



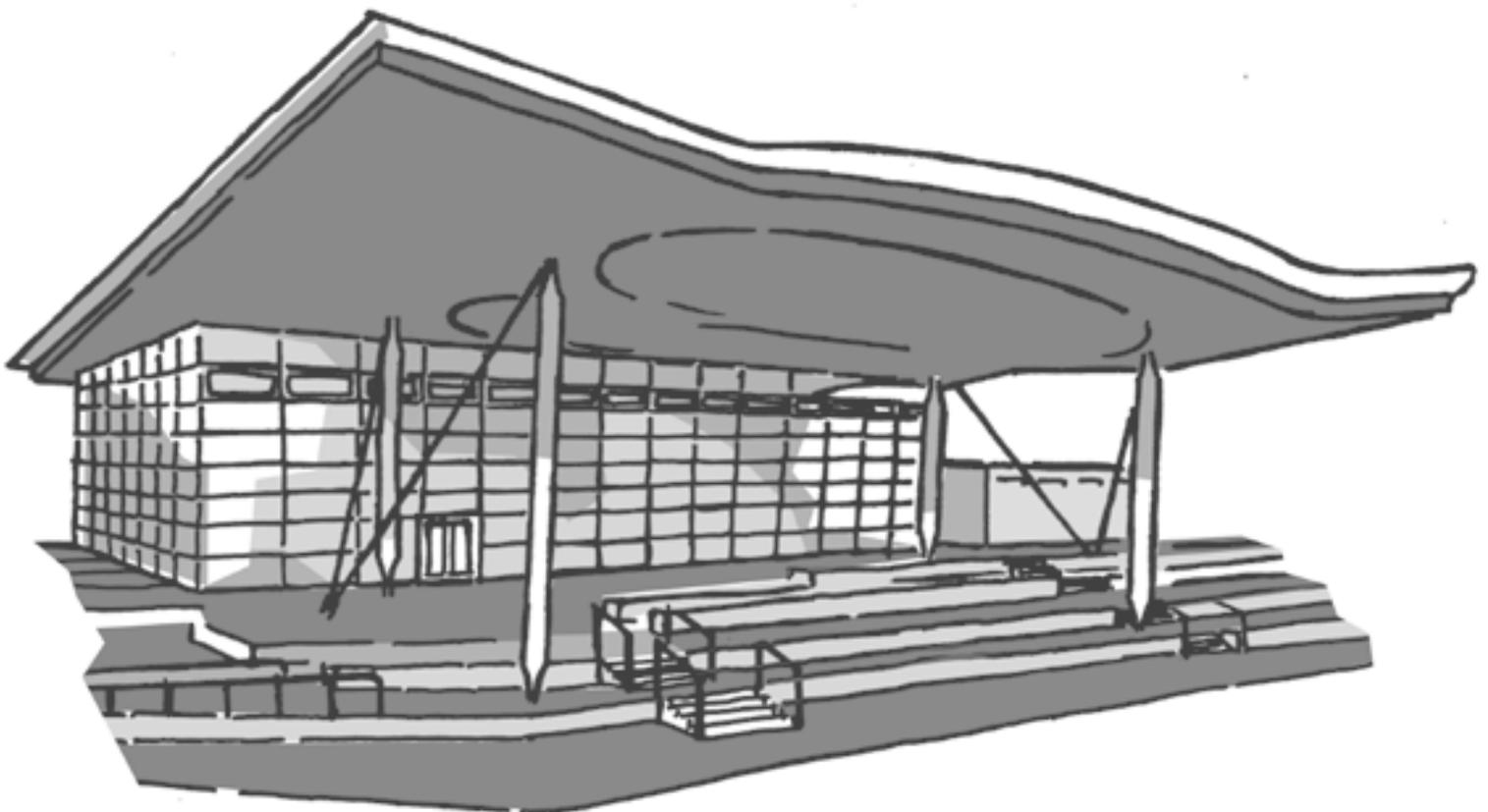
Llywodraeth Cymru  
Welsh Government

**Learner Travel:**

**The Law on Travel to School**

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This is an **Easy Read** document from the  
Welsh Government



**November 2014**

# The Learner Travel Operational Guidance

## Easy to Read Version

We are the Welsh Government and we have clarified the rules about safe travel from home to school in June 2014.

This document is about providing home to school transport and, guidelines for schools and local authorities and, how we can make travelling to school safer.

There is also information for parents and children.

This document also tells you about good behaviour while travelling between your home and school and this is called the Travel Code.

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# Chapter 1

## What this document is about?

The Learner Travel Measure 2008, which sets out the law on travel and transport to Learners.

### The Legal Duties of Welsh Ministers

Welsh Ministers must:

- Make an All -Wales Travel Behaviour Code.
- Promote access to Welsh Speaking Education.
- Promote **sustainable** types of travel.



**Sustainable** means, environmentally friendly ways in which to travel. Like walking or cycling or taking the bus.

## Legal Duties of the Local Authority

Local authorities must:

- Check the travel needs of learners.
- Give transport to young learners who live 2 miles or more from the nearest suitable school.
- Give Transport to older learners who live 3 miles or more from the nearest suitable school.
- Look after the needs of children who live in care.
- Raise awareness of Welsh speaking schools.
- Raise awareness of **sustainable** travel.



**Sustainable** means, environmentally friendly ways in which to travel. Like walking or cycling or taking the bus.

## Other Duties of the local authority

- Some free transport is at the **discretion** of your local authority.

**Discretionary transport** means, who they choose to give transport to. If you do not live far enough from school local authorities can choose to give you transport but they do not have to by law.



## Legal Duties of Head Teachers

- Head Teachers must make sure you know about the Travel Code.
- Head Teachers must make sure you follow the Travel Code.



## Assessing Needs

**Assessing Needs** means, information used by the local authorities to decide how to get you to school safely.



## Local authorities must think about

- What are your travel needs.
- Which school you go to.
- What their legal duty is to you.
- If they can give you free travel.
- If you already have arrangements for free travel.

## This information is what the local authority must also know

- If you are a disabled learner.
- If you live in a **residential home**.



A **Residential home** is a place that is safe for you to live, like a care home or foster home if you cannot live with you parents or family.

- Your Age.
- If your route is safe.
- If you get upset by the travelling.
- If your trip takes too long.

Your local authority needs to know the best way to get you to school

- But, this does not include school trips.
- And they have to do this each year.

## The local authority has to make transport arrangements for learners of school age.



- If you go to a special needs school you may have free school transport.
- You can have free transport if you live 2 miles or more from your nearest suitable primary school.
- You can have free transport if you live 3 miles or more from your nearest suitable secondary school.

## What does nearest suitable school mean?

This means that you go to the school that is best suited to your needs



- You can choose the best school for you.
- You may want to go to a school that is of your faith.
- You may want to go to a school that speaks Welsh.

But you may only get free transport if that school is the nearest and best for you as a learner.



## What does Looked After Children mean?

**Looked After Children** means any child or young adult that lives in the care of the local authority, like a care home.



## What does Dual Residency mean?

**Dual Residency** means learners, whose parents or carers do not live together but in different homes.

## Transport for Learners over 16

Local authorities do not have to give you free transport.

And, if you are a disabled learner over the age of 16, local authorities do not have to give you free transport.

## Nursery Children

If you are under the age of 5, the local authority does not have to give you free transport.

## Welsh Speaking Education or English

Some people go to Welsh speaking schools.

Some people go to English speaking schools.

But, the rules for free transport are the same.

## Special Education Needs



If you have a disability then you may get free transport to your school.

This may be because the best school for your needs may be further away from where you live.

**The full version of this document will give you more information.**

## Chapter 2

### The All Wales Travel Behaviour Code

#### **The Travel Code sets out what you must do when you travel.**

The Travel Code is to encourage safe travelling.

These rules cover all of Wales.

The Travel Code is made up of 2 parts.



1. The Travel Code sets out how you must behave when travelling on a bus or a train or walking.
2. The Travel Code sets out how to behave on the school bus.

We want all

- Learners
- Councils
- Schools
- Parents
- Train and Bus service providers

to know the rules. And use them.



## Enforcement of the Travel Code – Sanctions

**Sanctions** are local authority punishments if you misbehave.

If you misbehave you can have your transport taken away.

There is a set of rules the local authority must follow before they take away your transport.

And, the local authority must be sure that the learner has broken the rules for safe travel.

The table sets out the Rules you must follow and your Rights when travelling.

<b>Your Responsibility</b>	<b>Your Safety</b>	<b>Your Rights</b>
<p>Always respect others including other learners, drivers and the public.</p> <p>Always respect vehicles and property.</p> <p>Always be polite.</p> <p>Never Drop litter.</p> <p>Always obey the law.</p>	<p>Always behave well when travelling.</p> <p>Always follow the driver's instructions when travelling.</p> <p>Always cross the road safely and responsibly.</p> <p>Always travel by a safe route.</p>	<p>To be safe when you travel.</p> <p>To be treated fairly and with respect.</p> <p>To tell some one if somebody is causing you problems.</p> <p>Not to be bullied or picked on.</p>

## Before your transport is taken away



- You and your parents can say your side of what happened.
- You can speak to your head teacher.
- If your transport is taken away then there has to be a good reason for this.

The local authority has to make sure that it is fair to stop your transport.

Before stopping transport, the local authority must think about:

- your school age
- if you are a learner with special needs
- if you are a learner with any disabilities
- if this stops you from taking an important exam
- if you can still get to school.

Your parents must have a day's notice if transport is taken away.



- Your transport cannot be removed for more than 10 days in a row.
- And, 30 days in one school year.
- Welsh Ministers can make changes to the rules.
- If the rules change you will be asked.

### **Raising Awareness**



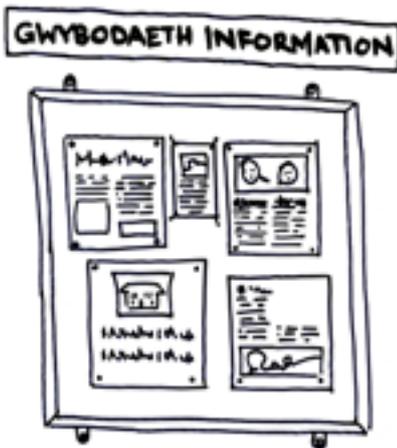
- School Councils play a big part on things like bullying.
- School Councils can take action to stop it.

United Nation rules say that the opinion of children should be considered when adults make decisions about them.

**The full version of this document will give you more information.**

## Chapter 3

### Publication of School Transport Polices and Information for Parents



- This sets out what information local authorities must tell you.
- When they must tell you.
- How this information should be given to you or your parents and teachers.
- How this information can be made available to you or your parents and teachers.

These rules do **not** cover

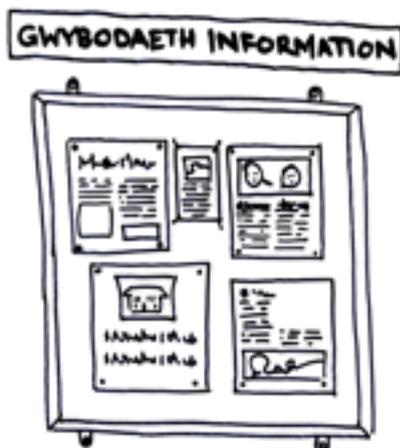
- Travel during the day for learners to go to other schools.
- School trips.

As well as the Travel Behaviour Code local authorities must publish the following information

- General **Policy** on providing free transport.

**Policy** means what Welsh Government wants the local authorities to do for you.

- Policy for where free transport is not provided.
- Payments for transport.
- How you make a complaint.
- Transport if you have learning difficulties.
- Arrangements for travel made by other organisations.
- Information must be available before the start of the next school year.



Information must be available on local authority websites.

- To your parents with no charge if they ask.
- In your school.
- All places that you may want to learn in.
- All parents of pupils who are changing schools.

## Local Authorities must provide free the following information:

- Travel arrangements which are necessary to get you to school.
- Travel arrangements using their **discretionary** powers.



**Discretionary transport** means, who they choose to give transport to. If you do not live far enough from school local authorities can choose to give you transport but they do not have to by law.

- Parents must be able to understand the choices. That they make for you.
- And the costs.

**The full version of this document will give you more information.**

## Chapter 4

### Safety on Learner Transport

- All Learner Transport needs to be safe.
- The reason for the rules is to make sure that all learner transport is safe for you to use.
- The rules make your journey to school safer.



#### Providing Seat Belts

- The rules state that by 1st October 2014 all school buses must have seat belts fitted to them.
- If you are travelling on a regular bus it may not have any seatbelts.



## Wearing Seatbelts

- If you are 14 or older then you must wear a seatbelt if you have one.
- If you are under the age of 14 the driver must tell you about wearing a seatbelt.
- If you have a medical condition you may not have to wear a seat belt.
- But you have to prove it.
- You must have a doctor's note.

## Wearing Seatbelts

### Criminal Sanctions

**Criminal Sanctions** are punishments the police can take if you break the law.



- The police make sure seatbelts are on your school bus.
- The police can do spot checks.
- This means that they can stop a bus if they think that it may be unsafe to travel on.

If your school bus does not have seat belts, the police may take action against:

- the local authority
- the school's governing body
- the bus company
- a person – if that person is the reason the law was broken.

**The full version of this document will give you more information.**

## Chapter 5

### Risk Assessment of Walked Routes to School



#### Risk Assessment Procedure

This section covers the risks to learners who walk to school.

The local authorities have to check:

- your route conditions
- can you cross the road safely
- traffic
- history of accidents
- footpaths
- crossing points
- canals, rivers and ditches
- the lighting in an area
- level crossings.





## Social Dangers

**Social Dangers** can be stranger danger, bullies, muggers, thieves, murderers or kidnappers. Any place or people that make you feel unsafe.

- Your local authority will check any routes that they think may be dangerous.
- We want different organisations to work together to tackle social dangers.
- Parents teachers and local authorities will work together where learners are worried about dangers.



## Seeking the Views of Children

- Children are the users of the walked routes to school.
- So children should be asked if they feel safe walking to school.
- The local authority can get the views of children in different ways.
- You can contact your local authority and let them know about your views.



## Helping to Ensure the Safety of Children on the Home to School route

- There are a number of ways in which the local authorities can help.
- Provide lollipop people.
- Encourage children to walk with adults or friends.
- Kerb craft training – Teaching children how to cross the road safely.
- Give school lessons or assemblies to talk about safe behaviour.





## **Roles and Responsibilities**

### **Parents Responsibilities:**

- Your parents should decide what age is right for you to walk alone to school.
- Your parents need to make sure you get to school.
- Your parents also need to make sure you get home from school.
- Your parents should make you aware of the Travel Code.
- The Travel Code sets out good behaviour when travelling between home and school.



## Head Teachers

Head Teachers have a responsibility to do the following:

- Teach children to use the Travel Code.
- Check standards of behaviour are acceptable.
- Make the Travel Code part of school Behaviour policy.
- Head teachers must also make sure you follow the health and safety rules.



## Health and Safety Responsibilities

- Health and safety rules help stop accidents.
- These rules need to be in place to help you.

**The full version of this document will give you more information.**

## Chapter 6

### Parents' Responsibilities



#### Learners who get Free Transport

- Your child can attend a special needs school and may have free school transport.
- Your child can have free transport if you live 2 miles or more from the nearest suitable primary school.
- Your child can have free transport if you live 3 miles or more from the nearest suitable secondary school.

## Nearest Suitable School

What does nearest suitable school mean?

**This means that you go to the school that is best suited to your needs and is nearest to your home.**



- You can choose the best school for you.
- You may want to go to a school that is of your faith.
- You may want to go to a school that speaks Welsh.

But your child may only get free transport if that school is the nearest and best for them as a learner.

## Parental Preference



- Some people go to a Welsh Speaking School.
- Some people go to an English speaking School.
- But the rules for free transport are the same.

## The Travel Behaviour Code

- The Travel Code sets out your child's responsibilities when they travel.
- The Travel Code sets out your child's rights when travelling.
- The Travel Code sets out what your child should do when they travel.
- These rules cover all of Wales.



## Dual Residency

### What does Dual Residency mean?

**Dual Residency** means learners, whose parents or carers do not live together but in different homes.

Your local authority must still check to see if you can have free travel to school.

## Accompanied Children

### What does escort mean?

**Escort** means a person who accompanies a child to school normally a parent but this could also mean some one chosen by the local authority.



- Parents must make sure children have an education from age 5.
- Parents must decide whether a child needs an escort to school.
- Local Authorities do not have to provide an escort unless the child has a doctor's note.

**The full version of this document will give you more information.**

# Chapter 7

## Schools' Responsibility

Your school must:



- make every learner aware of the Travel Code
- train teachers about the Travel Code
- your school should tell you who you can report bad behaviour to
- keep records of bad behaviour
- pass these records on quickly to people who will deal with the bad behaviour
- your school should know about the Travel Code and how to deal with bad behaviour.



## Schools' Responsibility

All head teachers should make sure that their pupils follow the Travel Code.

- local authorities can give advice to your parents about transport to school.



## Seatbelts on Learner Transport

- From 1 October 2014 **dedicated** school buses must have seatbelts fitted.

**Dedicated** means transport that is solely for the purpose of taking Learners to and from school.

**The full version of this document will give you more information.**

## Terms we have used in Easy Read document

Some of the terms that we have used in this document have been coloured **blue**.

We have done this to help you understand what we mean by them.

**sustainable** means Environmentally friendly ways in which to travel. Like walking or cycling or taking the bus.

**discretionary transport** means who they choose to give transport to. If you do not live far enough from school local authorities can choose to give you transport but they do not have to by law.

**assessing needs** means information used by the local authorities to decide how to get you to school safely.

**residential home** is a place that is safe for you to live, like a care home or foster home if you cannot live with your parents or family.

**nearest suitable school** this means that you go to the school that is best suited to your needs.

**sanctions** are local authority punishments if you misbehave.

**policy** means what Welsh Government wants the local authorities to do for you.

**discretionary transport** means, who they choose to give transport to. If you do not live far enough from school local authorities can choose to give you transport but they do not have to by law.

**criminal Sanctions** punishments the police can take if you break the law.

**social dangers** can be stranger danger, bullies, muggers, thieves, murderers or kidnappers. Any place or people that make you feel unsafe.

**dual residency** means learners, whose parents or carers do not live together but in different homes.

**escort** means a person who accompanies a child to school normally a parent but this could also mean some one chosen by the local authority.

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