

## **Personal Transport Budget**

A Personal Transport Budget (PTB) is an alternative to the provision of home to school transport. It is a payment to parents or guardians of children who are eligible for transport to school that allows families, or groups of families, to make appropriate and reliable transport arrangements that suit their circumstances and ensure that the child is in school on time, safely and ready to learn. PTBs are granted at the discretion of the Council where they offer value for money. They are reviewed at least annually to ensure they remain cost effective.

The roles and responsibilities are covered by a signed legal agreement. It is the parent or guardian's legal responsibility to ensure their child's attendance and that the arrangements made are appropriately taxed and insured. The Council wants to make PTBs work for families, though if there are difficulties that cannot be resolved satisfactorily, a month's notice is required to enable alternative arrangements to be made

### **What can the Personal Travel Budget be spent on?**

Some ideas include:

- Purchasing a travel pass for yourself or a trusted adult to accompany your child on public transport.
- Paying for an escort with an enhanced Disclosure and Barring Service clearance for your child to walk to school or to travel by public transport, or arrange to do this yourself.
- Covering the cost of driving or cycling with your child to school, including maybe leasing a car if you don't have one.
- Arranging shared travel arrangements with other parents or guardians, such as shared driving responsibilities, walking buses or joint taxi bookings.
- Arranging for a family member, friend or someone you trust to take your child to school.
- Paying a child minder with an enhanced Disclosure and Barring Service clearance to take your child to school.
- Overcoming barriers that may prevent you accompanying your child to school, for example travel or childcare arrangements for siblings.

### **How will the Personal Travel Budget get paid?**

PTBs are calculated on the distance between home and school and take account of your child's current travel requirements. It is based on there being 190 school days in an academic year. A reduction will be made for absence from school. Attendance must meet the school average level for the school. Payments will be paid in advance on a termly basis into your bank account. If your circumstances change, for example your family moves house or your child's school placement changes, the PTB may need to be re-calculated. Payments made in error, will be recovered should such changes not be notified. The Council is responsible for ensuring that public funds are spent on the intended services. Receipts and invoices must be kept and surrendered for monitoring purposes when requested.

### **Will it have an impact on other benefits?**

PTBs should have no impact on any other benefits but it is your responsibility to check that this is the case in your personal circumstances. Payments are not taxed as they are made in relation to the child not the parents or guardians.