

Teitl: Title:	Student Transport Policy
Fersiwn: Version	V4
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Student Transport EIA
<i>Effaith ar yr Iaith Gymraeg</i> <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr Iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i> An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	<i>Teitl swydd / Job title</i> <i>Head of Learner Services</i>		
Ymgynghoriad / Consultation:	<i>Rhestrwch nhw / Please list</i> <i>Student Services Team/ Senior Management Team/Executive Management Team</i>		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	<i>Enw'r Grŵp a'r Dyddiad / Name of group & date</i>	
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:	24/4/24	
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	<i>Os yn berthnasol / If applicable</i>
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	13/5/24
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Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Rhifwch bob adran a pharagraff
Please number each section and paragraph

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Student Transport Policy

1. Introduction

- 1.1 The purpose of this policy is to provide guidelines in relation to the transport arrangements that the College manages to enable students to get to and from all College sites.
- 1.2 The [Education Maintenance Allowance \(EMA\)](#) and [Welsh Government Learning Grant FE](#) (WGLG) are payments made to full time students, residing in Wales, depending on the household income. The money is intended to help with day to day expenses such as travel to and from College.
- 1.3 The College transport provision facilitates the transport of over 4000 students every day from far and wide. Transport provision is largely a mixture of College buses (contracted) and Arriva termly public bus passes.
- 1.4 All college buses drop off and pick up from the campus and the return journeys follow the same routes as the inward journey. Exact pick-up points, routes and arrival/departure times are published on the [College website](#). Please note that this timetable is subject to change, ensure you check the timings for your pick- up point again at the beginning of September.
- 1.5 Pick- up points are carefully considered by the College, and we are not able to extend or add stops in the academic year. Current routes are reviewed to ensure they remain financially viable, and may be subject to change or cancellation at any time for operational and efficiency requirements.
- 1.6 The most efficient use of resources will determine the mode of transport provided, e.g a pass for a College bus or a termly Arriva bus pass.
- 1.7 Whatever your transport queries, we will try to help wherever possible. Just call us at 0300 30 30 007 or email transport@cambria.ac.uk and we'll give you the information you need to travel safely to and from College.
- 1.8 The College operates a Financial Contingency Fund (FCF) Scheme, which is a scheme that can be used to provide financial help to those eligible learners whose access to education might be inhibited by financial considerations. To find out more about the scheme and eligibility please contact Student Services on 0300 30 30 007 or email studentservices@cambria.ac.uk.

Please note that from September 2025 Coleg Cambria will be introducing changes to the eligibility criteria and also a subsidised charge for the provision of transport to eligible students. These changes are to help ensure that the cost of travel remains as small as possible and that we continue to offer a cost effective, safe and comfortable method of travel to and from College campuses.

2. **Eligibility**

2.1. The College actively promotes and supports independent travel for all students. Only authorised and approved students may travel on College provided buses.

Criteria for 2024/2025

2.2. For a free travel pass to enable you to travel to your campus either on College provided buses or via the public bus service, you need to meet the following criteria;

- Be a full time student (including full time adult learners)
- Be residing (in Wales and England) at a distance of more than 3 miles from the College site of attendance.

Criteria for September 2025 onwards

2.3 **For a subsidised travel pass** to enable you to travel to your campus either on College provided buses or via the public bus service, you need to meet the following criteria;

- **Be enrolled as a full time student (including full time Adult FE/HE students)**
- **Be residing (in Wales and England) at a distance of more than 3 miles from the nearest College Campus offering your chosen course.**

2.3.1 The charge for a subsidised travel pass will be £90.00 per term for students aged 18 or under as at 31st August and £160 per term for students aged 19+ as at 31st August. The subsidised charges have been equally discounted from the actual cost of the College purchasing an Arriva Scholar or Arriva Adult Termly Travel pass.

2.3.2 The College reserves the right to review annually the subsidised charge rate and to increase the subsidised charge each academic year in line with increased transport contract costs and Arriva travel pricing.

2.4. The three mile limit is measured along the nearest available and safe walking route. Where mileages and radial routes have to be calculated in order to determine eligibility under this policy, the College will use a computerised Geographical Information System.

2.5. Transport is not provided from home but from an approved pick up point. Feeder transport is provided for qualifying students under the age of 19 (on 31st August) or who have a learning or physical disability and whose nearest pickup point is more than 3 miles from the nearest designated pick-up point on a College transport route.

2.6. Students requiring temporary additional transport arrangements to continue attending College arising from medical conditions resulting in temporary reduction in mobility should contact student services in the first instance who will advise as to the availability of any appropriate temporary provision.

3 Learners with Additional Learning Needs

- 3.1 The College is committed to take all reasonable steps to implement or adjust the policy taking in the circumstances of each individual student. The transport requirements will depend on individual circumstances and each application will be considered on its own merits.

4 Applications & Responsibilities

- 4.1. Each application for transport is assessed for eligibility for each academic year of enrolment based on its own merits and each individual's circumstances e.g. exact address can affect eligibility.
- 4.2. All transport requests are administered by the Student Services team in accordance with the College's Student Transport Policy. The Student Services team will notify students directly of the outcome of their application for a transport pass, and arrangements for the issuing of travel passes.
- 4.3 You must always carry your travel pass when travelling by bus to/from College, and are required to show it to the driver when getting on the bus. Please note the driver has the right to refuse you travel if you can't show a valid pass. If you lose your Arriva travel pass you will be charged a £25 administrative replacement fee.
- 4.4 If you live across two different households (students aged 18 or under) you can purchase an additional College travel pass at the rate of £25.00 per academic year. We will require correspondence from a parent/guardian to confirm your living situation, which will be verified with your parent/guardian prior to an additional College transport pass being issued.
- 4.5. The Student Transport Policy is available on the College Website and Student Intranet. During Induction all students are made aware of how and where to find College policies. In addition this information can be found in the prospectus. Information is also available during admission interviews, College open events or by calling in to Student Services at each College site.
- 4.6. All requests that do not comply with the Student Transport Policy will be considered by a panel, chaired by the Head of Learner Services.
- 4.7 With effect from September 2025, following the introduction of a subsidised charge for transport passes, all eligible students will be responsible for paying their subsidised charge for a College transport pass through WisePay (secure online College payments service), in accordance with the deadlines set by Student Services.

5. Transport of Dependents

- 5.1 Dependents of students are not permitted to travel on College transport due to insurance regulations. Any particular transport difficulties should be directed to Student Services for further assistance.

6. Terms and Conditions of use of College Transport Services

- 6.1 Whilst every reasonable effort is made to continue the smooth running of transport services, there are circumstances beyond our control (such as bad weather and road closures) that could interrupt or disrupt the service at short notice for which the College cannot be held liable.
- 6.2 Students must always take full responsibility for their travel pass and when boarding a bus, be it a college bus or public service, they must show the driver a valid travel pass.
- 6.3 If you find that you no longer need your travel pass for your journey to and from college, please return your travel pass to Student Services. This allows us to efficiently manage resources and ensure travel passes are available to those who need them.
- 6.4 Transport information is correct at the time of printing however costs, routes, and pickup points may be reassessed at any time for operational and efficiency requirements.
- 6.5 All transport services are an extension of college, and therefore the Student Code of Conduct applies to all students authorised to travel on College transport. In particular when travelling on College Transport buses, students must;
- Refrain from playing loud music or operating a personal device at a volume which may be heard by other passengers
 - Not leave rubbish or discarded items on the bus
 - Follow instructions of both the College staff and bus driver, and act in a manner which shows due regard for the safety and comfort of other students, including not standing adjacent to emergency exits, the vehicle entrance, next to the driver or sitting in gangways.
 - If the vehicle is fitted with seatbelts, it is a legal requirement that the student must wear it. This is for the student's safety and the student may be liable for prosecution if they do not wear it o Except in an emergency, do not talk to the driver whilst the bus is moving, obstruct the driver's vision or otherwise distract them
 - Not interfere with equipment fitted on the vehicle
 - Not damage or deface any part of the vehicle
 - Not smoke, including e-cigarettes and 'vaping'
 - Not move around whilst the bus is moving and remain seated
- 6.6 The College reserves the right to take any other measures they consider necessary to protect the safety and comfort of other students and staff including temporary or permanently banning the student from travelling with us following an incident of misconduct. If a ban is put in place it is the student's responsibility to make alternative independent travel arrangements to and from College for the remainder of the academic year.
- 6.7 The College and the bus operators cannot be held liable for any loss or inconvenience to students if they do not adhere to the terms and conditions of transport services.

6.8 If a student misses their bus, it is their responsibility to arrange alternative transport to and from The College.

6.9 College buses leave promptly therefore students must ensure they are at the College bus stand ten minutes earlier than departure time. The College will not be liable if a student misses their College bus home.

7. Appeal Process

7.1 If you have applied for a travel pass and been informed by Student Services that you do not meet the eligibility criteria together with the reason why, but you believe that there are exceptional reasons why your application for a travel should be reconsidered you may submit an appeal.

7.2 An Independent Transport Appeals Panel will be convened to consider all appeals against the decision made by the Transport Panel. You will be informed of the decision within 10 working days of the receipt of the appeal.

8. Quality

8.1. Quality of service will be assured by contracting with appropriately licensed operators. The College may receive minor complaints and comments from students regarding transport which will be dealt with by Student Services and the relevant transport contractor. Complaints of a more serious nature will be addressed via the College's complaints policy.

9. Welsh Language

9.1 In line with the Welsh Language Standards these guidelines are available in both Welsh and English. All meetings, correspondence and support services that fall within this policy and associated procedures will be offered in Welsh.

10. Policy Monitoring and Review

10.1 Due to the dynamic nature of the service and dependent on resources available, the Head of Learner Services may request a review of the Student Transport Policy during the academic year and prior to the agreed policy review date.

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