

TRANSPORT – ADDITIONAL SUPPORT NEEDS

Date

Minimum 5 working days notice required by Shared Services

NEW ARRANGEMENT

ALTERATION

CANCELLATION

CONFIRMATION

Child's Details

Name

Date of Birth

Address

email

Telephone

Psychologist

Parent/Carer

Present placement

To be admitted to:

Address of proposed placement

Authorised by (Head Teacher)

Telephone

In determining the types of travel for children authorised for travel assistance, consideration should be given to the following:

- Distance to be travelled
- Ability for independent travel
- Journey duration
- Need for supervision / escort

Before submitting a request for a new taxi contract, alternative transport arrangements should be discussed with parent/carer, such as

- Travel expenses – EDC will reimburse mileage expenses for ASN pupils to EDC establishments at £0.45p per mile. <http://thehub.eastdunbarton.gov.uk/business-hub/forms-and-requests/education-forms-and-requests/transport-forms>
- Combination of journey with existing transport arrangement
- Walking - maybe appropriate for short distances
- Escorted / non escorted transport by Public bus service - maybe appropriate for older children

Please confirm discussions with parent/carer have taken place

YES

If no alternative arrangement available, a taxi contract can be requested by completing this form and emailing requestforassistance@eastdunbarton.gov.uk - include TRANSPORT in email subject.

Arrangement Requested _____

Date of commencement _____

To be collected from _____

To arrive at (time) _____

At (place) _____

To be collected from _____

At (time) _____

And returned to _____

Days required _____

Escort needed YES NO

Child in wheelchair YES NO

Buggy YES NO

Child to travel alone YES NO

Hackney cab required YES NO

School bus YES NO

Any other relevant information relating to specific requirements of child whilst being transported.

YES NO

If yes, please provide/attach details.

AUTHORISED FORMS SHOULD BE SENT TO: transport.ema@eastdunbarton.gov.uk