

Home to School Transport – Badge Process

The following document is to act as guide for Providers for any new Drivers or Passenger Assistants who wish to gain a MKC Passenger Transport Badge for Home to School Transport contracts. Please contact MKC at any point in the process for queries.

Step 1 –

Induction Session (Mandatory)

- Delivered by MKC Transport Compliance Officers
- Delivered at appropriate location (PDC Galley Hill / Provider Depot)
- Session will last approximately 60 – 90 mins.
- Session to include MKC Transport Overview, Technical Questions, Written and Oral Communication Questions and School Specific Training.

Step 2 –

Passenger Assistant Training Scheme (PATs)

- Candidate successful at Induction to then take PAT's training.
- PATs training **not** provided by MK Council
- PATs to apply for Passenger Assistants only.
- Drivers do not need PATs. It is recommended as an additional skillset, but it is not a mandatory requirement.
- MKC can assist providers to find PATs Trainers.

Step 3 –

DBS Enhanced Certificate

- DBS checks **not** provided by MKC
- MKC can assist providers to find DBS sources

Step 4 –

Badge Application

- Once all above steps have been completed and the provider has the relevant certification and evidence, to complete the badge application in full.