

Policy Guidelines for Bus Services to Schools – September 2014

Requests for New Services to Schools

West Yorkshire Combined Authority will consider the following in appraising requests to West Yorkshire Combined Authority to fund new services to schools for students not entitled to transport by statute.

- **A new service will not be provided to a secondary school if students can reasonably be expected to make the journey by walking or using regular public transport.**
- **A test of “reasonableness”** will be applied to the journey
 - Walking distance 1.5 miles by a safe walking route
 - Bus Journey 1hr 15 minutes in total, including interchange
 - Maximum of 1 interchange using a safe interchange point
 - Home and bus stop are within 600m (10 min walk)
 - Pupil arrives no earlier than 30 minutes before registration
 - Pupil departs no later than 20 minutes after school finish
 - Bus Journey does not begin before 0700
- West Yorkshire Combined Authority will not fund a new service where the statutory responsibility to provide transport lies with the LEA of another body. West Yorkshire Combined Authority will however assist in organising such services on behalf of the statutory body.
- West Yorkshire Combined Authority will not fund a new service arising due to a reorganisation of school sites or opening times. West Yorkshire Combined Authority will however assist in organising such services where funding is available from the LEA, school, parents or another body.

Guidelines for Appraisal of Existing School Services Funded by West Yorkshire Combined Authority

Where West Yorkshire Combined Authority is funding a school service carrying 75% or more students who are not entitled to transport by statute, the service will be appraised under the following tests:-

- **Students currently using the service cannot reasonably be expected to make the journey by walking or using regular public transport** - the above test of reasonableness will be applied.
- **There are enough students using the service to justify its continued provision** - alternative arrangements will be made where buses are usually operating at less than 25% occupancy during winter and spring terms.
- **The service is cost effective** - lower cost alternatives will be explored when the cost per mile exceeds £3.