

5 June 2020

Dear Parents/Carers

HOME TO SCHOOL TRANSPORT: COVID 19

I am writing to you during very difficult times for families and their children during the Covid pandemic.

Providing the home to school transport provision during these times is also challenging especially because there is reduced capacity on the vehicles to ensure that we can maintain social distancing and that children can travel safe and keep safe. As more children start to attend school this summer term, we may encounter capacity difficulties in terms of vehicles, drivers and guides. We will of course reinstate transport as soon as possible ensuring that all risk and safety measures are in place for the children.

To help us with this problem I am writing to ask if any parents, once a school place has been approved for your child by Dame Ellen Pinsent School, would like to volunteer to transport their child to and from school and receive a fuel allowance to cover the costs. The allowance is 0.45p per mile for two return journeys to and from school e.g. home to school is 6 miles each way, allowance is $4 \times 6 = 24$ miles = £10.80 per day. If you take up this offer and volunteer it will not affect your statutory rights to transport provision and that the transport will be reinstated at your request, please give at least one weeks' notice. The allowance may also be reviewed if new vehicle capacity becomes available. All the temporary arrangements will be reviewed at the end of the summer term.

I thank you in advance of any assistance you may offer. If you would like to volunteer, please complete the form below and return it to travelassist@birmingham.gov.uk

Yours sincerely

Mark Hudson
SEND Transport Manager

Mark Hudson
SEND Transport Manager
Education & Skills Directorate
Travel Assist
PO Box 16541
Birmingham
B2 2DD

Telephone: 0121 303 4955
email: travelassist@birmingham.gov.uk



CONFIDENTIAL

Travel Expense Reimbursement – New Vendor Form

PERSONAL DETAILS	
Name	
Address	
Post code	
E-mail Address	

BANK DETAILS	
Name of Bank / Building Society	
Full Address of Branch	
Branch Sort Code	
Account Number	

Please tick

I certify that the information provided is current and accurate

Bank Details above are correct and have been checked by the provider.

Parent/Guardian (Print Name)

Signature

Date

The parent or guardian must complete this form and send it by email or post to the address below:

**Directorate for People
Travel Assist
PO Box 16541
Birmingham
B2 2DD**

Telephone: 0121 303 4955

Email: travelassist@birmingham.gov.uk

To be completed by Birmingham City Council

Vendor account group	
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Once completed and returned to BCC, this form should be passed to your Expert Requisitioner for inputting onto Voyager.

The form should then be emailed to vendordata@birmingham.gov.uk or faxed to the Vendor Management Team on 0121 303 4226.

DATA PROTECTION ACT 1998

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