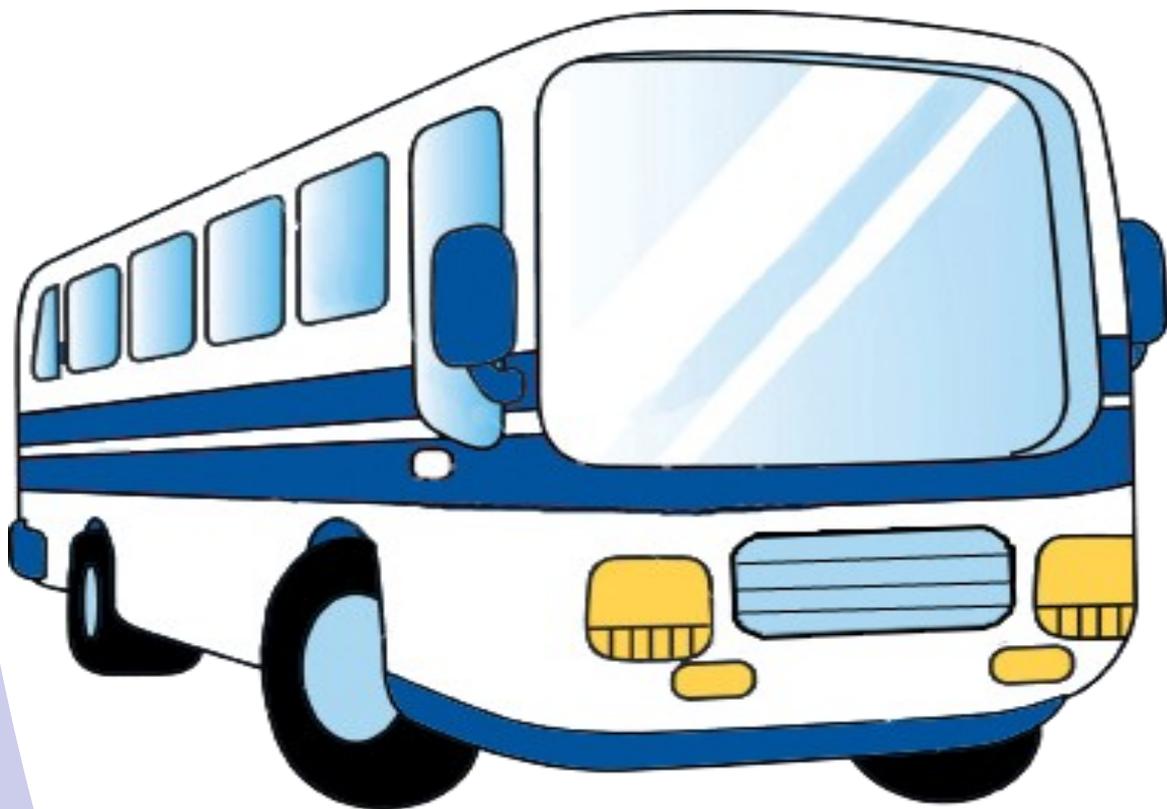




**Walsall Council**

# Personal Transport Budgets



## Introduction

A Personal Transport Budget (PTB) is a payment designed to help you to get your child to school. If they have been assessed as eligible to receive Home to School transport.

The PTB is granted at the discretion of the Council,. Therefore even if your child is assessed as being eligible to transport assistance, you may not be granted a PTB if it is not cost effective for the Council to do so. For example, if your child could be placed onto existing transport at no additional cost to the authority.

## Benefits of a Personal Transport Budget

- Freedom and flexibility to make travel arrangements that best meet your family's needs and circumstances.
- Choice and control on how funding to support your child's needs is spent.
- Your child may be more relaxed at school if they are dropped off or collected by someone close or familiar to them.

## Applying for a PTB

An application can be made by:

- A Parent, Guardian or Carer
- A nominated person (with Power of Attorney) acting on behalf of the applicant if agreed by the applicant, and that nominated person has capacity.
- If you agree to a PTB, you will be asked to sign an agreement, once signed and processed, the Council will then start making payments in to your nominated bank account.

## How much will my PTB be?

The amount of PTB payment that you will receive will be determined by the distance from your child's home address to their school.

For fairness and consistency, all PTB distance calculations will be measured by mile, using the same measuring software that is used for assessing your child's eligibility for home to school transport.

Payments are made termly, directly into your nominated bank account by BACS Transfer as explained above. (*Applying for a PTB*)

You do not need to send receipts or proof of what you spend the money on, because as the money is given you to get your child safely to school, and we monitor this through your child's attendance.



## Change of Circumstances

You must notify the Council immediately in writing or by email about any change in your circumstances that may affect your eligibility to transport assistance and/or your PTB payment, for example:



- **If you move address or change school or school site**
- **Long term absences (10 consecutive school days or more)**

The Council may terminate your PTB payments . If you are unsure about whether a change of circumstances will affect the PTB payments, you are advised to discuss this with the Home to School Transport team.

Please remember, If you fail to notify the Council of any change to your circumstances, which the Council later decides would have had the effect of reducing or ending your child's entitlement to payments.

*The PTB amount may also be reviewed, adjusted, suspended or terminated if:*

- Your child's attendance falls below 90%
- The travel arrangements that have been put in place for your child using the PTB are deemed to be unsuitable or unsafe by The Home to School Transport Team
- You move address
- Your child has a long hospital stay 2 weeks or more
- There is a change to national legislation and/or the Council's policies



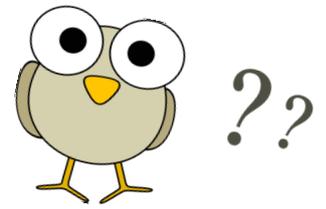
## Review of PTB arrangements

Each PTB will be in place up to the end of the current academic year, where a member of the Home to School Transport Team will ring you to reassess if the budget is still working for you.

As part of the PTB review, the Council will contact your child's school to request their attendance records to confirm their level of attendance.



## Frequently Asked Questions



**Q. Will the payments be taxed or have an impact on other benefits?**

**No.** The payments are **not** taxed, and will **not** impact on other benefits that you may receive. This is because the PTB is a payment made in relation to the *Child* not the Parent.

**Q. If I have two or more children with statements or Education, Health and Care Plans (EHCP), all of whom are eligible for transport, can I claim a PTB for each child?**

**No.** The first child in the household will receive 100% of the PTB. A PTB offer to any additional children with SEN currently using Walsall Home to School Transport will be at the discretion of the Walsall Council.

**Q. Both myself and my child are happy with the current contractor and driver that transport my child to and from school. If I applied for the PTB, could my child continue to travel on the same vehicle?**

**No.** Not unless you make a personal arrangement with them.

Whilst you could use your PTB to make your own personal arrangements with the taxi contractor to take your child to and from school, your child would not be able to travel on the vehicle that the SEN transport has provided previously.

By taking a Personal Transport Budget you will be responsible for making your own arrangements for transporting your child to and from school.

**Q. Do I need to collect any receipts for petrol or show how the PTB is being spent?**

**No.** As explained earlier in this booklet, once the payments are made to you, you can use them any way you wish to in order for your child to get to and from school every day.



**Q. If I apply and am granted a PTB but find that at a later date it doesn't work with my child or my circumstances change, can I change back to the previous transport arrangement?**

**Yes.** You must give us at least one calendar month's notice (maybe longer at peak periods) to stop the PTB payments and to allow the Council the opportunity to rearrange transport for your child. Please be aware, that this may not necessarily be the same taxi company or fleet driver that your child previously had as no guarantee can be given that the arrangements will stay the same.

**Q. Will the Council arrange short term transport cover for the occasions that I am unable to transport my child to school, for example if I am unwell?**

**No.** The Council will not provide any cover transport arrangements and it will be your Parental responsibility to ensure your child's attendance at school. You are advised to have a contingency plan in place using your PTB if for any reason you are unable to get your child to school yourself or by your chosen method.



If you are interested in a Personal Transport Budget  
and require any further information.

Please contact

Home to School Transport  
Children's Services  
Walsall Council  
Zone 2G, Civic Centre,  
Darwall Street,  
Walsall,  
WS1 1TP

01922 653761 or 01922 653762

[sentransport@walsall.gov.uk](mailto:sentransport@walsall.gov.uk)

*This booklet is subject to amendments from time to time as and when national legislation or Council policy changes.*

