




Parent Agreement - Small Vehicle Transport

This agreement is for parents/ carers of students travelling in taxis or people carriers. This agreement must be signed and dated before transport commences.

Contacting the Transport Team

You can contact the transport team using the following details. Please note that the service is very busy in the morning and during the afternoon school run periods therefore please email any non-urgent requests and use the web form to notify the Team of absence.

Telephone	01642 444974
Email	transport@redcar-cleveland.gov.uk
Notifications of absence 	Please complete the web form at https://www.redcar-cleveland.gov.uk/schools-and-education/school-transport-information-for-parents Or alternative please scan the QR Code.

Provision of Transport

- I understand that the passengers in the taxi may change over time, or that my child may be moved to a different taxi route, and that pick up/drop off times may vary accordingly, therefore the Council is unable to accommodate requests for specific pick up/drop off times.
- In some circumstances children may be travelling in a taxi alone (either with or without a Passenger Assistant). Where this is applicable, I understand that this is not a personal taxi for my child and that other passengers may be added to the vehicle as required.
- I understand that, wherever possible the Council will try and maintain consistency for students in respect of the driver and vehicle but that this is not always possible.

Pick up and drop off times

- I understand that transport will only be provided at the start and end of the school day and that no adjustments can be made to meet individual requirements (for example medical appointments, after school clubs, detention, school trips, revision classes or to accommodate reduced timetables).

Pick up points

- I understand that Home to School Transport will only be provided from/ to one pick up/ drop off point – normally the home address of the student and that this cannot be changed to facilitate childcare arrangements.

Informing the Transport Team when transport is not required

- If transport is not required, I agree to notify Redcar & Cleveland Borough Council's Transport Team at the earliest opportunity. I understand that failure to do so may result in unnecessary costs to Redcar & Cleveland Borough Council, and that I may be held liable for the cost of any unnecessary expenditure on transport.
- I understand that periodic checks of school attendance will be undertaken as part of regular transport audits, to ensure the Council has not paid for any unnecessary journeys.
- I understand that if my child misses a morning journey it will be assumed that they are not attending school and the taxi will not attend to collect them in the afternoon.
- I understand that if the Transport Team become aware that my child has missed a journey, and they have not been informed, that transport will be suspended temporarily.
- I understand that if I cancel transport due to illness or absence, I will need to contact the Transport Team to agree a date when transport will be restarted, and that at least one working days' notice is required to restart transport.

Change of Circumstances

- I understand that amendments to transport arrangements will only be made in exceptional circumstances (for example, change to pick up times or temporary change to pick up points) and that any requests must be made to the Council's Transport Team who will advise if changes can be accommodated. I understand that requests must not be made to the driver, taxi company or passenger assistant.

- I understand that any notifications of absence must be made to the Transport Team (not the driver/ taxi company).
- I understand that any fundamental changes to transport requirements such as a change of address, request for a different method of transport or change of school will require a new application for transport.
- I understand that if my child is diagnosed with any medical condition or there is a change to their needs that it is my responsibility to inform the Transport Team.
- I understand that it is my responsibility to ensure the Transport Team have up to date contact details for me, including mobile phone telephone and email address.

General Requirements

- It is my responsibility to ensure that my child is ready to leave for school by the agreed pick up time when the Home to School Travel vehicle arrives (either at my home or at a designated pick up spot) and that I will look out for the driver (drivers and PAs are not usually able to leave their vehicle to knock on doors as they are not permitted to leave other passengers unattended).
- I understand that if my child is not ready for pick up that the driver may not be able to wait and if so, will wait no longer than 2 mins. The driver will not return and I will need to make alternative travel arrangements to get my child to school.
- I understand that if I am not at the agreed drop off point at the end of the school day, the driver will wait no longer than 2 minutes before notifying the transport team who will make attempts to contact you initially and if necessary follow the appropriate safeguarding procedures.
- You may wish to provide your contact details to the driver/taxi office in order to be informed of late pick ups etc. Please note the driver is not permitted to request or accept contact details from your child.

Small Vehicle Transport Agreement - Signature and Declaration

By signing this agreement, I agree to the terms set out in the Small Vehicle Transport – Parent/Carer Agreement and commit to notify Redcar & Cleveland Borough Council's Transport Team at the earliest opportunity if transport is not required.

I have been sent two copies of this agreement and will maintain a copy for my records.

Name	
Relationship to student	
Email Address	
Telephone Number	
Signature	
Date	

Please return this form by post to:

Redcar & Cleveland Borough Council
Transport Team
Fairway House
Limerick Road
Dormanstown
TS10 5JU

or alternatively take a photograph of this form and email it to transport@redcar-cleveland.gov.uk