

## MONMOUTHSHIRE COUNTY COUNCIL CONCESSIONARY FARE SCHEME

1. **The Passenger Transport Unit will endeavour to award concessionary seats within a period of four to six weeks after the start of the Academic year**, thus allowing for the placement of entitled pupils. (Full attendance of pupils will be assumed for the calculation of spare places).
2. Concessionary seats will only be allocated **if a vacant seat exists, there is no financial implication to the Authority, no alteration/disruption to the transport route taken and the child is taken to the nearest pick-up point on the route** as determined by The Passenger Transport Unit.
3. **Pupils will not be authorised to use a concessionary placement until officially confirmed in writing by The Passenger Transport Unit.**
4. For the academic year, charges have been set for £440 per academic year as follows:

Pupils allocated a concessionary seat midway through a term will be charged per week for the number of weeks remaining in that term. **However seats allocated up to Six weeks into the Autumn Term will be charged the full term's amount.**

**Concessionary Transport may be paid in monthly instalments via a standing order. This will be arranged with the MCC Sundry Debtors Team. Details will be given once transport has been awarded. This payment method is subject to change.**
5. **A Concessionary application form is required every academic year.**

**The Passenger Transport Unit cannot guarantee Concessionary Transport continuing for consecutive years.**
6. Over subscription criteria applies where there are more applications than seats available. Applications will be assessed and seats allocated in the following order of priority where more than one concessionary pupil is being transported on that route.
  - Post 16 pupils who reside within Monmouthshire.
  - Applicants who reside within Monmouthshire.
  - The date the application form was received.
  - For one or more applications received on the same date, the pupil/student whose home address measures the further safest walking distance to the educational establishment will be awarded concessionary transport.
7. On occasion it may be necessary to withdraw a concessionary seat:
  - If a seat is **withdrawn** this may be enforced at a **week's notice** and parents will be required to make alternative arrangements and a rebate will be paid accordingly.
  - For one or more applications received on the same date, the pupil/student whose home address measures the shortest safest walking distance to the educational establishment seat will be withdrawn.

8. Refunds will only be payable when a concessionary seat is withdrawn.

No cash refund below a full weeks charge will be made, but any credit arising in one term will be carried forward to the following term thus reducing that term's charge by a corresponding amount.

Refunds will be based on full week's rate.

9. **ANY INCIDENT OF SERIOUS MISBEHAVIOUR WILL RESULT IN THE WITHDRAWAL OF THE SEAT WITH IMMEDIATE EFFECT.**

10. **If you stop the payment by instalments or do not pay by the end of the month following the invoice being issued, transport will be withdrawn.**