



From mountain to sea

# Privilege School Transport for In-Zone Pupils

## Information and Application Form

PTU

Aberdeenshire Council  
Woodhill House  
Westburn Road  
Aberdeen AB16 5GB

Tel. 01467 533 335

[school.transport@aberdeenshire.gov.uk](mailto:school.transport@aberdeenshire.gov.uk)

### Out-of-zone?

There is a separate leaflet entitled “Privilege School Transport for Out-of-Zone Pupils” for pupils attending school on a “placing” basis.

Go to:

[www.aberdeenshire.gov.uk/roads-and-travel/school-transport](http://www.aberdeenshire.gov.uk/roads-and-travel/school-transport)  
to download a copy of the form, or call us for a paper copy.

## What is Privilege School Transport?

Education authorities are required to provide pupils, who are not entitled to free home-to-school transport, with privilege places on school transport where capacity allows, and they may charge for such transport.

School transport routes are determined by the pick-up and drop-off (PUDO) locations required for pupils who are entitled to free home-to-school transport. Usually pupils applying for a privilege place will be allocated a PUDO on a pre-specified school transport route. It is your responsibility to ensure that your child gets to and from the designated PUDO. If there is no school transport in your area, your application may be declined.

Further information regarding school transport is provided in the Council's "Home-to-School Transport" guide, available from schools and on our website.

## What Does a Privilege Pass Provide?

The pass entitles the pupil to travel on the school transport contract denoted on the pass, between the designated PUDO and school. Transport is provided to/from school at opening and closing times during term-time. The pass is not valid on any other home-to-school transport contract or bus service.

Pupils should always carry their pass when travelling on school transport. The driver may refuse a pupil attempting to travel without a valid pass.

## My Child Already Has a Privilege Place – Do I Need to Re-apply?

No. If your child already travels to school on a privilege place basis and you wish this arrangement to continue you need not re-apply. You will continue to be charged and you will receive a letter during the summer holidays confirming the continuation of your child's transport arrangements and enclosing a new Privilege Pass. This arrangement will continue until your child leaves the school that they attend, unless otherwise advised.

You will need to re-apply if your child is moving to a new school (e.g. starting secondary school) or if you have moved address and wish to use a different school transport route or PUDO.

## What if Transport is No Longer Required?

Please return the pass with a letter stating the date transport should be cancelled from. We will contact you if a refund is due.

**Please note that a refund can only be processed once the pass has been returned to the PTU.**

## How Do I Apply for a Privilege Place?

Complete the transport application form and return it to: PTU, Aberdeenshire Council, Woodhill House, Westburn Road, Aberdeen, AB16 5GB. See the reverse of the application form for further information.

If your application is successful you will receive a Privilege Pass. If your application is unsuccessful you will be advised accordingly.

## How Much Does Privilege School Transport Cost?

Prices can be found on the Aberdeenshire Council website at [www.aberdeenshire.gov.uk/roads-and-travel/school-transport](http://www.aberdeenshire.gov.uk/roads-and-travel/school-transport) or call us on 01467 533080.

The charges are for a place on one vehicle. If you require a place on a second vehicle, such as for connecting transport or transport to another address, a separate charge will be levied.

### **The Council retains the right to withdraw privilege transport or to re-designate the pick-up and drop-off point (PUDO).**

If you are applying for transport part-way through a school year you will be charged on a pro-rata basis. Call us on 01467 533080 to ask about the price and payment options.

No refund will be made for absence or periods when school transport is unavailable, for example, during inclement weather.

## How Can I Pay?

You can opt to pay by four instalments through direct debit or you can pay the full amount outright. If it will cause you financial hardship to pay in these ways please call us on 01467 533080 to discuss your circumstances.

### **a) By instalment (direct debit)**

Direct debit is the easiest method of payment. You receive one advisory invoice at the beginning of September stating the cost for the full year. The invoice total is split into four equal payments taken at the end of September, November, January and March.

To request a direct debit mandate form call us on 01467 533080.

We can only set up direct debit arrangements at the beginning of the school year. If you apply for transport during the course of the year your direct debit will not take effect until the following school year. In the interim you will receive an invoice to cover the total cost of transport up to the summer holidays.

## b) Full amount

You may opt to be invoiced for the full amount. Invoices are issued at the beginning of September each year for immediate payment. Details of how to pay are provided on the rear of the invoice.

## How Do I Get a Replacement Pass?

If a Privilege Pass is lost you can request a replacement, at a charge, via the school. The new pass will be posted to your home address.

## Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council. The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- The allocation of a seat on the most relevant school transport vehicle
- To allow Aberdeenshire Council to collect payments from you, if and when they become due

Your information is:

Being collected by Aberdeenshire Council	X
Has been provided to Aberdeenshire Council by	N/A

The Legal Basis for collecting the information is:

Personal Data	Special categories of personal data	
Consent		The data subject has given explicit <b>consent</b> to the processing
Performance of a Contract	X	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law
Legal Obligations		
Vital Interests		Processing is necessary to protect the <b>vital interests</b> of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent

Task carried out in the Public Interest	Processing relates to personal data which are made <b>public</b> by the data subject	
Legitimate Interests <sup>1</sup>	Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
	Processing is necessary for reasons of <b>substantial public interest</b>	
	Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of <b>health or social care</b> or treatment, or the management of health or social care systems	
	Processing is necessary for reasons of public interest in the area of <b>public health</b>	
	Processing is necessary for archiving purposes in the <b>public interest</b> , scientific or historical research purposes or statistical purposes	

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Privilege School Transport will not be provided

Your information will be shared with the following recipients or categories of recipient:

Your child's school (child's name and address only)  
 The bus operator (child's name and address only)  
 Aberdeenshire Council Revenues Team and may be shared with: HM Revenue and Customs, National Fraud Initiative, Spikes Cavell, Sherriff Officers and Debt Collection Agencies, Department for Work and Pensions  
 Aberdeenshire Council Benefits Team (in the case of those indicating entitlement to a Clothing Grant)

<sup>1</sup>Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not Applicable

The retention period for the data is:

7 years from the final year of transport provision in accordance with financial regulations

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

# IN-ZONE APPLICATION FORM FOR PRIVILEGE SCHOOL TRANSPORT PLACE

## PLEASE USE BLOCK CAPITALS

Date transport required from ..... 20 .....

Pupil's name .....Date of Birth.....

School .....Year Group .....

Home Address .....

.....

.....Postcode .....

Tel. No. ....

Requested pick-up/drop-off point (if different from above) Include postcode.

.....

Are you currently in receipt of a School Clothing Grant? YES/NO\*

P1, S5 and S6 pupils: clothing grants are not awarded until pupils start to attend class.

Will your child(ren) be entitled to receive a School Clothing Grant YES/NO\*  
\*(delete as applicable)

If you already pay for school transport for other children please give name(s) here:

.....

Full Name of Parent/Carer .....

I wish to apply for a privilege school transport place for my child(ren).

If my application is successful I agree to pay the amount due.

I understand that failure to pay the amount due may result in travel being cancelled.

Signature. ....Date .....

*See overleaf for notes on the application process*

## Notes on Application Process

If you are applying for transport to take effect from August, we would ask that you submit your completed form by **1 July** if possible. No guarantee can be given that transport will be provided from the start of term if your application is received after this date.

If you are applying for transport to start at a different time of year, for example after the October school holidays, we aim to process your application within 5 working days.

Please use the same form if you are applying for transport for more than one pupil. You can use the space below if you run out of room overleaf.

### **Please return this completed application form to:**

**PTU**

**Aberdeenshire Council**

**Woodhill House**

**Westburn Road**

**Aberdeen**

**AB16 5GB**

### **Out-of-zone?**

**If your child attends an out-of-zone school, do not use this form as it will be returned to you. There is a separate form for pupils attending school on a “placing” basis. Call us for a copy of the form, or go to [www.aberdeenshire.gov.uk/roads-and-travel/school-transport](http://www.aberdeenshire.gov.uk/roads-and-travel/school-transport) to download a copy.**