

FLOWCHART FOR “SHORT NOTICE” HOME TO SCHOOL TRANSPORT FOR CHILDREN LOOKED AFTER AND/OR PUPILS WITH AN EHCP

Ordinarily home to school transport will be procured by Transportation Services, however if things change for a pupil that is unpredicted there may be a need for a short notice change, e.g. risk of exclusion and the need to move the child’s educational establishment at short notice or for a CLA a short notice change of school or residential establishment. In these circumstances the process set out below **MUST** be followed.

Step 1	<p>As soon as an officer (Social Worker/EHCO) realises there is a need for short notice home to school transport you must call:</p> <p style="text-align: center;">TRANSPORTATION SERVICES (01482) 395440</p> <p>Transportation Services will need to know the following information:</p> <ul style="list-style-type: none">• Pupil Name• Address from which transport is needed• Establishment to where transport is required• Age of the pupil• If the pupil is in receipt of any additional benefits e.g. free school meals• Any special requirement e.g. wheelchair user• Based on the information provided Transportation Services will check and advise you if the pupil is entitled to home to school transport
Step 2	<p>If a pupil is entitled to home to school transport then Transportation Services will if transport is available allocate the pupil to an existing contract. If there is no existing transport then Transportation Services will start the process to procure transport (this can take 2-3 weeks). During this period the worker after discussion with their manager should obtain an alternative mode of home to school transport (if this is from a taxi company, then you must ensure that the driver has a valid DBS).</p>
Step 3	<p>Instruction should be given to the taxi company for invoices to be addressed to the budget holder from your service area. When the invoice arrives the service area should pay the invoice from their cost centre (using appropriate detail code). You should then scan and forward a copy of the paid invoice to transport.requests@eastriding.gov.uk. You should include in the email the cost centre to be recharged (re-imbursed).</p>
Step 4	<p>Transportation Services will advise you when the procured transport will commence. You must then inform the interim provider of the end date for transport.</p> <p>Transportation Services will arrange a re-charge in to your pre-advised cost centre.</p>

If you need any further information please contact Transportation Services:

Telephone: 01482 395440

Email: transport.requests@eastriding.gov.uk