

## APPLICATION FOR PAID TRAVEL PERMIT – 2009/2010

The County Council allows pupils who are not entitled to assistance with transport to school or college to travel on contracted vehicles by purchasing a Travel Permit. Permits are only available on those services marked as **“PERMITS ONLY”**. Services marked “Permits & Fares” operate as registered local bus services where school children without permits can travel on payment of daily fares.

- The cost of a Travel Permit for children under 16 is £271 per academic year and £325 per academic year for students over 16 **with the exception of routes 986C (Skipton) and 981C (Eastby & Embsay) where permits are charged at £360 per year (based on a discounted rate of the equivalent commercial bus fare of £2.20 child day return).**
- These charges can be paid in one initial instalment of £271/£325/£360 or by Direct Debit.
- Monthly instalments are taken on the first day of each month between the 1<sup>st</sup> October 2009 and the 1<sup>st</sup> June 2010. A direct debit mandate showing payment dates and amounts will be forwarded to the account holder at least 10 working days prior to the first payment being made.
- No Travel Permit will be issued until either full payment is received or the Direct Debit mandate is completed and returned.

The issue of a Travel Permit is subject to the conditions stated below. **Please note that travel is not guaranteed at any time and permits may be withdrawn at short notice, subject to the availability of seats, in which case a proportional refund will be made.** The County Council will not provide additional capacity or divert vehicles from their normal route to accommodate this application.

### IMPORTANT

**Paid Travel Permits are only available on those services marked as “PERMITS ONLY”. Services marked “Permits & Fares” operate as registered local bus services where school children without permits can travel on payment of daily fares.**

Paid Travel Permit Applications should be returned to Integrated Passenger Transport in an envelope clearly marked **“Private & Confidential”** to the following address (at present we are unable to accept electronic applications):

Travel Permit – Finance  
Integrated Passenger Transport  
North Yorkshire County Council  
County Hall  
NORTHALLERTON  
North Yorkshire  
DL7 8AH

NORTH YORKSHIRE COUNTY COUNCIL  
INTEGRATED PASSENGER TRANSPORT  
APPLICATION FOR PAID TRAVEL PERMIT 2009/2010 ACADEMIC YEAR

**Web  
Application**

I hereby apply for a paid travel permit in accordance with the following details:

IPTU	DATE OF BIRTH :
PUPIL NAME:	TELEPHONE :
ADDRESS:	SCHOOL ATTENDED :
	ROUTE NUMBER :
	BOARDING POINT :
	PAYMENT RATE :

Payment Options please tick your preferred option			
Direct Debit	<input type="checkbox"/>	Please complete and return the enclosed Direct Debit form with this application	
Cheque / Postal Order	<input type="checkbox"/>	Please make payable to North Yorkshire County Council and attach securely to this application.	
Credit / Debit Card payment	<input type="checkbox"/>	Please complete all details below	
For Credit / Debit Card payments only please complete the appropriate boxes			
Visa	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>
Switch	<input type="checkbox"/>	Delta	<input type="checkbox"/>
Card Number			
Valid From	M	M	Y Y
Expiry Date	M	M	Y Y
3 Digit Security Code (last 3 digits on reverse of card)			
Issue No (Switch only)			
Parent/Guardian Signature	Date		
For Office Use Only			
Date Received			
Payment Method	Direct Debit Cheque/Postal Order Credit/Debit Card		
Allocation:	E90505407E9144		
Date Pass Issued			
Initials			

Parent / Guardian and Pupil Agreement			
<b>We understand that:</b>			
<ul style="list-style-type: none"> <li>North Yorkshire County Council can withdraw transport in certain circumstances.</li> <li>Transport will not be diverted or extended to accommodate this application.</li> <li>Transport <b>will</b> be withdrawn if the journey is solely used for paid travel permits holders only.</li> <li>Transport will also be withdrawn if the seat is required for a pupil having a prior right of such a place or for any reason whatsoever at the discretion of the County Council. A minimum of one week's written notice will be given in these circumstances and any refunds or payments due will then be calculated.</li> <li>No Travel Permit will be issued until either full payment or a completed Direct Debit mandate is received.</li> <li>Failure to meet any instalment by direct debit may result in transport being withdrawn. Integrated Passenger Transport will inform you in writing in these circumstances. Any further missed payments will be followed up by the County Council's Credit Control section.</li> <li>Parent/Guardian requests for a refund will only be given once the paid travel permit is returned to Integrated Passenger Transport.</li> <li>The information I have given is, to my knowledge true and correct.</li> <li>North Yorkshire County Council may seek to confirm any details I have given.</li> </ul>			
<p><b>Data Protection Act 1998</b> - The data collected on this form will be held on file for seven years. North Yorkshire County Council may make enquiries about the validity of the information provided from other central and / or local government bodies, as deemed appropriate by the Authority. The County Council has a duty to protect public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes</p>			
<b>DECLARATION</b>			
<b>I confirm I have read the above conditions and agree to abide by them</b>			
Parent/Guardian Signature		Date	
Print Parent/Guardian Name	Title	First Name	Last Name

## CONDITIONS OF ISSUE FOR A PAID TRAVEL PERMIT

1. The issue of a Paid Travel Permit only allows a pupil to occupy a spare seat in a hired vehicle provided for pupils entitled to FREE transport. In no circumstances will journeys be operated solely for the benefit of pupils holding Paid Travel Permits.
2. The Permit shall be valid only for the period shown subject to Conditions 3, 6, 7 and 8.
3. The County Council reserves the right to withdraw the Permit at any time if the place occupied by the holder is required for a pupil having a prior right of such a place or for any other reason whatsoever at the discretion of the Authority. Any refunds/payments will then be calculated.
4. Where a new Permit is issued after the commencement of the academic year in September, the charge for such Permit will be calculated on a daily basis.
5. Refunds will be considered only in the context of Paragraph 3 above and in the following circumstances:
  - (a) If the pupil has been absent from school because of illness or other reasonable cause for a continuous period of not less than three weeks during the school term for which the Travel Permit is valid. In these circumstances a claim should be submitted to the Corporate Director, Business & Environmental Services.
  - (b) If the pupil ceases to travel because of removal from the area. In these circumstances the Permit must be returned to Integrated Passenger Transport and any refunds/payments will then be calculated from the date the Permit is received.
6. Whilst every endeavour will be made to maintain the regularity of the service and identify that room is available in the vehicle before issuing a Permit, the County Council accept no liability in respect of the late running or non-arrival of vehicles or any lack of accommodation therein.
7. The issue of a Permit does not place the Authority under any obligation to extend or divert the normal route of the vehicle.
8. The Permit must be carried by the holder on each occasion a journey is undertaken and shown to the Driver, Passenger Assistant or any authorised Officer of the County Council as appropriate.
9. The issue of this form is **NOT** an offer of a transport place nor does its completion by you and your sending of the appropriate remittance guarantee a seat, it only places you in a queue for any **spare places which may** be available after completion of allocation of seats to those pupils who are eligible for transport assistance. Should no spare places be available then reimbursement of monies paid will be made as soon as possible.



North

Yorkshire County Council



Please fill in the whole form, excluding official use box, using a ball point pen and send it to:

North Yorkshire County Council
Business & Environmental Services
Integrated Passenger Transport
County Hall Northallerton
North Yorkshire DL7 8AH

Instruction to your Bank or Building Society to pay by Direct Debit

Originators Identification Number

4 2 4 0 2 7

Name(s) of Account Holder(s)

[Empty text box for account holder name]

Bank or Building Society Account Number

[Empty grid for account number]

Branch Sort Code

[Empty grid for branch sort code]

Name and Full Postal Address of Your Bank or Building Society

To The Manager Bank/Building Society
Address
Postcode

Reference Number (for Office Use)

I P T U [Empty grid for reference number]

FOR North Yorkshire County Council OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Address of Account Holder if different from that of the pupil

[Empty text box for account holder address]

Instruction to your Bank or Building Society

Please pay North Yorkshire County Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with North Yorkshire County Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit instructions for some types of account

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme.
The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
If the amounts to be paid or the payment dates change North Yorkshire County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made by North Yorkshire County Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.