

DRAFT GUIDELINES FOR THE PROVISION OF SCHOOL SERVICES - 2019/20 ACADEMIC YEAR

Service commitment

Exclusions

The Combined Authority will not normally fund a new service:

- Where the statutory responsibility to provide transport lies with the district council or another body. The Combined Authority will however assist in organising such services where funding is available from the local council or another body, subject to payment of a management fee.
- Where this is due to a reorganisation of school sites, changes in opening times or where school holidays differ from the local council's adopted holidays. The Combined Authority will however assist in organising such services where funding is available from the district council or another body, subject to payment of a management fee.
- Where this is due to the withdrawal of funding by the local council or another body. The Combined Authority will however assist in organising such services where funding is available from the local council or another body, subject to payment of a management fee.
- Where parents have chosen a school which does not already have a school bus service or public transport links from the area in which they live. The Combined Authority will however assist in organising such services where funding is available from the local council or another body, subject to payment of a management fee.

- Where the school is a fee paying school or the school's admissions criteria is based on academic selection.
- Where the subsidy would exceed £1.50 per passenger trip.
- Where this would operate to a school outside of West Yorkshire.

New and continuation of services for Secondary Schools

A new service may be provided or an existing service continued to a secondary school where children are in Years 7 to 11, are attending a school within West Yorkshire, live within a four mile radius of the school (*see Note 1*), the public transport network is considered unsuitable and the school is not within a reasonable walking distance of their home address. This will be determined by reference to the following criteria:

- The walking distance is greater than 2.4 km (1.5 miles / 30 minute walk) by a safe walking route (In urban areas this should be paved, lit with suitable pedestrian crossing facilities – addresses in rural and semi-rural areas to be considered on a case by case basis with reference to Road Safety GB guidelines as necessary);
- The bus journey is greater than 1 hour 15 minutes in total (including changing buses);
- More than one interchange is required;
- Interchange is not at a suitable location (bus stations / town centres and other populated areas are considered suitable);
- In urban areas, the distance between the home address and the bus stop/rail station is greater than 600m (up to 10 minute walk) – addresses in semi-rural and rural areas to be considered on a case by case basis;
- The distance between school and the bus stop/rail station is greater than 600m (up to 10 minute walk);
- The pupil would arrive at the school gate earlier than 30 minutes before registration;

- The pupil would depart from the school gate more than 30 minutes after school closes;
- The boarding point outside of the school is unsafe taking into account the number of children waiting for public transport (as evidenced by a risk assessment).

Note 1 – Discretion will be applied if the school is located in a rural or a semi-rural area and/or if the school serves rural or semi-rural communities.

A value for money criteria will also be applied:

- Services will be considered for withdrawal or lower cost alternatives put in place where the average subsidy per passenger trip exceeds £1.50, based on data for a minimum of 40 days operation (typically, the number of passengers required to achieve this would be:

Double deck (75 to 90 capacity) 50+

Single deck (25 to 57 capacity) 40+

Midibus (16 to 24 capacity) 20+

Minibus (up to 16 capacity) 10+

Primary School Services

The Combined Authority provides a limited number of Mybus primary school services. These services were introduced to encourage people to travel by bus instead of car.

A small number are also funded by the local councils because they were first introduced under council policy and converted to Mybus at a later date.

It is not intended to introduce any new services of this type in future without external funding.

Local council funded services will be withdrawn if the funding is no longer available.

Other services will be considered for withdrawal or a lower cost alternatives implemented where the subsidy per passenger trip exceeds £1.50, based on data for a minimum of 40 days operation.

Post-16 students

Transport will not normally be provided for young people in Years 12 and 13 even if journeys to and from school meet the criteria for service provision or retention as outlined for children in Years 7 to 11.

Post 16 student curriculum timetables are frequently inconsistent with home-to-school bus timetables meaning that the Combined Authority is meeting the cost of retaining 'empty seats' on many services.

Pupil allocation Criteria

Where the number of applications for a place on a school bus exceeds the number of available places, the following criteria will apply:

Local council funded services (assuming application or renewal received by published closing date) – See also *Note 2*

1. Children eligible for free travel or assistance with travel expenses under local council policy.
2. Children with additional needs/requirements who may not be eligible for assistance (evidence will be required).
3. Children who are not eligible for assistance but for whom there is no 'reasonable' (as defined in the Combined Authority's guidelines) public transport alternative.
4. Children living along the line of the route (within 1km) by age (exact date of birth). Priority will be given to the youngest children.
5. Other children by age (exact date of birth). Priority will be given to the youngest children.
6. Late applications by the above criteria.

Note 2 – These are subject to local council policy changes. In some cases, school specific or service specific guidelines may apply, which may differ from the general guidelines outlined above.

Combined Authority-funded services (assuming application or renewal received by published closing date)

1. Children with additional needs/requirements (evidence will be required).
2. Children for whom there is no 'reasonable' (as defined in the Combined Authority's guidelines) public transport alternative.
3. Children living along the line of the route (within 1km) by age (exact date of birth). Priority will be given to the youngest children.
4. Other children by age (exact date of birth). Priority will be given to the youngest children.
5. Late applications by the above criteria.

Mybus Primary (assuming application or renewal received by published closing date)

1. Children eligible for free travel or assistance with travel expenses under local council policy (if service funded by local council).
2. Existing users
- 2 New Applications
3. Late applications/renewals by the above criteria.

Fares

Flat fares (same fare regardless of distance travelled) will be charged on all contracted services that are included in the West Yorkshire Concessionary Travel Scheme. The fare will be based on comparable fares charged on the commercial public transport network.

Seatbelts

Seatbelts will be provided on all contracted primary school services.

Seatbelts will not be a requirement on contracted secondary school services. This is to ensure consistency with the public transport network.

Passenger Assistants

Passenger Assistants will be provided on all primary school services that regularly carry 30 or more passengers. (This is currently under review).

Standing passengers

Standing passengers are permitted on buses used on local authority contracted secondary school services up to the maximum specified on the vehicle. This is to ensure consistency with the public transport network.

Commercial services

Combined Authority-funded services will be considered for withdrawal where operators register or make available competing commercial services. This includes services that fall outside of the West Yorkshire Concessionary Travel Scheme and, therefore, might charge higher fares or offer alternative payment methods.

Subject to agreement with the relevant the local council, this may include council funded services.

Council Funded Services 2018/19

District	School	Services
Bradford	Beckfoot	B48
Bradford	Bingley	B46 S30 S31 S32 S33 S34 S35
Bradford	Ilkley	G21 G22 G23 G24 G25 G26 G27
Bradford	Oakbank	B58
Bradford	Parkside	PS21 PS22 PS23 PS24 PS25 PS26 PS27 PS28 PS29
Bradford	SBSJ	B5 B6 B7 B8 B9 B14 B15 B17 B18 B22 B23 B25
Bradford	South Craven	B36 B38 S23 S40
Calderdale	Blessed Trinity	BT1
Calderdale	Brighouse	C46 C49
Calderdale	Brooksbank	C38 C39
Calderdale	Castle Hill /Todmorden	C96 C98
Calderdale	Lightcliffe	C51 C52 C53 C54 C55 C56 C57 C58 C59
Calderdale	Ryburn	S1 S2 S3 S4 S5 S6 S7A S7B S9
Calderdale	Sacred Heart	P40
Calderdale	Trinity	M10 M12 M15 M19 M20 M21
Kirklees	Colne Valley	CV1 CV2
Kirklees	Honley	K1 K2 K4 K5 K7
Leeds	Abbey Grange	AG1 AG2 AG3 AG4 AG5 AG6 AG7 AG8 AG9
Leeds	Boston Spa	BS21 BS22 BS23 BS24 BS25 BS26 BS27 BS28 BS29 BS30 BS31
Leeds	Cardinal Heenan	CH7 CH21 CH22 CH23 CH24 CH25 CH26 CH27 CH28
Leeds	Corpus Christi	CC1 CC2
Leeds	Menston St Mary's	SM21 SM22 SM23 SM24 SM26 S58
Leeds	Mount St Mary's	MM1 MM2
Leeds	Sacred Heart	P89
Leeds	St Theresa's	P44
Leeds	Wetherby St Joseph's	W21
Wakefield	Kettlethorpe	WG1
Wakefield	St Austin's	W3
Wakefield	St Austin's	W4
Wakefield	Dane Royd	WG2
Wakefield	St Wilfrid's	W7

West Yorkshire Combined Authority funded 2018/19 services to be reviewed under the revised guidelines

District	School	Services
Bradford	Appleton	B99
Bradford	Baildon	P66
Bradford	Beckfoot	A63 B50 B52 B53 B54 B55
Bradford	Beckfoot Thornton	991 993 B92 B94 B97 B98
Bradford	Beckfoot Upper Heaton	A2
Bradford	Belle Vue	A7 A8 A9
Bradford	Benton Park	B29 B30
Bradford	Cottingley Village	P32
Bradford	Cross Flatts	P31
Bradford	Dixons Allerton	B80
Bradford	Dixons Cottingley	A52 A54 A55 A57
Bradford	East Morton	P31
Bradford	Feversham	F2 F6 F21 F22 F23
Bradford	Holy Family	B27 B28
Bradford	Ilkley various	P98 P99
Bradford	Iqra	P6
Bradford	Queensbury	Q77
Bradford	Sandal	P64
Bradford	Sandy Lane	P35
Bradford	South Craven	940 941 943
Bradford	St Joseph's (Bingley) / Trinity	P34
Bradford	Steeton	P23
Bradford	Thornton	P78
Bradford	Titus Salt	B68 S64 S65 S65A S66 TS1
Bradford	Tong	T1 T2 T3 T4
Bradford	Various Bradford primary	P92 P93

District	School	Services
Calderdale	Abbey Park	P30
Calderdale	Brighouse	C47 C48 C50
Calderdale	Brooksbank	C34 C36 C40 S41
Calderdale	Calder High	C83 C85 C86 C87 C88 C89 C91 C92 C97
Calderdale	Cornholme	P95
Calderdale	Crossley Heath	C5 C6
Calderdale	Lightcliffe	C50
Calderdale	North Halifax	C25 C26 M1 M2 M3 M4 M5 M6 M8 M9 M22 M23
Calderdale	Park Lane	C1 C2 C3
Calderdale	Rastrick	C35
Calderdale	St Joseph's (Brighouse)	P5
Calderdale	St Mary's	C30
Calderdale	Todmorden	C94 C95
Calderdale	Trinity Sowerby Bridge	SB2 SB3 SB4 SB5 SB7 SB8
Calderdale	Various Calderdale Primary	P86 P87 P94 P95
Kirklees	All Saints	C78 K65 K67
Kirklees	Colne Valley	K21 K22 K23 K28 k185 ST11
Kirklees	Holmfirth	K3 K20A K20B
Kirklees	King James	K77 K78 K79 K80 K81 K86 K87
Kirklees	Kirkburton	K82 K89
Kirklees	Kirkheaton	S13
Kirklees	Lepton / Rowley Lane	S11
Kirklees	Lindley	P49
Kirklees	Netherhall	K71
Kirklees	Moorlands / Reinwood	P49
Kirklees	Oak	431
Kirklees	Salendine Nook	S48
Kirklees	Scissett	424
Kirklees	Shelley	K85 K90
Kirklees	St John Fisher (Dewsbury)	AL1 AL2 AL3 AL4 AL5 AL6 AL7
Kirklees	St Joseph's (Huddersfield)	S14
Kirklees	St Thomas's	K30

District	School	Services
Leeds	Benton Park	L25 L26 L27
Leeds	Benton Park / Menston St Mary's	L21
Leeds	Bishop Young	BY1 BY2
Leeds	Brigshaw	527 BR1 BR2 BR3 BR4 BR5
Leeds	Bruntcliffe / Morley	L48 L51 L54
Leeds	Cardinal Heenan	CH29
Leeds	Carr Manor	CM1 CM2
Leeds	Cockburn	S62
Leeds	Co-operative Academy (Priesthorpe)	S56 S57
Leeds	Crawshaw	L73
Leeds	Cross Gates	P59
Leeds	Farnley	FA1
Leeds	Fountain	P62
Leeds	Garforth	526 527A LL1 X63 X64
Leeds	Holy Rosary & St Anne's	P76
Leeds	John Smeaton	J44
Leeds	Lady E Hastings (Ledsham)	S20
Leeds	Lady E Hastings (Thorp Arch)	P45
Leeds	Lawnswood / Ralph Thoresby	L57 R57
Leeds	Leeds West	LW1 LW2
Leeds	Methley	P53
Leeds	Rodillian	574 575 L74 L75 L78 L79
Leeds	Rothwell / St Mary's (Rothwell)	P54
Leeds	Royds	R5 R6
Leeds	Sacred Heart (Kirkstall)	P89
Leeds	St Benedict's (Garforth)	G3
Leeds	St Urban's	P73
Leeds	Temple Newsam	P88
Leeds	Various North Leeds primary	P74
Leeds	Various West Leeds primary	P19
Leeds	Wetherby	WH1 WH2 WH3 WH4
Leeds	Wibsey	P90
Leeds	Woodkirk Academy	L53

District	School	Services
Wakefield	Badsworth	P67
Wakefield	Holy Family & St Michael's	P51
Wakefield	St Ignatius	S18
Wakefield	St Joseph's (Moorthorpe)	S15
Wakefield	Featherstone	144 582
Wakefield	Outwood Grange	513
Wakefield	St Wilfrid's	582 606 610 611 613