

From mountain to sea

# Safe Transport of Children and Young People with Additional Support Needs

## Information for Parents and Carers

Aberdeenshire Council wants every child and young person to travel to school safely.

This leaflet gives simple information for parents and carers about transport for children and young people with additional support needs (ASN).

### Eligibility

Your child can get free school transport if they go to their local, zoned school and:

- live more than 2 miles from their primary school, or
- more than 3 miles from their secondary school

Some pupils with additional support needs may get help with transport even if they live closer. This might include reimbursing parental fuel costs or a school transport option.

If you are not sure, please speak to your child's school.



### Pupil Escort

A Pupil Escorts is an adult that helps pupils with health conditions and/or disabilities that require specific adult intervention to stay safe on their journey to and from school.

There are kinds of escorts:

- **Public Transport Escort** – helps pupils on public buses
- **Authority Transport Escort** – travels on council buses or taxis
- **Walking Escort** – walks with a pupils between home and school

Most pupils who get transported will not need an escort.

If your child does need transport or an escort, the school will talk to you about the best options.

### Daily Routine

#### Getting Ready

- Please be ready at the agreed time and place for pick-up and drop-off
- Please make sure your child has everything they need, such as school bag and school equipment

#### At the Vehicle

- Please help your child get in and out of the vehicle safely
- Escorts stay inside the vehicle. They will not come into homes
- If your child uses a wheelchair, the driver will make sure it's safely secured

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### Food and Drink

For safety reasons, children and young people must not eat or drink while travelling on transport provided to or from school.

If your child needs to eat or drink for medical reasons, this must be agreed in advance with the school and ASN Transport and recorded in an NHS Protocol/Care Plan where appropriate.

### Absence

If your child will not need transport for any reason, please let the following people know as soon as possible:

- **the school** (phone is usually the quickest route)
- **The transport company**
- **The Pupil Escort**

Letting people know early helps transport run smoothly for all pupils.

### Reimbursement

If the school agrees that your child needs their own transport, you may be able to claim back fuel costs through the **Parental Reimbursement Scheme**

- You can claim **£0.45 per mile** for the shortest return journey
- You can only claim miles when your child is in the car

Example: A 6 mile return journey is **6 miles × £0.45 = £2.70**

### Contact

If you have any questions about your child's transport, please contact their school in the first instance.

Staff can give you advice, answer your questions and help with any concerns you have.

If you have general enquiries about transport for children and young people with additional support needs, contact the ASN Transport Team: [asn.transport@aberdeenshire.gov.uk](mailto:asn.transport@aberdeenshire.gov.uk)

Full guidance can be found here [Safe Transport of ASN Children & Young People - Guidance for Schools and Escorts](#)

