

## School Travel Plans Scrutiny Review

### Information on Hull City Council Pilot Cycle Voucher Scheme

#### Instructions for retailers

**Note to retailer:** The cycle allowance scheme is a pilot scheme running for 1 year. The scheme may subsequently be rolled out to other secondary schools in Hull, dependent on the success of the pilot. Numbers of pupils likely to take up the scheme in this first year are likely to be small.

- The value of the voucher is £270 per pupil
- Items to be supplied under the cycle voucher scheme are: cycle; helmet; front and rear lights; set of batteries for lights; hi-viz vest; cycle pump
- The cycle supplied must be fit for an on-road home to school journey (i.e. no stunt bikes, etc)
- The cycle supplied must conform to CEN Standards and should be fitted with a bell. Lights should also conform to CEN Standards.
- Hull City Council will not be liable for any expenditure over and above the amount stated on the voucher.
- Retailer to be vigilant against fraud. The child's name and photograph will appear on the voucher. The identity of the child must be checked and the child must be present when the voucher is redeemed.
- Retailer to complete supplied pro forma on redemption of voucher and return this, with invoice, to Hull City Council, to the following address: Louise Holtby, School Travel Adviser, Municipal Buildings, Trippett Street, Hull, HU2 8AA.
- Payment terms will be 7 days from receipt of invoice and accompanying pro-forma.
- Cycle to be supplied to voucher holder no later than 15 working days from date of voucher redemption.

**Contract between Hull City Council and parents of pupils participating in the Cycle Allowance Scheme**

- A voucher to the value of £270 will be issued
- The voucher replaces the free bus pass and **there will be no opportunity to be issued with a free bus pass, during the 2010/11 academic year, once a cycle has been purchased under this scheme.**
- The voucher is to cover the cost of a bicycle, which is suitable for the home to school journey. Bicycles such as BMX and jump bikes are not considered suitable for this purpose and are not allowed to be purchased under this scheme. Retailers have been informed of this.
- The voucher is also to be used to cover the cost of a helmet; front and rear lights; set of batteries for lights; hi-viz vest and bike pump. Purchase of these items is compulsory and retailers have been informed, accordingly.
- **As parent/carer, you are solely responsible for your child's safety on the school journey**
- No responsibility will be taken by Hull City Council or by Archbishop Sentamu Academy for cycles being lost, damaged or stolen
- In order to take part in this scheme, your child will be cycle trained to national standard cycle training level 3

I agree to the terms and conditions listed above.

Signature .....

Name (in block capitals please) .....

Address .....

Child's name (in block capitals please) .....

Child's school year .....