

TRANSPORT ASDV – Services in Scope

- **Home to school transport**
 - Overall home to school transport policy advice, including assessment of impact of legislative change, changes to entitlement etc
 - Eligibility and assessment, including applications for transport assistance, measurement of distance, assessment of available walking routes, decision-making in individual cases, processing of appeals for member consideration
 - Planning and specifying appropriate transport (bus pass, coach, minibus or taxi)
 - Negotiating and arranging payment of parental expenses
 - Tendering and entering into contracts for transport provision
 - Monitoring of safety, reliability and ongoing suitability of transport
 - Customer and school contact
 - Health and safety oversight
 - Training and ongoing support to contractors
 - Safeguarding referrals relating to transport, drivers and passenger assistants
 - Driver and passenger assistant vetting including Disclosure and Barring Service assessment

- **Specialised transport (e.g. special educational needs transport)**
 - Assessment of transport needs, including individual transport risk assessment
 - Specification of appropriate transport, including vehicle, equipment, training and emergency / first aid procedures
 - Liaison with schools / parents / operators
 - Wheelchair / equipment specification and training
 - Provision of own council-managed fleet for specialised transport

- **Public transport**
 - Discharge of Transport Act responsibilities including tendering contracts for unmet public transport needs, contracts for supported transport, Bus Service Operator Grant etc
 - Information provision e.g. timetables, data systems, Traveline telephone service
 - Submission of statutory data returns and links to data bases
 - Roadside infrastructure (e.g. shelters, stops and stations / interchanges) provision and maintenance
 - Public transport integration and coordination
 - Operation of concessionary bus pass application system, reimbursement of operators etc
 - Reimbursement of Bus Service Operator Grant / associated public transport support
 - Receipt, processing and dissemination of commercial registrations, de-registrations and variations of bus services
 - Oversight of local service disruption mitigation e.g. roadworks

- Monitoring of public transport performance, reporting to regulatory agencies / central government etc
- **Demand-responsive transport**
 - Operation of concessionary scheme
 - Specification, tendering and contract processes: ongoing contract management
 - Contract management e.g. booking system, areas of operation, times of operation etc
 - Operational practices relating to flexible transport
- **General transport activities**
 - Overview of passenger transport including bus and rail policy
 - Applications to (and implementation of) schemes funded by DfT etc
 - Coordination/delivery of sustainable travel projects and schemes e.g. walking, cycling, car reduction schemes
 - Management of school crossing patrols etc
 - Passenger transport infrastructure coordination e.g. bus / rail integration
 - Construction of acceptable transport plans in response to development control applications
 - Formal advice on transport legislative change, central government policy, migration of funding from DfT e.g. Bus Service Operator Grant
 - Regional / national liaison e.g. information strategies, registration, punctuality improvement partnerships with bus operators