

# Terms of Reference

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## Transport Panel

### 1. Purpose;

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The Transport Panel considers applications for home to school transport for children with special educational needs or disabilities.

The Transport Panel will consider the following factors when assessing transport applications;

- eligibility criteria as set out in the Council's Home to School Transport Policy
- the distance from home to school
- age of pupil residing in Hull
- school attended – nearest suitable school/catchment school taken to mean the nearest qualifying school with places available that provides education appropriate to age, ability and aptitude of the child, and SEN.
- length of journey
- ability to travel to school alone or accompanied either by walking, cycling or using public transport
- whether the parent/carer has a disability which makes it unreasonable for them to accompany their child to school
- any other exceptional circumstances, identified by the parent/Carer.
- requests for Personal Transport Budgets, whether this is an efficient use of council funds; and whether an alternative mode of transport could be utilised that meets the needs of the child.

On an annual basis, the panel will also;

- work in partnership with the Head of Service SEND Partnerships to review all existing children in receipt of assisted transport with an Education, Health and Care Plan.
- quality assure risk assessments.
- review the Passenger Assistants training programme to ensure it remains fit for purpose.
- review staffing and financial resources.
- provide a report to the Education Safeguarding Sub-Group on incidents and accidents relating to pupils/drivers/passenger assistants.
- Oversee the development of systems and processes ensuring information provided on Hull City Council website/ Local Offer website is up to date.
- Review customer feedback and complaints.

### 2. Frequency;

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The panel will meet weekly via Microsoft Teams, to consider applications for transport assistance for children, with the applications to be presented by the Transport Co-ordinators

### 3. Outcomes;

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- Application of the Council's Home to School Transport Policy
- Consistency in decision making;
- Children can travel to school in a way that best meets their needs.
- Families feel supported.
- Partners are systematically working together, sharing and utilising their expertise, data and intelligence to ensure the best outcomes for vulnerable children
- Value for Money
- Safe transport provided to children in accordance with up to date risk assessments

### Panel Structure;

Panel membership will be composed of;

- Chair - Head of Service Access and Inclusion - Hayley O'Grady
- Vice Chair - Transport Operations Manager Claire McKenzie
- Transport Co-ordinators/Minute takers – Emily Dearing/Jodi Brown
- Early Help Team Manager– Simon King (when required)
- Group Manager Localities and Safeguarding – Karen Lamb
- Head of SEND and/or SEND representative
- Health representative (when required)
- IPASS Manager – Jan Kingston
- Education Officer (Safeguarding) – Laura Carr
- School representatives (when required)

### 5. Administration

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For new requests to be considered, Special Circumstances Form should be submitted 2 days prior. This can be completed by either parent/carers or panel member

Managers will be aware of the agenda which will be circulated in advance.

The role of the Transport Co-ordinator is to:

- Compile and distribute agendas and papers;
- Record actions and distribute within 2 days of the panel meeting