end of the college day.
- iv. College transport cannot be used to get you to your work placement. The only time our transport could be used is if your placement takes place at college and you have a valid bus pass.
- v. Transport is not necessarily provided from door to door. Link transport will only be provided by the local authority, for a transport route where the learner's home address is more than 5 miles (walking) from a pickup/drop off point. Distances are calculated using the shortest available walking route.

## Payment of Travel Expenses

- i. The cost of an annual Cornwall College Group bus pass will be £600 for 2023/2024

### Payment Breakdown

- **Autumn Term**                   **£225**
- **Spring Term**                   **£225**
- **Summer Term**                   **£150**

These payments must be paid in advance of the term starting so that the learner is provided with their bus pass to allow them travel on buses provided by the Cornwall College Group. You can pay for your pass by either calling 0330 123 2523 and selecting the second option on Option 3 or through our online shop on our website.

If payment is not made in advance, learners will not be permitted to travel on college transport. A bus pass, in conjunction with a College ID badge, must be shown to the driver each time the learner boards a bus. Without a valid bus pass the learner will be unable to ride.

### Financial Support towards Travel

- ii. Learners whose household income is below £70,000 per year, may be eligible for financial support towards the cost of their bus pass through the 16-18 Further Education Bursary Fund. Learners can apply for this fund through the College's website.
- iii. For young parents under the age of 20 can apply for support through Care to Learn to help pay towards transport costs and childcare. Please note "young" people are not permitted to travel on college transport – if you need to get your child to nursery then you must make alternative arrangements.
- iv. Learners aged 19-25 who travel on buses within Cornwall and with an Education & Health Care Plan are eligible for free transport.

### Refunds

Refunds will not be given for individual days or weeks when the learner does not access the college transport. If a learner leaves a course early, they will not be refunded for that term's travel but will not need to pay towards the proceeding terms. The college has the right to amend timetables including days.

### Lost Bus Passes

If you lose your bus pass you will not be able to use the College buses. You must speak to your Campus Support Officer or Engagement and Progression Officer, who will provide you with a time-limited temporary bus pass. For Safeguarding and Health and Safety reasons you will not be able to travel on college transport without a valid bus pass. A replacement bus pass will be issued at an additional cost of £10.

### Applying for Transport

- i. Applications for transport for the academic year 2023/24 can be made from June 2023, via [www.cornwall.ac.uk/transport](http://www.cornwall.ac.uk/transport)
- ii. To guarantee your Autumn Term Bus Pass to arrive in readiness for the start of term your bus pass application must be received, and the first term paid, by no later than 4<sup>th</sup> August 2023. Initially you will be issued with a travel letter to allow you to access the bus whilst we process your Student ID Card and photograph.

- iii. Applications after this date will be processed as quickly as possible but cannot be guaranteed for the start of the Autumn Term.
- iv. If transport is not in place, learner's will need to make their own travel arrangements into college and the cost of this will not be refunded.
- v. At the very beginning of term learners will be provided with a letter to enable them to travel, prior to receiving their bus pass.
- vi. Once you have applied, you will be committing to holding a seat on College Transport for the full academic year. If you have a change of circumstances and no longer require a travel pass, you must inform Student Finance & Transport. If you do not inform us, you will still be financially liable for the cost of the pass.

### **Appeals Process**

In the event of your travel pass application being declined and if it is felt that there is a right to appeal the decision on the following grounds:

- Eligibility
- Distance from home to college calculations
- The safety of the route
- The transport arrangements offered

Please email [studentfinance@cornwall.ac.uk](mailto:studentfinance@cornwall.ac.uk)

The Student Finance Team will review the original decision and will respond with a written outcome including:

- The rationale for the decision.
- What factors were considered.
- How to escalate further if required.

### **Transport Rules**

To keep all learners safe whilst using transport provided by Cornwall College, learners must:

- i. Only travel on the route stated on your bus pass.
- ii. A valid bus pass and student ID must be shown each time learners board the bus. Without a valid bus pass travel will be refused.
- iii. Must follow the Student Code of Conduct at all times. Smoking, vaping and inappropriate behaviour will not be tolerated and will result in your bus pass being revoked.
- iv. The carrying of weapons or the use of illegal substances is prohibited.
- v. The travel pass does not include any travel to work placement, students will need to make their own arrangements.

### **Taxi's**

Due to circumstance some learners may require a taxi to access their education at college. To apply for a taxi, you will need to contact your Council or Local Authority direct. For students travelling in Cornwall, when applying to the Council you will need to explain why bus travel is not appropriate. Alongside this you will also need to provide a statement of need from an independent practitioner, such as a Doctor or Social Worker. Need to check with CC regarding their policy