

Children's Transport - School Badge Application Form



What is a home to school transport badge?

The safeguarding of children in Milton Keynes is a priority for Milton Keynes Council. The home to school transport service works with some of the most challenging and vulnerable children across Milton Keynes and, as such, the Council must ensure that all operators and staff that come into contact with service users have been suitably vetted by the home to school transport service.

How to make an application for a home to school transport badge?

Operators must complete the application form overleaf (one application per applicant) and email the form and any required supporting evidence to client.transport@milton-keynes.gov.uk. Please ensure that the applicant's name is included in the subject heading of the email.

How long will it take to process the application?

Applications will be processed within 7 working days once a completed application along with all the required supporting evidence is received and reviewed. If the application is not fully complete and/or evidence is missing, the application will be returned to the operator and will only be considered once all the required information has been submitted.

Is a Disclosure and Barring Service (DBS) check required?

Yes. A valid enhanced DBS is required.

What else is required to receive a home to school transport badge?

What additional supporting evidence needed in order to receive a home to school transport badge will be dependent on the role applied for and what contract the applicant intends to work on. The additional supporting evidence needed is made clear in the application form.

Do home to school transport badges expire?

Home to school transport badges will expire at the same time as the applicant's enhanced DBS expires or when the individual's license/certificates expires, whichever is the earliest.

Does the home to school transport service request Disclosure and Barring Service (DBS) checks on behalf of drivers and passenger assistants?

No, applicants will need to apply for an enhanced DBS Certificate through their respective providers who can register with the DBS Service.

Evidencing Criminal Record- foreign offences

Where an applicant has either not lived in the UK continuously for 10 years or more, or has spent more than 6 continuous months living outside of the UK at any time in the last 10 years, the applicant is required to satisfy the Council that they have not been convicted of any offences in a foreign jurisdiction.

An applicant will therefore also be required to provide an equivalent to the DBS disclosure (for example certificate of good conduct duly authenticated) completed by the relevant Embassy, Consulate or policing authority for each country in which the applicant has lived for 6 months or more in the last 10 years.

If the applicant comes from a country where it is not possible (e.g. where the country is at war) they need to fill in a Statutory Declaration.

If an applicant does not provide this information the Council cannot be satisfied that the applicant is fit and proper and as such will be rejected.

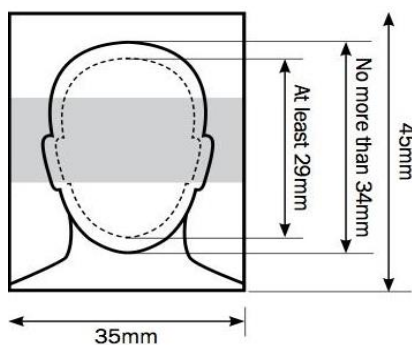
Please note: It is the responsibility of the individual and the operator to ensure that home to school transport badges are in date when operating a school contract on behalf of the Council. Should a driver or passenger assistant operate without a badge or with an expired badge, then they will be removed from the contract with immediate effect. The Council reserves the right to request a further DBS check from the operator or to see originals of documents at any time. Not having a valid school badge is a direct breach of the contractual terms and conditions of the service specification and will cause the contract to be reviewed and can lead to the removal of a contract from the provider in question.

Documentation guidelines for home to school transport badges

All documentation must be clear and readable. The home to school transport service will usually accept copies if they are:

- The full length of the document with no areas missing from the copy
- In colour (including pictures)
- Clear and readable

Photos



Please ensure that photos are a jpeg format, sent in colour and are recent.

Operator details:					
Operator's name					
Operator's email address					
Operator's telephone number					
Applicant details – please provide details of who the home to school transport badge is for:					
Applicant's name					
Applicant's home address					
Applicant's email address					
Applicant's telephone number					
Please tick the role of the applicant					
Passenger Assistant		PSV Driver		Taxi Driver	
Has the applicant attended the mandatory induction course? Please circle accordingly.					
Yes\No					
Ability to speak good English* – please confirm that the applicant speaks good English.					
Yes \ No					
*Milton Keynes Council reserves the right to carry out testing of English speaking skills at its own discretion					
A passport size photo is required. Please confirm that this is a suitable likeness to the applicant and is attached					
Yes \ No					
Please confirm that the relevant documents / evidence listed in the table below is included with this application – applications will be returned to the operator if incomplete					
Yes \ No					
Documents and evidence required for a home to school transport badge	Passenger Assistant	PSV Driver	Taxi Driver		
Enhanced DBS	✓	✓	✓		
Evidencing criminal record history (if applicable)*	✓	✓	✓		
Safeguarding awareness training.	✓	✓	✓		
Driver Certificate of Professional Competence (CPC)	n\a	✓	n\a		
Passenger Assistant Training Scheme (PATs)	✓	d	d		
Wheelchair vehicles – either pat's module B2, or WAV training	✓	✓	✓		
Taxi licence (for out of county drivers, the licence held must comply with MKC licencing policies and procedures)	n\a	n\a	✓		

Key: ✓ = mandatory, n\a = not applicable, d = desirable.

* if applicant has either not lived in the UK continuously for 10 years or more or has spent more than 6 continuous months living outside of the UK at any time in the last 10 years (please see full notes in **Evidencing Criminal Record- foreign offences** section. **Completed application forms with photos and supporting evidence should be emailed to client.transport@milton-keynes.gov.uk**. Incomplete applications will be returned.