Terms of Reference

# Transport Panel

## Purpose;

The Transport Panel considers applications for home to school transport for children with special educational needs or disabilities.

The Transport Panel will consider the following factors when assessing transport applications;

* + eligibility criteria as set out in the Council’s Home to School Transport Policy
  + the distance from home to school
  + age of pupil residing in Hull
  + school attended – nearest suitable school/catchment school taken to mean the nearest qualifying school with places available that provides education appropriate to age, ability and aptitude of the child, and SEN.
  + length of journey
  + ability to travel to school alone or accompanied either by walking, cycling or using public transport
  + whether the parent/carer has a disability which makes it unreasonable for them to accompany their child to school
  + any other exceptional circumstances, identified by the parent/Carer.
  + requests for Personal Transport Budgets, whether this is an efficient use of council funds; and whether an alternative mode of transport could be utilised that meets the needs of the child.

On an annual basis, the panel will also;

* + work in partnership with the Head of Service SEND Partnerships to review all existing children in receipt of assisted transport with an Education, Health and Care Plan.
  + quality assure risk assessments.
  + review the Passenger Assistants training programme to ensure it remains fit for purpose.
  + review staffing and financial resources.
  + provide a report to the Education Safeguarding Sub-Group on incidents and accidents relating to pupils/drivers/passenger assistants.
  + Oversee the development of systems and processes ensuring information provided on Hull City Council website/ Local Offer website is up to date.
  + Review customer feedback and complaints.

## Frequency;

The panel will meet weekly via Microsoft Teams, to consider applications for transport assistance for children, with the applications to be presented by the Transport Co-ordinators

## Outcomes;

* Application of the Council’s Home to School Transport Policy
* Consistency in decision making;
* Children can travel to school in a way that best meets their needs.
* Families feel supported.
* Partners are systematically working together, sharing and utilising their expertise, data and intelligence to ensure the best outcomes for vulnerable children
* Value for Money
* Safe transport provided to children in accordance with up to date risk assessments

**Panel Structure;**

Panel membership will be composed of;

* + Chair - Head of Service Access and Inclusion - Hayley O’Grady
  + Vice Chair - Transport Operations Manager Claire McKenzie
  + Transport Co-ordinators/Minute takers – Emily Dearing/Jodi Brown
  + Early Help Team Manager– Simon King
  + Group Manager Localities and Safeguarding – Karen Lamb
  + Head of SEND and/or SEND representative
  + Health representative.
  + IPASS Manager – Jan Kingston
  + Education Officer (Safeguarding) – Phillip Painter

**5. Administration**

For new requests to be considered, Special Circumstances Form should be submitted 2 days prior. This can be completed by either parent/carers or panel member

Managers will be aware of the agenda which will be circulated in advance.

The role of the Transport Co-ordinator is to:

* + Compile and distribute agendas and papers;
  + Record actions and distribute within 2 days of the panel meeting