

Please securely attach a passport photo here with the pupil's name and school on the back (new users)

Application for a place on a Secondary school service 2016-17

Please complete all fields on this form using black pen and block capitals. This application is to apply for a place on a school service which requires you to show a priority PhotoCard. Please see our website [www.generationm.co.uk/find your school](http://www.generationm.co.uk/find_your_school) to find out which services require a pass. If you have lost your pass, do not complete this form, please contact our hotline on (0113) 3481122.

PLEASE NOTE THAT THIS IS NOT A FORM TO APPLY FOR ZERO FARE TRAVEL, IT IS TO RESERVE A PLACE ON A DEDICATED SCHOOL SERVICE ON A FAREPAYABLE BASIS. Please visit our website for details on how to apply for zero fare travel. You will need to complete a separate form for this.

If you know which bus service you require please specify in the box opposite. Please also specify a 2 nd choice in case the first bus is full (where applicable). If you do not specify a service you will be allocated the most appropriate one. We do not offer the facility for pupils to swap services unless the service allocated is inappropriate. Therefore if you wish to travel with friends or siblings please make sure you request the same service. Please note that without prior consent, the bus must not be used until you are in receipt of the pass.	Number of bus service required	
	1st choice	2nd choice

Pupil Details

First Name

Surname

Address.....
.....

Postcode..... **Date of Birth**

Name of school from September 2016.....

Parent contact No

Email Address

Name of Parent/Carer

Please return this form with a passport photo (where applicable) to:

Education Transport
WYCA
Wellington House
40-50 Wellington Street
Leeds
LS1 2DE

For timetable or any other information on school transport please visit our website:
www.generationm.co.uk

Important information – please read below and overleaf:

This application form is to reserve a place on a school bus service (providing there are places available). The pass should be used in conjunction with a cash fare or prepaid ticket unless you qualify for zero fare travel. **For LEEDS and BRADFORD residents only:** To apply for zero fare home to school travel you need to complete an additional form. This form can be found on our website (under free school travel). **To apply for zero fare travel in all other districts,** you will need to apply directly to your council (please see our website for contact details).

If we receive more applications than there are places, priority will be given as shown below:

- Pupils who do not have an alternative service available;
- Youngest pupils (by exact date of birth). If your child is starting secondary school in September 2016, please apply as soon as possible to give your child the best chance of securing a place.

If you are applying for a place on a bus that is not the nearest bus to your home address, please state below the reason for your application, ie travelling to an alternative address.

..... PTO
.....

TERMS AND CONDITIONS OF TRAVEL

You are respectfully reminded that when registering your child to use a service you undertake to accept the Terms and Conditions of travel and the Conditions of Use of the Pass. This includes sanctions which would be applied if the required standards of behaviour are not met. Parents need to be aware that if their child causes any damage or does not meet the required standard of behaviour on the bus they could:

- Receive a written warning from either the driver or WYCA;
- Have their pass withdrawn;
- Be banned from the bus;
- Be prosecuted by the police;
- Be required to pay for any damage they have caused.

CONDITIONS OF USE – PRIORITY PHOTOCARD

1. The Pass is not a travel ticket. It is valid only when used in conjunction with a cash fare or valid pre-paid ticket. If you purchase a School Plus Ticket it is important to keep your receipt with the pass for proof of purchase in case the bus ticket machine is not working. **(To obtain half fare and/or School Plus ticket, your child must be in receipt of a Young Person's Photocard/16-18 Photocard depending on age. You can apply online, please see website below for details or you can visit a Metro Travel Centre).**
2. It must only be used on the service specified on the front of the Pass.
3. It must also be shown to the driver and any ticket checking staff. These staff have the right to retain the Pass, particularly where misuse is suspected or the Pass has been damaged, defaced or in any way tampered with.
4. The Pass remains at all times the property of WYCA.
5. If the Pass is not used, please be helpful and return it so we may offer the place to someone else. Please note that WYCA reserve the right to cancel the pass if it is not used for 15 consecutive days.
6. Users are also bound by WYCA's 'Code of Conduct' at all times whilst using this service. Please see our website below for details.

To replace a lost or damaged Priority PhotoCard or any other enquires please call 0113 3481122 or visit www.generationm.co.uk.

I confirm that I have read the Terms and Conditions/Conditions of Use and WYCA's Code of Conduct and agree to be bound by them.

I also agree that my child(rens) photo(s) will be digitally stored on WYCA's database and shared with the Card Supplier until such a time as the pass is no longer required or until you notify us that you wish the photo to be deleted.

Signature of Parent/Carer

Checklist

- **Completed application and signed Code of Conduct/Conditions of Use**
- **Passport photo stapled to form (where applicable).**