

Attach
a
passport
style photo
here

Application for a Place on a Secondary School Service Academic Year 2019-20

Please complete all fields on this form using black pen and block capitals. This application is to apply for a place on a school bus service, which requires you to show a Priority PhotoCard (this form is for new users, it is not a renewal form). Please see our website www.wymetro.com/schools/your school to find out which services require a card. If you have lost your card, do not complete this form, please contact our hotline on (0113) 3481122.

PLEASE NOTE THAT THIS IS NOT A FORM TO APPLY FOR ZERO FARE TRAVEL, IT IS TO RESERVE A PLACE ON A DEDICATED SCHOOL BUS SERVICE ON A FAREPAYABLE BASIS.
Please visit our website for details on how to apply for zero fare travel.

<p>If you know which bus service your child requires, please specify in the box opposite. If you do not specify a service, your child will be allocated the most appropriate one. We do not offer the facility for pupils to swap services unless the service allocated is inappropriate. Therefore, if your child wishes to travel with friends or siblings please make sure you request the same service. Please note that without prior consent, the bus must not be used until you are in receipt of the card.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="padding: 5px;">Bus Number</th> </tr> <tr> <td style="height: 40px;"></td> </tr> </table>	Bus Number	
Bus Number			

<u>Pupil Details</u>
Pupil Name
Address
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Postcode.....
Date of Birth
Name of school from September 2019
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Parent contact number.....
Email Address
Name of Parent/Carer

<p>Please return this form with a passport style photo (where applicable) to:</p> <p style="text-align: center;">Education Transport WYCA Wellington House 40-50 Wellington Street Leeds LS1 2DE</p> <p>For timetable/ticketing or any other information on school transport please visit our website:</p> <p style="text-align: center;">www.wymetro.com</p>

Important information

This application form is to reserve a place on a school bus service (providing there are places available). The pass should be used in conjunction with a cash fare or prepaid ticket unless your child qualifies for zero fare travel. To apply for zero fare home to school travel, you need to complete an additional form. Details can be found on our website www.wymetro.com/schools.

If we receive more applications than there are places, priority will be given in accordance with the Combined Authority's **School Bus Service Pupil Allocation Criteria**, which you can find on our website.

If there are any other factors that you wish to be taken into consideration when processing your application, please specify below. Please note that you may be required to provide supporting evidence.

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- **Please note that this does not guarantee your child a place, particularly if the bus is already fully subscribed. It is therefore important to submit your application as soon as possible.**

If you are applying for a place on a bus that is not the nearest bus to your home address, please specify below the reason for your application (i.e. travelling to an alternative address).

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If your child requires more than one service (i.e. for child care reasons), please specify below.

Please note, there is no guarantee that we can offer places on more than one service, priority will be given to those pupils who have no alternative service.

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TERMS AND CONDITIONS OF REGISTRATION

When registering your child to use a service you undertake to accept our Code of Conduct and the Conditions of Use of the PhotoCard. These are shown below.

CODE OF CONDUCT

This includes sanctions which will be applied if the required standards of behaviour are not met. Parents need to be aware that if their child causes any damage or does not meet the required standard of behaviour on the bus they could:

- Receive a written warning from either the driver or WYCA;
- Have their PhotoCard withdrawn;
- Be banned from the bus;
- Be prosecuted by the Police;
- Be required to pay for any damage they have caused.

This Code of Conduct is also on our website: <http://www.wymetro.com/your school/codeofconduct/>

PRIORITY PHOTOCARD CONDITIONS OF USE

- The Priority PhotoCard is not a travel ticket. It is valid only when used in conjunction with a cash fare or valid pre-paid ticket.
- It must only be used on the service specified on the front of the card.
- It must also be shown to the driver and any ticket checking staff. These staff have the right to retain the PhotoCard, particularly where misuse is suspected or the PhotoCard has been damaged, defaced or in any way tampered with.
- The PhotoCard remains at all times the property of WYCA.
- If the PhotoCard is not required for any reason, you must return it to us so we may offer the place to someone else. Please note that WYCA reserve the right to cancel the PhotoCard if it is not used for 15 consecutive school days.

GENERAL DATA PROTECTION REGULATION (GDPR)

To view our full Data Protection and Privacy Statement, please visit our website www.wymetro.com
To request a paper copy, please telephone us on 0113 3481122.

We will always contact you with regard to the operation of your bus service, such as service changes, or for behaviour concerns with your child. However, we would also like to contact you with marketing information related to your bus service. To opt-in to receiving such marketing communications, please tick either or both of the boxes below. If you wish to remain opted out of such communications, leave both boxes blank.

I wish to receive marketing communications: by email by post

SIGN YOUR APPLICATION

In order for us to accept your application, you must sign to acknowledge:

- that you have read and agree to be bound by the Code of Conduct and the Priority PhotoCard Conditions of Use
- that you have read and understood our Data Protection and Privacy Statement

Signature of Parent/Carer _____