



## Student Transport Policy 2026 - 2027

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. POLICY STATEMENT

- 1.1 Askham Bryan College recognises the difficulties students can face in accessing specialist land-based education, especially considering the outlying, rural and remote locations required to deliver specialist land-based courses, apprenticeships and training.

### 2. PURPOSE

- 2.1 This policy relates to the provision and access to the student transport service provided by Askham Bryan College, or, the consideration to the reimbursement of other agreed travel costs in the absence of a suitable pre-determined travel point, for all students

### 3. SCOPE AND LIMITATIONS

- 3.1 For the purpose of this policy, access to transport to and from College relates to:  
All students of Askham Bryan College and University Centre Askham Bryan.

- 3.2 For the purpose of this policy transport means:

Access to a bus/coach provided by the College to and from a pre-determined point, or the provision of an alternative travel pass.

### 4. PRINCIPLES

- 4.1 Askham Bryan College is committed to enabling, as far as is economically practicable, access to safe transport for students to and from the College provided from pre-determined regional travel points, or where applicable, the provision of travel passes for students of Askham Bryan College irrespective of means.
- 4.2 The College aims to provide transport from designated pick-up points, which are reviewed annually. All routes and transport arrangements are subject to change at the College's discretion. Transport will be provided, subject to availability, in one of the

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following ways:

- College-operated transport (buses or coaches); or
- Full or partial reimbursement of daily or weekly bus or train tickets through Student Finance via the bursary application process.

- 4.3 To travel on College transport, all students (including returning students) must purchase a pass or ticket in advance using the Shuttle ID booking system (<https://www.askham-bryan.ac.uk/transport/>). All passes are issued for the academic year only and cover that period exclusively. Reimbursement will only be considered if requested within 14 days of enrolment and/or purchase; no alternative reimbursement arrangements will be approved outside of this timeframe.
- 4.4 Some students may be eligible for financial support towards the cost of their transport pass:
- 4.4.1 FE students may be eligible for support through a bursary – for details see <https://www.askham-bryan.ac.uk/students/student-finance/financial-help>
- 4.4.2 HE students may be eligible to apply for support for transport costs. Please contact the UCAB Academic Services for further details.
- 4.4.3 Students that are eligible for support may be offered alternative travel passes which the College, through the Student Finance team, will arrange and provide.
- 4.4.4 Where an alternative pass through our student finance team is not available you may be asked to supply receipts for travel for reimbursement.
- 4.5 Full details of travel options are provided on the Student Transport page of the College Website here <https://www.askham-bryan.ac.uk/transport/>
- 4.6 Failure to maintain an agreed payment plan, including missed instalments or the cancellation of a Direct Debit mandate, will result in the immediate withdrawal of the travel pass. The College reserves the right to initiate appropriate debt-recovery procedures to secure any outstanding fees owed for the academic year. Individuals whose transport privilege has been revoked via the College SCS process will remain liable for any outstanding payments, and no refunds will be issued under any circumstances.
- 4.7 Where there is high demand the College will consider a case for additional routes/ buses.
- 4.8 In some exceptional instances only, the College, with prior authorisation from the Head of Accommodation, Conferencing & Transport, may agree to reimburse costs for other recognised transport routes.
- 4.9 Where the College does not provide a transport solution, opportunities for support towards funding of transport costs may be available through the application to Student Services.
- 4.10 For students who have personal transport packages agreed with their LEA, these packages should continue to be utilised.

## **5. RESPONSIBILITIES**

- 5.1 The Head of Accommodation, Conferencing & Transport will have overall responsibility for ensuring compliance with this Student Transport Policy. The Head of Accommodation, Conferencing and Transport will be assisted by the Transport Supervisor, the Accommodation, Conferencing & Transport Administrator and the Student Services Manager to ensure compliance with this Policy.

## **6. MONITORING AND REVIEW**

- 6.1 The Head of Accommodation, Conferencing & Transport will maintain oversight of the effectiveness of these arrangements. This Policy and the implementation arrangements which underpin it will be reviewed annually by the Head of Accommodation, Conferencing & Transport.

## **7. SUPPORTING/RELATED DOCUMENTS**

This policy is supplemented by the following policies and procedures:

Student Payment and Collections Policy  
Policy for the Allocation of Financial Support (Further Education)  
Askham Bryan College Access and Participation Plan  
Support for Continuing Studies Policy and Procedure  
Transport Terms and Conditions

## **8. RELEVANT LEGISLATION**

- 8.1 In all aspects of this Policy the College will comply with the following legislation:

UK GDPR  
Equality Act 2010

## **9. DOCUMENT HISTORY**

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Author: Head of Accommodation, Conferencing & Transport  
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