



Application for Home to School Transport Driver / Escort Permit

Surname _____

First name(s) _____

Date of Birth _____

Address _____

Post Code _____

for office use only
PERMIT NUMBER _____
ISSUE DATE _____
CLEARANCE _____

Are you the contract holder? YES/NO

Which operator will you be contracted to? _____ (If known, please complete)

Are you applying for:

Driver only permit	Yes / No
Escort only permit	Yes / No
both a Driver and Escort permit	Yes / No

- Have you previously operated home to school transport contracts? YES/NO
- Have you previously been issued with a home to school transport permit by Children's Services? YES/NO
- Is this application as a result of the permit being lost or stolen or renewal after 3 years?

Lost / Stolen (£5.00 cost)	Yes / No
Renewal	Yes / No
New application	Yes / No

- How long have you been involved with school transport? _____ years
- Do you have a valid taxi license permit? If yes, what was the date of issue? _____
- Have you had any involvement with Social Care that Together for Children should be made aware of in relation to the issue of an Education Permit? YES/NO

I confirm I have read and understood the information included in this form and the document *Application Process for Home to School Transport Driver / Escort Permit*

Signature of applicant _____

DATE _____

Important information

- Please complete this application forming BLOCK CAPITALS if you would like to be considered for a Home to School Transport Driver and / or Escort permit.
- Applicants must not operate any school contracts until a permit has been issued.
- Permits are valid for a maximum period of three years from the date of issue.
- Completion of this form is not a guarantee that a permit will be issued.
- The issue of the permit is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a check from the Disclosure and Barring Service that will be carried out as part of the application process. Your identification will also need to be verified.
- Information you provide will be processed in accordance with the Data Protection Act 2018 (and related UK law)
- If your application is successful, records of your application will be kept securely for the duration of your permit plus a further 2 years
- If your application is rejected, records of your application will be kept securely for a period of 5 years after you are notified.
- Records at the end of their retention periods will be securely shredded.
- You have a number of rights under the Data Protection Act – details of these can be found here - <https://ico.org.uk/your-data-matters/>
- Together for Children may disclose information relating to your permit if there is a legal obligation to do so. This can include exchanging information with other council departments for legal reasons.
- Together for Children will not share your information with any other organisations for marketing, market research or commercial purposes.
- Together for Children may confirm your permit status if asked by persons or organisations with a legitimate interest: typical examples could include taxi or private hire companies (especially that employ you, or are considering doing so), schools / academies, parents / carers.