

# South Devon College

## Transport Guidelines 2016-2017



South Devon College aims to remove all transport barriers for students wherever possible. Our SDC Travel Scheme offers travel passes to all students and staff.

### **1. SDC Travel Pass Offer**

We are delighted to announce that, working in partnership with Stagecoach, an exclusive bus pass offer is available for all students and staff, offering unlimited travel 24/7 on the Stagecoach network within the Dayrider or Explorer zone throughout the academic year.

#### **1.1 Free Bus Pass**

High School and 16-18 full time FE students are eligible for free travel if they live more than 2 miles from their campus of study and if earned household income is under £21,000. Students must fully complete a Bursary application form and must provide evidence of household income to be eligible for support. Examples of income evidence can be found on the Bursary application form. The income assessed is that of their parents/guardians or whoever financially supports them. If the student lives alone and is on Income Support, they also qualify for travel support. Students whom are in care or are classed as 'care leavers' are also eligible for travel support, Social Services/Social Worker evidence must be submitted as evidence. Adult learners can also apply for travel support by applying for the Adult Bursary Fund. This fund can award petrol money or a travel pass, depending upon the amount awarded to the learner. Those who do not qualify for bursary support but are in financial hardship can apply to the college charity, Friends of South Devon, for support.

#### **1.2 Discounted Bus Pass**

Anyone who does not qualify for travel support can apply for the SDC Travel Pass which is available at a heavily discounted cost. The Stagecoach Dayrider pass costs £300 (£100 a term) for the full academic year (September – July) and the Stagecoach Explorer bus pass will cost £350 as the college will fund the remaining amount for the pass. Other passes will also be available for £350 including the Dayrider + Ferry pass and the Kingsbridge coach pass. These can be paid by; cheque payable to South Devon College, cash paid to the Cashiers Office located in the Helpzone, by 10x Direct Debit instalments + £10 admin fee (If set up before August as the final payment must be made in May 2016 and therefore the later the application, the fewer instalments available and therefore the higher the instalments) Annual and termly bus passes can also be purchased through our Online Shop <http://shop.southdevon.ac.uk/>

## 2. Types of Bus Pass Available:

The type of bus pass issued is dependent upon where the student lives, there are a number of types including; Stagecoach, Ferry passes and privately a hired Bennetts Coach to transport our Kingsbridge students to Vantage Point in Paignton. In exceptional, reasonable and acceptable circumstances, the College may be able to provide a train pass where necessary (subject to reasonable grounds and Helpzone authorisation)

## 3. How to apply:

Students are able to obtain the Transport application form or Bursary form from the Helpzone in our Vantage Point Campus, the Newton Abbot ACT Centre or they can be downloaded from our website; <http://www.southdevon.ac.uk/contact-and-travel/transport> where more transport information can also be found. Forms can also be posted out to students by requests made to the Helpzone. Students paying in full or termly for their bus pass can also do so through our Online Shop (address stated in 1.2)

All application forms must be returned to:

**Transport**  
Helpzone  
South Devon College  
Long Road  
Paignton  
Devon  
TQ4 7EJ

## 4. Benefits of the SDC Travel Pass

Any South Devon College student with a valid Stagecoach SDC Travel Pass will be able to travel on any Stagecoach bus in their area 24/7 for free. The pass offers unlimited travel in the Dayrider or Gold/Explorer areas, depending upon the student's home town. The passes are valid from 1<sup>st</sup> September 2016 until 31<sup>st</sup> July 2017. Students who live in a Dayrider area can choose to upgrade their pass to a Gold/Explorer pass by paying £90 (3 termly payments of £30), this will extend the areas they can travel as far as Plymouth, Exeter, Buckfastleigh, Ashburton, Chudleigh, South Brent and Ivybridge.

## 5. Taxi Support for 16-18 Full Time FE Students

Taxis may be provided for students based on medical grounds if they are unable to use public transport. Taxi provisions are assessed and provided by the student's local authority, Torbay Council or Devon County Council. Decisions are made by the Local Council, not South Devon College. Standard costs apply, if household income is below £21,000 a year, the student can apply to the 16-18 Bursary Fund and the taxi will be free to the student and the Bursary Fund will pay directly for the taxi. If income is above £21,000 then the student is required to pay a £300 (Dayrider Zone) or £350 (Explorer Zone) contribution towards the

taxi and South Devon College will fund the rest. The student pays SDC and SDC will pay for the taxi charge in full directly to Torbay or Devon County Council.

To apply for a taxi the student can indicate on the SDC Travel Application Form/Bursary form that they require a taxi. SDC will then issue the student with the relevant forms and will liaise with the Local Authority's provider to arrange the taxi and payment etc.

## 6. Replacing a Lost Travel Pass

If the student loses their SDC Stagecoach bus pass, the Transport Officer is able to re-print the pass for a £5 fee. The student must pay this fee before the pass can be printed.

- All lost Stagecoach passes are dealt with by the College Transport Officer in the Helpzone.
- All non-Stagecoach passes are issued through Devon County Council and therefore any lost passes are re-printed by DCC. These students must apply for a replacement pass using the online service found on this web page:  
[http://www.devon.gov.uk/index/learningschools/getting\\_to\\_school/school\\_transport/trans-replacing\\_your\\_pass.htm](http://www.devon.gov.uk/index/learningschools/getting_to_school/school_transport/trans-replacing_your_pass.htm)

## 7. Cancellations and Refunds

In order to cancel a travel pass and payments, the travel pass must first be returned to the Transport Officer or other Helpzone staff. Instruction to cancel any further direct debit payments will then be made to the Finance team. Refunds and credits may only be issued for whole, unused months. Therefore if a bus pass is returned during December, only payments for January onwards can be cancelled or refunded. The cost of a travel pass can be split into a maximum of 10x Direct Debit instalments, available from August 2016 until May 2017. No refunds are available for June 2017 and July 2017.

## 8. Withholding Passes

South Devon College may withhold a travel pass if a student's attendance is considered to be poor, if a tutor requests this or if the Transport Officer believes that the student has left their course. If the student had paid for the bus pass then a refund/Direct Debit cancellation will then be processed in due course.

## 9. Code of Conduct

South Devon College students must abide by the relevant Transport Code of Conduct. Devon County Council's Code of Conduct can be found on their website; [http://www.devon.gov.uk/index/learningschools/getting\\_to\\_school/school\\_transport/brief\\_guide\\_school\\_transport.htm#conduct](http://www.devon.gov.uk/index/learningschools/getting_to_school/school_transport/brief_guide_school_transport.htm#conduct) and Torbay Council's Code can be found on their website; <http://www.torbay.gov.uk/index/yourservices/education/schools/schooltravelsupport/post>

[16transport.htm](#) Every student must agree to abide by the Code of Conduct, agreeing to abide by the relevant terms and conditions as stated by the relevant Council.

## **10. How to Contact the Transport Officer/Helpzone**

The Transport Officer is located in the Helpzone on Level 3 of the *Vantage Point* Paignton Campus. The direct contact number is 01803 540323. All Helpzone staff are trained to deal with transport related queries and are also able to refer queries accordingly. The Helpzone Freephone number is 08000 380123.

Transport enquiries can also be sent to: [enquiries@southdevon.ac.uk](mailto:enquiries@southdevon.ac.uk)

Further information and the Transport and Bursary application forms can be found on our Transport web page: <http://www.southdevon.ac.uk/contact-and-travel/transport>