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