

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/carers, 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/carers 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