

SPECIAL EDUCATIONAL NEEDS TRAVEL ASSISTANCE AND TRANSPORT

Cabinet Member(s)	Councillor David Simmonds
Cabinet Portfolio(s)	Education and Children's Services
Officer Contact(s)	Steve Palmer - Residents Services
Papers with report	Proposed SEN Travel Assistance & Transport Policy – Appendix A Home to School Transport Framework – Appendix B Bidding Process – Appendix C Framework Suppliers – Appendix D Current Routes to be Tendered – Appendix E Tender - Appendix F (included within Part 2 of the agenda)

REPORT STATUS	This report is public but includes an Appendix F, which is a subsequent information only report on the Cabinet agenda and in Part 2.
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1. HEADLINE INFORMATION

Summary	<p>As part of the Children's Pathway Transformation Programme, Special Educational Needs (SEN) travel assistance is being reviewed to improve outcomes for Children and Families, as well as to address financial pressures in the transport budget. This report gives an overview of progress made and the development of plans going forward.</p> <p>This report asks Cabinet to consider and agree a revised SEN Travel Assistance and Transport Policy to support children and young people move towards independence and empowerment.</p> <p>In addition it is recommended that following a tender process, approval is given to award:</p> <ol style="list-style-type: none">1. 29 suppliers onto a Framework Agreement to provide all Home to School and SEN transport routes for 4 years (Lot 1),2. 3 suppliers onto a Framework Agreement for the provision of general taxi/transportation requirements to the Council (non Home to School/SEN Transport) (Lot 2),3 Cruise Minibuses Ltd a 4 year contract to provide emergency transportation requirements in accordance with Civil Protection requirements (Lot 3).
Contribution to our plans and strategies	The progress and action plan for SEN travel assistance and transport feeds directly into the integration and self-supporting principles of the Children's and Adults Pathways.
Financial Cost	The changes which are being proposed will assist in the reduction of overspend across the SEN transport budget.

	<p>Lot 1 - The total cost for the proposed four year framework has an approx. value of £16.6 million over the lifetime of the contract.</p> <p>Lot 2 - Current expenditure for taxi / transportation service is estimated to be £159k pa. Spend has historically been fragmented across numerous suppliers and it is expected that the consolidation will enable more robust spend management.</p> <p>Lot 3 – Current spend on this requirement is zero but the inclusion of the requirement on this lot supports the wider contingency planning arrangements across the Council. In the event that the service is required a pre tendered value for money solution is available.</p>
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Relevant Policy Overview Committee	Children’s, Young People and Learning
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Ward(s) affected	All
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2. RECOMMENDATION

That Cabinet:

- 1) Approve the SEN Travel Assistance and Travel Policy (Appendix A) for adoption and implementation;**
- 2) Agree the award of 29 suppliers onto a Framework Agreement to provide all Home to School and SEN transport routes for 4 years (Lot 1);**
- 3) Agree the award of 3 suppliers onto a Framework Agreement for the provision of general taxi/transportation requirements to the Council (non Home to School/SEN Transport) (Lot 2) and;**
- 4) Agree the award of a 4 year contract to Cruise Minibuses Ltd to provide emergency transportation requirements in accordance with Civil Protection requirements (Lot 3).**

Reasons for recommendation:

1. SEN Travel Assistance and Transport Policy

Approval of the SEN Travel Assistance and Transport Policy will support children and young people with SEN and disabilities to independently travel as far as they are able to. This is consistent with the objective of the Disabilities Pathway programme of encouraging independence through support to children and their parents/carers. Approval of the framework of contractors and contracts offers service continuity to a large cohort of SEN & disabled passengers as well as the opportunity to introduce new, experienced carriers, with the aim of further improving the service.

2. Home to School Transport and SEN travel (Tender Lot 1)

The Council's 4 year SEN Transportation Framework Agreement ends in August 2013 and there is no provision within the Framework to extend further. There are currently 19 approved suppliers on the existing Framework Agreement with spend in the region of £12 million. Suppliers currently bid via an e-auction for specific routes for a set time frame. It is proposed that the Council keeps a broadly similar strategy for SEN transportation with suppliers on a Framework Agreement using the same 'mini competition/e-auction' methodology.

3. General Taxi/Other Transportation requirements (Tender Lot 2)

In addition to Lot 1, the Council uses private hire taxi companies primarily within Adult Social for older people service and specialist / disability services. The existing suppliers are considered to be non compliant against the Council Standing Orders and in order to best manage this, officers proposed to let a Framework Agreement to provide service areas with a list of approved and compliant suppliers.

4. Transportation requirements for residents/staff in an emergency situation (Tender Lot 3)

A preferred supplier is also required to provide emergency transportation services on behalf of the Civil Protection Service if the need arises. "Minimum Standards for London 2" are a set of baseline emergency response capabilities that all London's Local Authorities should meet, both for consistency and to provide assurance to partner organisations. These Standards were approved by the Chief Executives of London Councils and the London Leaders Committee in 2009. They require the Council to have the "capability to mobilise transport and staff to move 200 evacuees (including provision for wheelchair users) within 3 hours of notification". This means moving a small community of up to 200 persons from one location to another with the move completed (call out and all journeys) within 3 hours of the original request. The intention is to have a sole compliant supplier to provide this service when required.

Alternative options considered / risk management

Continuation of the existing policy would not support the changes being implemented across the disabilities pathway to support, where appropriate, greater independence for disabled children and young people to achieve a successful transition into adulthood. The new policy allows for alternatives to transport to be offered, where appropriate, such as Independent Travel Training (ITT) and/or Assisted Passenger Transport amongst other solutions. This alternative provision is still being developed, but once alternatives to transport have been fully implemented, there will still continue to be a reduced need to transport some children and young people. The framework for contracting routes is therefore still necessary.

The requirements for both general taxi service and emergency transportation requirements could have been excluded from the tender but it was felt to offer the most efficient use of officer time to include in a single tender.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

The Education Act 1996 as amended requires Hillingdon to make suitable travel arrangements for eligible children which are considered necessary to facilitate their attendance at school.

All proposals within this report support the work of the Children's Pathway programme; strengthening transition from childhood to adulthood. They also support the Council's preparation for the 'Education, Health and Social Care Plan' (EHCP) (a single plan considering Education, Health & Social Care) from September 2014 which will replace the current statement process. Additionally, these changes allow for the most effective management of Passenger Transport budgets.

As part of the wider all ages special educational needs and disabilities transformation project, Hillingdon has adopted two key principles:

- to promote independence and empower children and young people,
- to maintain quality of life and meet the needs of residents.

This is fully supported by the new policy (see Appendix A). It also forms part of a wider project to consider special educational needs provision and improve the local offer so more children can be placed locally near to their homes. These out of Borough placements can cost up to £250k per annum in exceptional circumstances taking into account all educational costs and transport.

As part of the wider Children's Pathway programme, the aim is for the Council to encourage and develop support for universal services in the local community to build capacity. Working with schools and the voluntary sector, the Council is developing alternative travel options as a key initiative.

Many parents of children with disabilities already receive a mobility allowance for transporting their children. Where this is already paid, the new policy proposes that the Council will not support additional travel.

Approval of the proposed revised Policy & Framework Agreement for SEN transport (tender Lot 1), will allow the Council to move on with progressing work currently underway to secure the right option for each child so they are better prepared to enter adulthood confidently as active participants in society. This will be done by working in partnership with parents, children and young people, schools and the voluntary sector. By progressing these initiatives, council officers would be able to explore a range of travel assistance opportunities for children and young people with disabilities which best meet their needs and this approach should also result in prudent budget control.

Although operationally the Framework Agreement for the general taxi/transportation services (tender Lot 2) will differ from the SEN Transport Framework Agreement, value for money will still be achieved as, during the life of the Framework Agreement, there will be regular price reviews of all 3 suppliers. The supplier that offers best value at each price review will be the preferred supplier for that period.

The minimum standards for "London 2" require that the Council has the capability to mobilise transport and staff for 200 evacuees (including provision for wheelchair users) within 3 hours of

notification. We need to ensure we have the correct protocols in place should this event occur (Lot 3)

Work underway and progress to date

Approval of the recommendations within this report will assist in the continuation of the following work, which is already underway:

- **Scrutiny of SEN Transport and Travel Assistance:**
Commencing at end of February 2013, a revised process for requests for SEN Transport was put in place for the length of this project. This has resulted in all SEN Transport and Travel Assistant requests being scrutinised at the Special Needs Assessment Panel, before final sign off by the Deputy Director of Children's Services and Chief Education Officer.

This change has made a positive impact in avoiding unnecessary cost and the process is now bedding in.

To date, 28 applications have been considered under this new procedure with a saving of £96k. Three of these applications have gone through an independent appeal process; however, none of these decisions were overturned.

The proposed revised SEN Travel Assistance and Travel Policy matches that of neighbouring boroughs working through the West London Alliance, so there is a consistency of approach which reduces the risk of challenge to the approach being taken by the Council.

- **Introduction of one way transport:**
As stated above, the local authority has the duty to make suitable travel arrangements for eligible children which are necessary to facilitate their attendance at school (Education Act 1996). It has been identified that there are a large number of cases where transport can be provided on a one way basis to ensure attendance, however, pupils are fully capable to complete the return journey using public transport. Officers are working with schools to implement this change.
- **Removal of discretionary transport to and from Uxbridge College:**
Local authorities are not obliged to provide travel for young people with additional needs who have left school and attend further education colleges. Therefore, Hillingdon is no longer providing discretionary travel for pupils to and from Uxbridge College. This allows further opportunities to promote skills that will enhance employment, education and social opportunities for the young person moving into adulthood. The withdrawal of this provision coincided with the College's summer 2013 half term allowing time for the young people and their families to practice and become familiar with the journey. Officers are working with the college to further support these pupils. Identification of further discretionary transport being offered is currently under review to understand what opportunities for independent travel there are.
- **Working in partnership with schools:**
Work continues with Hillingdon's Road Safety and School Travel team to identify how officers can work with schools to improve school travel plans. These plans support pupils with special educational needs and disabilities in accessing universal and independent travel options.

Such an example is Pield Heath School which is working with the Council to build a cycle track at the school. This will also include a 'zebra crossing' and a 'bus stop', which can be used to help children and young people at the school, as well as wider community participation in 'travel training' within a safe environment.

- Further menu of travel assistance options:

The Category Management team are currently working up a comprehensive menu of travel assistance options that can be used as an alternative to transport for pupils with special educational needs as appropriate, these may include:

- Travel escorts on Public Transport,
- Increasing the current resource for Independent Travel Training – this has been seen as a very positive provision for children and young people and their families in promotion of, and supporting independence

It is recognised that SEN transport costs are continuing to grow. These changes to SEN transport are part of a wider service review to consider the development of placements within the Borough to avoid the high costs associated with out of Borough placements in particular. These costs can be in excess of £250k per annum in exceptional circumstances taking into account all educational costs and transport.

As the next phase of school place planning, provision for children with special educational needs is being considered. Part of this work will consider options for future provision include free school provision and options for special resource provision (SRP) within schools. Changes to statementing due to be introduced next year will have an impact on the number of statemented children in the Borough and the level of support required. However, there will still be a growing number of children likely to continue to need additional educational support in mainstream schools.

Communications & Consultation

Communications to affected residents are being planned to promote the success and positive impact of using an independent model around transport and travel assistance with children and young people with SEN and disabilities. There are annual Travel Training Awards which will be publicised to support the wider communications campaign.

Where changes are being made to current provision for individuals, senior officers have visited the families to explain the direction of travel and rationale for the changes and the options that are available. Senior officers are also liaising with schools to keep them informed and to work together to gain the best outcomes for all.

The General Taxi/Other Transportation Framework Agreement will be made available to all departments across the Council with full instructions provided through Horizon.

The Civil Protection team will manage any emergency travel requirements and will communicate to the appropriate channels.

Next Steps

If agreed, the revised SEN Transport and Travel Assistance Policy will be fully implemented and all further applications will be considered against the policy.

Work will also continue to progress the wider special educational needs and disabilities project (including the work outlined above) as part of the wider Children's Pathway Transformation Programme.

Details of the Framework Agreements and contracts will be rolled out to the appropriate channels within the Council from the start of the new school year in September 2013.

Financial Implications

An SEN Transport Panel has been in place since 26 February 2013 to review, provide additional challenge and approve all applications for SEN transport. In the first three months of operation the interim Panel have refused or reduced requests for SEN transport with an annual value of £96k. This 'saving' or cost avoidance is a theoretical maximum figure that assumes that:

- All of the requests refused or reduced by the interim Panel would have been approved under the previous decision-making process,
- The refusal or reduction of the requests for transport can be sustained for a year without being overturned through re-application or changes in circumstances,
- There will be no other changes in the educational circumstances of the pupils that have been refused transport e.g. transfer to another school that would require changes to transport arrangements including new SEN transport assistance.

In addition, there is a saving of £31k (which will be achieved in the first full year of 2014/15 with a part year saving in 2013/14) attached to the proposal to discontinue discretionary transport assistance to young people attending Uxbridge College.

Despite the work of the interim panel, the costs of SEN transport have continued to grow rapidly over the course of the 2012/13 academic year. The costs of new SEN transport routes added since September 2012 (compared to those that left the service in July 2012; 'new for old' costs) have increased by 121%. The overall daily route cost of externally contracted routes has increased by 20% between September 2012 and February 2013, for an overall increase in the number of contracted routes operated of 4.4%. The full year effect of this increase in the 2013/14 financial year is an increased cost of £629k.

The estimated value of the framework agreement with suppliers of contracted transport routes over the four years commencing September 2013 is £16.6 million, based on current expenditure and previous growth rates in the number of children with statements of Special Educational Needs in Hillingdon schools.

The actual costs of contracts for individual routes under the new framework can only be determined once the subsequent reverse e-auctions have taken place on each individual route. However, there is no provision in current budgets or the MTFF for any price increase in the cost of equivalent routes between the current and proposed framework agreements. Although fuel prices have increased steadily over the current framework period, it is considered that there is a reasonably competitive local market for transport provision which has mitigated this impact. However, there remains a risk that price increases could adversely impact on the budget for contracted SEN transport.

Each of the 29 proposed suppliers' financial standing has been subjected to financial vetting. Although some of the suppliers' financial standing is at a higher risk than the Council would normally use for contracted services, this is mitigated by:

- The framework agreement does not guarantee routes to any individual suppliers, and the financial risk can be reassessed at the time of awarding new routes;
- Providers supply the service in advance of payment;
- Retaining a larger number of suppliers will promote a greater degree of competition when routes are subjected to e-auctions.

For these reasons the proposed suppliers in this report are recommended for inclusion in the framework agreement. This approach is supported by the service manager.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

Approval of the Policy

The new policy also fully supports the empowerment and independence of children and young people and helps them move from childhood into adulthood. These transition skills that Children and Young people learn can be used to support further personal growth. Therefore the successful transition between Children's and Adult Services will be enhanced due to improved independence skills.

By implementing the new policy the Council would be able to use alternative methods in transporting children and young people to their place of study. The current policy leads to a number of pupils using costly and LBH dependant methods of transport.

Approval of Home to School Transport Framework Agreement

By approving the framework agreement of contractors and the contract, service continuity is provided to a large number of passengers as well as the opportunity to introduce new carriers who are experienced in working with SEN children, therefore providing a better service.

All of the suppliers have specialised knowledge of working with vulnerable children with SEN. Monitoring of current suppliers has shown that they have a verifiable high standard of service, with very high levels of health and safety.

The Framework Agreement will also ensure the Council receives value for money by way of on-going e-auctions for all routes. With fluctuations in price expected over the life of the Framework Agreement due to fuel price uncertainty, using e-auctions will ensure maximum competitive leverage to deliver at the lowest possible cost.

Consultation Carried Out or Required

Parent Partnership has expressed support of development of a broader menu of travel assistance options and of enhanced opportunities for independent travel for Residents with SEN and D. The following potential risks were raised for consideration:

- Resident dissatisfaction at loss of previously available Transport provision,
- Increase in appeals,
- Decrease in school attendance.

All Special Schools have also responded to a questionnaire on the matter. The result of this work has led to the plans detailed in Sec. 3 above. Officers also continue open two way communications with schools and colleges about the progress being made across this project.

5. CORPORATE IMPLICATIONS

Corporate Finance

The 2013/14 General Fund Revenue Budget provided £760k through Development and Risk Contingency to manage the underlying demographic pressure on SEN Transport costs, however, as noted within the financial implications above the actual cost is now forecast to exceed this sum by a significant margin, with in excess of £800k having been required in 2012/13.

While both policy changes and the procurement strategy recommended within this report are expected to result in cost reductions, these are expected to limit further increases in this pressure rather than manage down the existing pressure. As noted above the wider review of the Council's SEN Strategy, in particular with regard to out-of-borough placements, is expected to contribute towards managing both this pressure, and the associated cost of out-of-borough placements funded from the Dedicated Schools Grant.

The procurement strategy recommended within this report is intended to secure value for money through continued competition amongst suppliers, the benefits of which are expected to outweigh the additional supplier risk associated with use of smaller, potentially less robust firms. The specific mechanisms being put in place to manage such supplier risk are detailed above.

The financial impact of both the underlying demographic pressure in this area and actions to manage this pressure will be factored in the Council's Medium Term Financial Forecast and draft revenue budgets for 2014/15 at the earliest opportunity. In addition, it is expected that the more rigorous approach to monitoring of demographic pressures through monthly budget monitoring reports for 2013/14 will provide greater certainty as to the extent of the underlying pressure in this area.

Legal

The Council has a mandatory duty to make travel arrangements as it thinks necessary, in order to secure suitable home to school travel for eligible children of compulsory school age for whom no suitable travel arrangements are provided.

The Council must also prepare and publish for each academic year a "sustainable modes of travel strategy" and promote the use of sustainable modes of travel. Further, the Council is required to prepare a transport policy statement for each academic year specifying travel arrangements for persons of sixth form age and secure that effect is given to such arrangements. The Council must have regard to the Secretary of State's guidance and publish information about its travel policy and arrangements. The Council must also have regard to any parental choice of school based upon the parent's religion or belief, or for a person of sixth form age, that person's choice based on their religion or belief.

The Council's policy must have regard to the statutory framework governing the travel arrangements which it can make. In particular, the policy must recognise that certain travel arrangements such as the provision of escorts, the reimbursement of costs, provision of oyster cards etc can only be made with the consent of parents.

6. BACKGROUND PAPERS

NIL

Appendix A: Proposed SEN Travel Assistance and Transport Policy



HILLINGDON

LONDON

London Borough of Hillingdon

POLICY FOR TRAVEL ASSISTANCE FOR CHILDREN AND YOUNG PEOPLE

Policy for the provision of travel assistance for children and young people attending school/college

1. INTRODUCTION

The Education Act 1996, as amended, requires Hillingdon to make suitable travel arrangements for eligible children as are considered necessary to facilitate attendance at school.

Hillingdon has adopted two key principles which underpin a culture of providing travel assistance; promoting independence and maintaining quality of life. By working in partnership with parents, children and young people, schools and the voluntary sector, Hillingdon aims to secure the right option for each child so they are better prepared to enter adulthood confidently as active participants in society.

Hillingdon has considered the statutory legal framework and statutory guidance in formulating this policy. The West London Alliance Travel Assistance agreed position also informs this Hillingdon policy.

2. GENERAL PRINCIPLES

Inclusion and independence

Hillingdon is committed to the principles of inclusion and to promoting greater independence for children and young people with special educational needs so that their experiences can be similar to those of their peers. Hillingdon recognises the importance of extending the range of travelling options available so that the most suitable arrangements can be made to support individual needs. It is recognised that travelling to school as independently as possible is a valuable experience for young people as they grow up. In order to do this many young people with special needs may need extra training to help them to learn the skills required for greater independence. Hillingdon is working to expand the access to a range of options in future to support the principles in this policy.

Safe and Sustainable Travel

The Education Act 1996 places a general duty on Hillingdon to assess the travel needs of all children and persons of 6th form age to promote the use of sustainable modes of travel to school to meet those travel needs. Sustainable modes of travel will be defined as those which improve either the physical well-being of those who use them or the environmental well-being of the area. Hillingdon aims to promote safety and sustainability where it provides assistance with travel for pupils and young people with special educational needs.

Service Standards and the efficient use of public resources

In recognising Hillingdon's significant spend on transport, the Council is adopting this policy and accepting the need to provide a coordinated travel service for children and young people with special educational needs that aims to deliver its services to clear and consistent standards of both quality and costs. Where travel assistance is provided, Hillingdon will work to use the most economically efficient and effective means available.

Safeguarding

In providing travel assistance to children and young people, Hillingdon will ensure that all decisions reflect its safeguarding duties.

3. LEGAL BACKGROUND

Parents/carers are responsible for ensuring that their children attend school regularly. However, under the Education Act 1996 and the Education and Inspections Act 2006, Hillingdon has a duty to provide assistance with travel to and from qualifying schools/college for children and young people aged 5-16 in certain circumstances.

In addition, Hillingdon also has a duty to facilitate access to full-time education for young people aged 16-19 and this may include assistance with travel in certain circumstances. Other post 16 learners with learning difficulties and disabilities aged 16-25 attending colleges and other places of learning may be eligible for assistance. There is no mandatory entitlement to travel assistance for children under 5.

Under s508A of the Education Act 1996, Hillingdon must produce annually a strategy on sustainable modes of travel for children and persons of sixth form age travelling to and from their places of education. The strategy is intended to improve the physical well-being of those who use the "sustainable modes of travel" and or the environmental well-being of Hillingdon.

Under s508B of the Education Act 1996, Hillingdon must provide such travel arrangements as are considered necessary to get every "eligible child" to their "relevant educational establishment". Travel arrangements for an eligible child must under s508B be free of charge and may not require participants to incur extra costs. Hillingdon may also choose to provide travel assistance to those who do not qualify as eligible children but these arrangements may include a requirement under s508C for the child or his parent to pay some or all of the costs.

The criteria by which an "eligible child" is defined is set out in Part 4 of this document, which sets out Entitlement.

The provision of travel assistance by Hillingdon Council will be based on individual needs and circumstances and with regard to the efficient use of resources.

4. ENTITLEMENT

This document explains the background relating to the provision of travel assistance by the Council for children and young people living in Hillingdon and describes how the policy applies to:

- a. Children aged 5-16.
- b. Young people in full-time education from ages 16 - 19.
- c. Learners aged 19 or over, but under 25, who have or should have had a learning difficulty assessment under section 139A of the Learning and Skills Act 2000.

d. Children and young people with medical needs.

An “eligible child is defined as one to whom at least one of the following criteria applies;

- a. A child with special educational needs, a disability or mobility problem, who lives within the walking distance, but cannot be expected to walk;
- b. A child who cannot be expected to walk because of the nature of his/her route;
- c. A child beyond the walking distance (2 miles for pupils below the age of 8 and 3 miles for those aged 8 and over) who is without suitable alternative arrangements;
- d. A child between 8 years and 10 years in a low-income¹ family living more than 2 miles from their preferred suitable school; or
- e. A child in a low-income family living between 2 to 6 miles from his/her suitable secondary school; or

ELIGIBILITY AND PROVISION FOR TRAVEL ASSISTANCE FOR CHILDREN AGED 5-16

Eligibility for travel assistance will differ according to the age and needs of the pupil. Each individual case will be given careful consideration. In general, Hillingdon will expect parents and carers to take responsibility for the travel arrangements for younger pupils and for most older pupils either to walk to school or access free travel on public buses, where available, and to develop their independent travel skills where appropriate.

The following factors or combinations of factors will be taken into consideration in determining whether travel assistance is needed and the nature of assistance required:

a. If a child lives farther away from school than the statutory walking distances and for whom parents/carers have unsuccessfully tried to obtain a place at a suitable school within the statutory distance, and where no other school which is closer to home has places available. The statutory distances are:

- (1) Over 2 miles for children aged 5, 6 and 7
- (2) Over 3 miles for children aged 8-16

These distances are measured based on the shortest route along which a child may walk in reasonable safety. It may include footpaths as well as roads if these are well lit, are of reasonable width and are in good condition. Where these distance criteria are exceeded, it is expected that the provision of free bus and tube services by TFL will meet the need for travel assistance in almost all cases.

b. If a child is from a low income family (defined as those whose children are entitled to free school meals or whose parents are in receipt of maximum level working tax credits), if they meet the following criteria:

- (1) Children aged between 8 and 11 who live more than 3 miles from their nearest qualifying school.
- (2) Children aged 11 to 16 who attend one of the three qualifying schools nearest to their home, and live more than 3 miles but less than 6 miles away from that school, even if another of the three nearest schools has places available and is closer to the child's home.

¹ Children from low income groups are defined in the Education Act as those who are entitled to free school meals, or those whose families are in receipt of their maximum level of Working Tax Credit (WTC).

(3) Children aged 11-16 where the parents/carers have expressed a preference based on their religion or belief, where a young person lives more than 2 miles but less than 15 miles from the nearest suitable school.

(The 3 mile limit is measured in the way described above. The 6 mile and 15 mile limits will be measured along road routes, and will not include footpaths. Where these distance criteria are exceeded, it is expected that the provision of free bus services by TfL will meet the need for travel assistance in almost all cases and travel assistance will be provided only where the child's needs require it.)

c. If a child is unable to walk in safety to school because of the nature of the route. Where a parent/carer believes that a route is unsafe, the route will be assessed by the Council. Where it is agreed that a walking route is unsafe, it is expected that the alternative provision of free bus services by TfL will meet the need for travel assistance in most cases and travel assistance will be provided only where the child's needs require it.

d. Children who are unable to walk to school, or to travel to school by other means, by reason of their special educational needs, medical needs or disability.

PROVISION OF TRAVEL ASSISTANCE FOR YOUNG PEOPLE AGED 16-19

The object of this provision is to offer assistance to those students whose ability to attend or to complete a course may be affected by availability of transport or the ability to pay for the transport provision that is available.

Eligibility for assistance will depend upon but not be limited to:

- a. Residency;
- b. Age;
- c. Distance travelled;
- d. Establishment and the course being attended;
- e. The availability of alternative resources;
- f. Family income;
- g. Students with disabilities or special educational needs;
- h. Attendance at a 6th Form based on the students religion or belief;
- i. Preference of school or college by virtue of the learners and/or parents' religion or belief.

The weight to be given to each or any of the factors listed above will be a matter for the Hillingdon Transport Panel. at its discretion, according to the circumstances of each individual case.

PROVISION OF TRAVEL ASSISTANCE FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

This section explains what travel assistance may be provided for children and young people with a statement of Special Educational Needs (SEN) or disabilities, if they could not reasonably be expected to travel to school/college independently and even if the journey is within the 'statutory walking distance' described above. The entitlement to travel assistance for these children and young people varies according to their age group follows:

- a. Pre-school children - aged under 5.
- b. School children - aged 5-16.
- c. Young people in full-time education - aged 16-24.

Pre-School Children. Parents/Carers will normally be expected to transport their children to non-statutory provision. However, children of age 2 years or older placed in a nursery school or class or children's centre for the purpose of assessment of their special educational needs may be granted assistance with travel at Hillingdon's discretion in exceptional circumstances.

Children Aged 5-16. Travel assistance for children with a statement of Special Educational Needs (SEN), medical needs or disabilities will be determined primarily by the needs of the child and will only be provided for travel to a qualifying school. The issuing of a Statement of Special Educational Needs does not necessarily mean that Hillingdon will provide travel assistance.

Hillingdon does not have a duty to make travel arrangements when the parents have decided to send their child with a statement of SEN to a school that is farther away than the school that Hillingdon deemed suitable to meet the needs of the child. In this case it is likely that Hillingdon may name two schools on the Statement and indicate that the parent has opted to send the child to a school which is not the school deemed by Hillingdon to be suitable and therefore parents will be required to make and fund any travel arrangements.

Eligibility for the Provision of Travel Assistance.

When considering whether or not provision of travel assistance for a particular child is necessary, Hillingdon will take into account the following:

- a. The special educational needs and/or disabilities of the student; for example, where the child has severe learning difficulties or would have considerable difficulty in walking or using public transport due to disability;
- b. The need for specialist transport, including an assessment as to whether the student has a physical or medical disability that rules out the use of free public transport, or suitable public transport is not conveniently available (e.g. for users of wheelchairs, students who require specialist seating arrangements, specialist harness, specialist head restraint, other specialist facilities and the appropriate mode of transport required);
- c. The distance of the student's home from the school/educational establishment;
- d. Whether the student is deemed to be vulnerable and at risk of danger if they use public or other transport;
- e. The nature of the route to school including the safety of the route and alternative routes available;
- f. The potential capability of the student to travel independently to school/educational establishment with the provision of suitable travel training;

The weight to be given to each or any of the factors listed above will be a matter for the Hillingdon Transport Panel at its discretion, according to the circumstances of each individual case.

5. TRAVEL OPTIONS

It is important to offer a range of transport options which best address the individual needs of clients but which also utilise existing networks, which promote independence and which represent the most cost effective and sustainable mode of transport.

The different types of travel assistance available include the following:

- a. Transport for London provides free bus travel for all under 18 year old young people and this is the expected entitlement for the majority of students within Hillingdon. However where this is not provided it may be possible to provide funding for the provision of Oyster/travel cards to enable access to free travel on London buses provided by Transport for London .
- b. Funding for the provision of Oyster/travel cards for the parent/ carers to enable them to accompany their child where they have access to free travel on London Buses and where parents consent.
- c. Funding for the provision of Oyster/travel cards or travel passes for tube or train travel to and from school.
- d. A travel training or mobility programme for the young person where appropriate and available.
- e. Where available a travel buddy or passenger assistant to travel with a pupil on the journey from home or where appropriate and suitable in the context of the child's needs from a specified agreed meeting point to school and return.
- f. Payment of mileage allowances for parents/carers who use their own vehicles with the agreement of the Council. Particularly parents in receipt of Disability Living Allowance and a Motorability vehicle through the use of the mobility scheme
- g. Payment of public transport fares for travel arranged by parents/carers with the agreement of the Council.
- h. A seat on a vehicle suitably adapted as necessary to transport the pupil to the appropriate education provision from home or where appropriate and suitable in the context of the child's needs an agreed meeting point.
- i. A range of more flexible options which explore more creative solutions and promote the independence of the client.

Other arrangements that could be used to travel to the place of learning may include the use of a freedom pass.

Travel Options for Young Adults

When determining eligibility for transport for young adults, including those Post 16 clients remaining in full time education, consideration will be given to a full range of travel options. These options reflect the core principle of promoting independence and could include where available the provision of a freedom pass, independent travel training support, travel buddying, Motability, the London Taxicard Scheme and Capital Call, which is a complementary service to Taxicard.

6. EVIDENCE AND INFORMATION

All cases will be considered on their individual merits in line with this policy and in accordance with statutory guidance. The following may be considered as part of the assessment when determining eligibility. They will be considered fortnightly at the Transport Panel.

- a. The Statement of SEN and Annual Review reports.
- b. Relevant Professional Reports.
- c. Information about the nature and reasonableness of the route i.e. journey times, changes, safety, nature of the pavements and roads, congestion, other passengers etc.
- d. Information from a social care initial or core assessment/CAF if appropriate.
- e. Information submitted during the application.
- f. Where travel training is available, an existing Travel Training Plan (or assessment being undertaken)
- g. Evidence from a consultant if parent/carer indicates that they are medically unfit to get their child to school.
- h. Other exceptional circumstances which prevent a parent/carer from taking their child to school.

Evidence must be submitted in support of any application for travel assistance. The weight to be given to each or any of the factors listed above will be a matter for Hillingdon Transport Panel, at its discretion, according to the circumstances of each individual case.

7. EDUCATIONAL RESIDENTIAL PLACEMENTS

For those children attending educational residential placements, wherever possible and with their consent, parents will be encouraged to make their own travel arrangements, supported through the provision of mileage allowance. The number of journeys that will be funded will normally be in line with the contract (with the school) of the individual placement (e.g. termly). Hillingdon does not have a duty to make travel arrangements when the parents have decided to send their child with SEN to a school that is further away than the school that Hillingdon deemed suitable to meet the needs of the child. In this case it is likely that Hillingdon may name two schools on the Statement and indicate that the parent has opted to send the child to a school which is not the school deemed by Hillingdon to be suitable and therefore parents will be required to make and fund any travel arrangements. Looked After Children will be considered on a case by case basis.

8. APPLICATIONS AND DECISIONS

Hillingdon will provide details of our application process to all parents, carers and young people and provide all appropriate forms. Where Hillingdon makes a decision to provide travel assistance, it will usually be agreed for a limited period of time and reviewed each year, particularly as part of the SEN Statement process when available. In exceptional circumstances where the pupil has severe and complex needs, travel may be agreed for longer periods of time.

Applications must be supported with evidence.

9. REVIEW / REAPPLICATION

- a. Travel arrangements will be reviewed at least annually or if the child's or parents circumstances change. The child's progress and any other relevant information must be recorded on the Annual Review form which will be used to help determine future travel options.
- b. Where a pupil/student changes school/college or moves home or there are other changes in the child's circumstances such as successful travel training, travel assistance will be reviewed accordingly.

10. APPEALS

If parents/carers disagree with Hillingdon's assessment of the travel assistance that it deems is necessary for their child, including a decision that the child does not qualify for or need any help, they can appeal against that decision by writing to explain why they feel that the child's circumstances are exceptional or that the assessment carried out is wrong. Each case will be given careful consideration by and determined by the Hillingdon Transport Manager Deputy Leader/Lead Member for Children and Families. In the first instance parents/carers should write to Hillingdon's Transport Manager in the case of an appeal.

An independent and impartial 2nd stage review will be determined by Hillingdon's Deputy Leader/Lead Member for Children and Families. Further information on this final step will be available from the Transport Manager.

11. TRANSPORT ARRANGEMENTS

If provision of transport by Hillingdon is agreed, Hillingdon will arrange the most appropriate, sustainable and cost-effective transport provision. This will be provided in line with local operational policies and Hillingdon will make clear the responsibilities of Hillingdon and the responsibilities of parents and carers. These operational policies will also make clear the circumstances in which the service can be withdrawn.

Appendix B: Home to School Transport Framework

Reasons for recommendation

Qualification of suppliers was based on evaluation of an Invitation to Tender submitted as a result of Contract Notice issued through OJEU. This has resulted in a number of new organisations being added to the list, whilst maintaining quality and continuity with our best current suppliers.

The use of the reverse auction methodology is to provide best value for money, whilst meeting statutory obligations under the Education Act 1996, and Education and Inspections Act 2006, and to deliver Council's priorities.

Contracts are to be issued on a four yearly basis, subject to the following:

- Suppliers continuing to satisfy all terms and conditions within the "Framework Agreement for the Provision of Home to school Transport including Special Educational Needs Transport Services to the London Borough of Hillingdon (LBH)". Particular importance is given to matters around safeguarding of children and vulnerable adults.
- Route configurations changing due to changes in passenger numbers/route consolidations
- Change of vehicle requirement defined by service need (saloon car, MPV, minibus, accessible vehicle)
- Maintaining value for money

This list is not exhaustive but is typical of reasons for ending a contract before its four year term. In such circumstances routes will be re-tendered by reverse auction, or other bidding process in place at the time.

Supporting Information

Appendix C – Bidding process

Appendix D – Framework Suppliers

Appendix E – Current Routes to be tendered over the life of the Framework Agreement

Financial Implications

The 2012/13 home to school budget is £4.9m. The contracted-out vehicle element of the budget was approximately £2.8m p.a. Final out-turn for the year, however, was £5.8 m, with the contracted-out vehicle element at £3.4m. The other significant contributor to this spend was the higher staffing costs directly attributable to the increased demand for vehicles in order to meet the authority's statutory duties. This has led to a new Transport Panel being established to ensure that more consideration is given to providing the most cost-effective travel assistance for each applicant. The cost of externally contracted SEN transport is expected to continue to increase significantly over the medium term, with the underlying increase in the number of children with special educational needs, and the increasing complexity of need, far outweighing any cost reductions achieved through the increase in non-vehicle related travel assistance solutions, which will mainly bring reduced costs for those children where transport is being provided to address the lowest needs and over the shortest distances. The actual spend and activity data will be closely monitored and reported during the course of each year, on a monthly basis, as part of regular budget monitoring.

Although there are 231 routes shown for re-tendering over the next 4 years, actual route numbers are subject to variations due to numbers of children being eligible each year, potential for routes being combined to achieve cost savings, the needs of individual passengers, the

impact of the introduction of the new Travel Assistance Policy and the delivery of the Independent Travel Training programme.

Lot 1 - The total cost of the proposed four year framework contract has an approximate value of £12m over the life of the contract.

Lot 2 – Historic cost suggest spend within this area is circa £150k. As spend in this area has been fragmented across the Council, the Corporate Procurement Unit will now monitor spend activity. It is expected that costs will decrease with improved management.

Lot 3 – Spend is nil or low due to the nature of the activity. The main purpose was to have a compliant supplier that is capable of providing emergency transportation.

Corporate Procurement

The tender has been concluded in accordance with all relevant Procurement legislation and Council Standing Orders, as advised by the Corporate Procurement Unit.

Evaluation criteria were agreed from the outset and communicated to all suppliers within the tender documents. The Corporate Procurement Unit are satisfied that the award of the Framework Agreements/contracts to the suppliers listed in this report, with the bidding process described to call-off against the framework (Lot 1 only), plus the increased monitoring and reviewing of the suppliers (Lot 2) will provide LBH with ongoing best value.

Appendix C - Bidding Process

All suppliers have submitted tenders using the Supply4London web portal and all route bids will be made via www.whyabe.com, an open-source site, during the course of this 4 year framework agreement. This is a method supported by the Corporate Procurement Unit. The bidding will be via reverse auction through ProAuction. Suppliers are required to register on this site, and once registered, do not have to re-register.

- Routes will be added to the system by the transport office when an auction is required.
- When an auction is first added, all suppliers will receive a system generated email advising that an auction has commenced.
- Suppliers will be able to see their ranked position in the bidding, but not the monetary value of other bids or the names of the bidders. Experience has shown that making monetary values of bids visible leads to overly aggressive bidding, causing problems for the successful bidder once they commence the route. Ultimately routes get handed back and we have to re-bid the routes. This is inefficient and provides a poor service to passengers.
- As part of the tender, all bidders will receive a schedule with the following details:
 - passenger pick up points
 - times for pick ups/drop offs
 - contract mileage for the route
 - special equipment requirements
 - school arrival/departure times
 - Framework agreement
- Bidding for a route confirms acceptance of Framework agreement terms and conditions.
- Routes are awarded to the lowest bidder on conclusion of the auction. We reserve the right to select another bidder if some pertinent factor requires this, which will be documented at the time.

Appendix D – Framework Suppliers

SUPPLIER	SUPPLIER STATUS
ACC Minicabs t/a K2 Cars Ltd	NEW
Ace Coaches	NEW
Airport To Door	NEW
Amac Express Services	NEW
Apollo Cars of Ickenham Ltd	CURRENT
Bessway Travel Ltd	NEW
Cheam Station Cars Ltd	NEW
Cruise Minibuses Ltd	CURRENT
Diamond Cars	CURRENT
Ealing Community Transport	NEW
Go Cars UK Ltd	CURRENT
Hillingdon Community Transport	CURRENT
IHS Corporation Ltd	CURRENT
London Hire Services Ltd	NEW
MCH Minibuses Ltd	CURRENT
Mealing Taxis Ltd	NEW
Olympia Transport Ltd	NEW
Olympic (South) Ltd	CURRENT
Perwood Cars	NEW
Qdell Limited & LHR Express Cars Ltd	NEW
Reid Logistics	CURRENT
Scholars	NEW
Skool Carz	CURRENT
Target Minibuses	CURRENT
The Impact Group Plc	CURRENT
Trident	CURRENT
Twelves Company	CURRENT
Wheel Get You There Ltd	CURRENT
Wings Travel	CURRENT

Appendix E – Current Routes to be tendered over the life of the Framework Agreement

ROUTES DUE FOR RE-TENDERING 2013-14			70
VEHICLE TYPE	ROUTE NUMBER	DESTINATION	CONTRACT RE-TENDER
Car	C002b	Parklands Campus	August 13
Car	C005	Castlebar School	August 13
Car	C008a	Chantry School	August 13
Car	C008a	Chantry School	August 13
MPV	C009a	Chantry School	August 13
MPV	C011	Chantry School	August 13
Car	C011c	Chantry School	August 13
MPV	C020	Deansfield School	August 13
Car	C046	Hillingdon Manor School	August 13
Car	C059	Heathlands	August 13
Minibus	C062	Hedgewood	August 13
Car	C062c	Hedgewood	August 13
Car	C062c	Hedgewood	August 13
Car	C063	Heathermount School, Sunningdale	August 13
Car	C063b	Heathermount School, Sunningdale	August 13
MPV	C069a	Hillingdon Manor School	August 13
MPV	C069b	Hillingdon Manor School	August 13
Car	C069c	Meadow High School	August 13
Minibus	C084	Meadow High School	August 13
Minibus	C085	Meadow High School	August 13
Minibus	C086	Meadow High School	August 13
Minibus	C086a	Meadow High School	August 13
MPV	C093a	Moorcroft	August 13
Car	C101c	Penn School, Bucks	August 13
Car	C102	Pinkwell	August 13
MPV	C105	Field Heath	August 13
Car	C108a	Ripplevale	August 13
Car	C109b	Royal School for the Deaf (Greenwich Park)	August 13
Car	C110a	St Elizabeth's, Much Hadam	August 13
Car	C112a	St Joseph's School, Cranleigh	August 13
Car	C113	St Mary's	August 13
Car	C122b	Treehouse	August 13
MPV	C134	Vyners	August 13
Car	C134a	Vyners	August 13
MPV	C140	Willows	August 13
Coach	CO002	Hedgewood	August 13
Coach	CO003	Hedgewood	August 13
Coach	CO004	Meadow High School	August 13
Coach	CO005	Meadow High School	August 13
Coach	CO006	Meadow High School	August 13
Coach	CO007	Meadow High School	August 13
Coach	CO008	Meadow High School	August 13
Coach	CO009	Meadow High School	August 13
Tail lift	M002	Grangewood/Coteford	August 13
Minibus	M007	Grangewood	August 13
Tail lift	M009	Grangewood	August 13
Tail lift	M017	Grangewood	August 13

Tail lift	M018a	Grangewood	August 13
Tail lift	M025	Hedgewood	August 13
Minibus	M028	Hedgewood	August 13
Minibus	M029	Hedgewood	August 13
ROUTES DUE FOR RE-TENDERING 2013-14 (cont)			
Tail lift	M031	Linden Lodge	August 13
Tail lift	M033a	Meadow High School	August 13
Tail lift	M034a	Moorcroft	August 13
Tail lift	M036a	Moorcroft	August 13
Car	M041	Moorcroft	August 13
Tail lift	M041	Moorcroft Schools	August 13
Tail lift	M042	Sunshine House	August 13
Tail lift	M042a	Sunshine House	August 13
Car	C015	Chilworth House	December 13
Car	C064	Heathermount, Sunningdale	December 13
MPV	C076	Hayes Park	December 13
Car	C122e	TCES Tutorial College, Willesdon	December 13
Car	C141	Willows First Steps	December 13
Tail lift	M003	Coteford Junior/Grangewood	December 13
Tail lift	M010	Grangewood	December 13
Tail lift	M015	Grangewood	December 13
Tail lift	M001	Grangewood/Coteford Nursery	March 14
Tail lift	M006	Grangewood/Coteford	March 14
Car	C012a	Field Heath/Meadow High School	April 14

ROUTES DUE FOR RE-TENDERING 2014-15			43
VEHICLE TYPE	ROUTE NUMBER	DESTINATION	CONTRACT RE-TENDER
Minibus	Blue	Willows	August 14
Car	C002	Belvue School	August 14
Car	C003	Bladon House	August 14
Car	C003a	Bishopshalt	August 14
Car	C003b	Bishop Ramsey	August 14
Car	C004	Blossom House	August 14
Minibus	C009	Chantry School	August 14
Car	C016	Chilworth House	August 14
MPV	C061b	Hedgewood	August 14
Car	C076b	East Berks College	August 14
Car	C076c	East Berks College, Langley	August 14
Car	C086b	Meadow High School	August 14
MPV	C087	Meadow High School	August 14
MPV	C094	Moorcroft School	August 14
MPV	C101	Penn School, Bucks	August 14
Car	C106	Field Heath	August 14
Minibus	C121a	Sybil Elgar	August 14
Tail lift	C137	West Thames College	August 14
Car	C138a	West Herts College, Watford	August 14
Car	C139b	William Byrd School	August 14
Tail lift	M011	Coteford Nursery	August 14
Tail lift	M020a	Harlington School	August 14
Minibus	M022	Hayes Park	August 14
Tail lift	M033b	Ruislip High	August 14
Tail lift	M033c	Pace School, Chesham	August 14
Minibus	M037	Moorcroft	August 14
MPV	M041b	Moorcroft School	August 14
Tail lift	M042c	Sunshine House	August 14
MPV	C103	Field Heath	December 14
Car	C139	Woodbridge Park	December 14
Tail lift	M001b	Coteford/Grangewood	December 14
Tail lift	M014	Grangewood	December 14
Tail lift	C047	Coteford	March 15
Car	C099	Pace Centre	March 15
MPV	C101a	Penn School, Bucks	March 15
MPV	C102c	Pinkwell	March 15
Car	C104	Field Heath	March 15
MPV	C108	Priors Court	March 15
Tail lift	M001a	Coteford	March 15
Minibus	M008	Grangewood	March 15
Tail lift	M016	Grangewood	March 15
Minibus	M026	Hillingdon Manor	March 15
MPV	C005a	Springhallow	March 15

ROUTES DUE FOR RE-TENDERING 2015-16			55
VEHICLE TYPE	ROUTE NUMBER	DESTINATION	CONTRACT RE-TENDER
MPV	C001c	Coteford	August 15
Car	C002c	Parklands Campus	August 15
Car	C010	Chantry School	August 15
Car	C011d	Chantry School	August 15
MPV	C042	Glebe	August 15
MPV	C042	Willows	August 15
MPV	C042b	Glebe School	August 15
MPV	C044b	Hayes Park	August 15
Car	C046a	Harlington School	August 15
Car	C046b	Hayes Park	August 15
MPV	C061	Hedgewood	August 15
Car	C063a	Heathermount	August 15
MPV	C079	Meadow High School	August 15
Car	C080	Lindon Bennett School	August 15
MPV	C086d	Meadow High School	August 15
MPV	C087a	Meadow High School	August 15
Car	C114	Stockley Academy/Colham Manor	August 15
Car	C115	Swalcliffe School	August 15
Car	C136a	Stony Dean School, Amersham	August 15
MPV	C138	West Herts College, Watford	August 15
Car	C138b	West Herts College, Watford	August 15
Minibus	Green	Willows	August 15
Tail lift	M014a	Grangewood	August 15
Tail lift	M014b	Grangewood	August 15
Tail lift	M032	Meadow High School	August 15
Tail lift	M033	Meadow High School	August 15
Tail lift	M034	Moorcroft	August 15
Tail lift	M038	Moorcroft	August 15
Tail lift	M041a	Moorcroft/Harlington School	August 15
Tail lift	M042d	Sunshine House	August 15
Tail lift	M042e	Sunshine House	August 15
Minibus	Orange	Willows	August 15
Minibus	Yellow	Willows	August 15
Car	C021	Deanesfield School	December 15
Car	C022	Deanesfield School	December 15
MPV	C042a	Glebe School - MPV	December 15
MPV	C042c	Glebe Nursery	December 15
Car	C082	Laurel Lane	December 15
Car	C122a	TCES Tutorial College, Willesdon	December 15
Car	C147	Norwood Green	December 15
Tail lift	M040	Moorcroft	December 15
Tail lift	M041c	Moorcroft	December 15
Tail lift	M004	Grangewood	March 16
Car	C002d	Parklands Campus	March 16
Car	C002e	Parklands Campus	March 16
Car	C013	Hillingdon Manor	March 16
Car	C075a	Jigsaw	March 16
Car	C112b	St Joseph's School, Cranleigh	March 16
Car	C150	Moorcroft	March 16
Car	C155	Swalcliffe School	March 16

Tail lift	M023a	Hedgewood	March 16
Tail lift	M039	Moorcroft	March 16
Car	C011f	Chantry School	April 16
ROUTES DUE FOR RE-TENDERING 2015-16 (cont)			
Car	C145	Hillingdon Manor	April 16
MPV	C153	Coteford/Grangewood	April 16

ROUTES DUE FOR RE-TENDERING 2016-17			63
VEHICLE TYPE	ROUTE NUMBER	DESTINATION	CONTRACT RE-TENDER
Car	A001	Abbotsfield/Swakeleys School	August 16
Car	BCA	BCA Coach (Route 4)	August 16
Car	C001	Grangewood	August 16
Car	C002a	Parklands Campus	August 16
Car	C002f	Parklands Campus	August 16
Car	C002g	Parklands Campus	August 16
Car	C004a	Barra Hall (Heathermount)	August 16
Car	C007	Chantry School	August 16
Car	C011b	Chantry School	August 16
Car	C011e	Chantry School	August 16
Car	C011g	Chantry	August 16
Car	C013b	Chantry School	August 16
MPV	C017	Harlington School	August 16
MPV	C020a	Willows	August 16
Car	C023	Egerton Rothesay School (meet coach)	August 16
Car	C028	Hedgewood	August 16
MPV	C044c	Hayes Park	August 16
Car	C077	Knowl Hill, Woking	August 16
Minibus	C078	Meadow High School	August 16
MPV	C084a	Meadow High School	August 16
Car	C089c	Moor House School Oxted	August 16
MPV	C096	Northwood SRP	August 16
Car	C103a	Field Heath	August 16
Car	C121	Leap Centre, Acton	August 16
Car	C121b	Sybil Elgar	August 16
MPV	C136	Southall College	August 16
Tail lift	C137a	West Thames College	August 16
Tail lift	C157	Oaklands College	August 16
Tail lift	M00001	Moorcroft respite bus	August 16
MPV	M005	Grangewood	August 16
Tail lift	M012	Guru Nanak	August 16
MPV	M024a	Hedgewood	August 16
Minibus	M025a	Hedgewood	August 16
Tail lift	M027	John Chilton	August 16
Tail lift	M027a	John Chilton	August 16
Minibus	M029a	Hedgewood	August 16
MPV	M030	Hedgewood	August 16
MPV	M031a	Linden Lodge	August 16
Tail lift	M033d	Meadow High School	August 16
Minibus	M035	Moorcroft	August 16
Tail lift	M042f	Sunshine House	August 16
MPV	C001d	Grangewood	December 16
Car	C011h	Chantry School	December 16
Car	C044b	Hayes Park	December 16
MPV	C084b	Hillingdon Minor	December 16
MPV	C108b	Priors Court	December 16
MPV	C121c	Sybil Elgar	December 16
Car	C142	Willows	December 16
Car	C158	Eden Independent School	December 16
Car	M038a	Kids Can Achieve (Moorcroft)	December 16

Tail lift	M101	Moorcroft	December 16
Car	MC001	Meadow High School	December 16
Minibus	Red	Willows	December 16
ROUTES DUE FOR RE-TENDERING 2016-17 (cont)			
Car	AB001	Hillingdon Manor School	January 17
Car	C011e	Chantry	January 17
Car	C062a	Hedgewood	January 17
MPV	C032	Meadow High School	March 17
Car	C061b	Hedgewood	March 17
Car	C061c	Hedgewood	March 17
Car	C139c	The Moat School	March 17
Coach	CO001	Hedgewood	March 17
Coach	M023	Hedgewood	March 17
Car	SF01	Snowflake Nursery	March 17