



Paid Travel Permits Terms and Conditions

Person Responsible:	Mrs S Neill	Frequency of Review:	1 Year
Authorisation By:	Headteacher	Notice Date:	01/02/2025
Authorisation Date:	21/05/2024	Review Due By:	01/05/2025

Please read the following terms and conditions (“the conditions”) and only complete the application to purchase a pass if you understand and agree to adhere to the conditions below.

[Transport Application](#)

The conditions represent an agreement between Upper Wharfedale School (UWS) and the parent / guardian of the student who is provided with a paid travel permit.

1. A paid travel permit will only be considered where there is a spare seat.
2. Passes are allocated on a first come first served basis.
3. Existing transport will not be diverted or extended to accommodate this application, nor will any additional vehicle capacity be added to a route or extra costs incurred to accommodate a paid travel permit application.
4. A paid travel permit will not be issued until either full payment is received or a correctly completed direct debit mandate has been received.
5. UWS reserves the right to withdraw the paid travel permit at its discretion, any time, without giving a reason. The following are examples of situations where a pass can be withdrawn (this is not an exhaustive list).
 - if the journey becomes solely used by paid travel permit holders or where entitled pupils can be accommodated by other means
 - it is no longer lawful for the UWS to provide and charge for a permit
 - if the allocated seat is required for a student entitled to home to school transport
 - if a reduction in vehicle capacity is required during the course of the academic year
 - if the UWS consider the pass holder’s behaviour is such that it causes inconvenience to other passengers or drivers
 - if a review of transport in the area where the service operates has been done and there is a change to vehicle requirements as a result
 - Failure to adhere to the behaviour code of conduct as set out on [Behaviour, Positive Attitude to Learning Policy](#)
6. By completing the application, **you are confirming that your child has read and agreed to adhere to the policy.**
7. Failure to meet any instalment by direct debit may result in the transport being withdrawn. You will be notified in writing should this occur and the outstanding balance must be paid or an invoice will be issued to claim any monies owing to UWS. In the event that you do default on payment and you have

been provided with a discounted or commercial pass, you are responsible for the full cost of the commercial pass to UWS.

8. Should transport be withdrawn as a result of failure to meet any instalment by direct debit, you will remain responsible for the cost of the paid travel permit up to the date of withdrawal and you will be invoiced for any monies owing.
9. To cancel the paid travel permit, the pass or passes must be returned to UWS office along with an email to admin@uws.n-yorks.sch.uk. You will remain responsible for the cost of the permit until the date it is received by the UWS Office.
10. Where an application is made part way through the year or after 31 October the contribution may be charged pro-rata. However, where a valid pass was issued the previous year/s on the service you are applying for, and you can't prove that you have used alternative transport until then, you will be charged full price regardless of when you apply.
11. The travel permit must be carried by the holder on each occasion a journey is undertaken and shown to the driver, passenger assistant or any nominated officer of UWS as required. Failure to carry the permit may result in travel being refused.
12. In the event that a pass is lost please purchase another from the AV Room at the cost of £3.
13. The travel permit must only be used by the person named on it and is not valid for travel for any other party.
14. Any application for a refund will be considered and be subject to the sole discretion of the UWS. In the event of a refund being accepted it will be calculated up to the day that the pass or passes are received by the UWS, regardless of whether transport has been used or not.
15. Details about the information we collect and how we use it are available in [Privacy Notice for Parents, Guardians & Students](#)
16. If you are eligible to receive assistance with payment of transport please contact [North Yorkshire Council](#) directly.