



Guide to completing the SPT VODA3 form

This guide is to assist applicants and employers in completing the VODA3 form correctly and gives guidance on each of the sections. **Please read this carefully before filling in the VODA3 form.**

1. General

Strathclyde Partnership for Transport (SPT) requires all applicants for Disclosure Scotland clearance who have already been cleared by a Council or Councils to work on Special Education Needs (SEN) or Additional Support Needs (ASN) contracts to complete a “VODA3” form.

The VODA3 form gives us the information we need to ensure that we have the correct details on our system and that we have your consent to carrying out the vetting under the provisions of the Protection of Vulnerable Groups (Scotland) Act, 2007 as well as processing your personal data (including sensitive personal data) as such terms are defined in the General Data Protection Regulation (GDPR) for the purpose of determining suitability as a driver/attendant in relation to mainstream school transport contracts.

2. Use of the correct form

Please ensure that only the latest VODA3 forms are used. Applications using older forms cannot be accepted and **will be returned**. The date of the form can be found at the top right of the front of the form under the words “form VODA3”. The latest version of the form can be downloaded from the SPT website (www.spt.co.uk/disclosure-scotland) and can be found in the section “SPT Mainstream School Transport Contractors” by clicking on the “Disclosure Scotland – SPT Contractors” heading and scrolling down the list.

3. Completing the VODA3 form

(a) Section 1

This section should be completed using block capitals by the applicant.

The applicant must fill in their Surname, Forename(s) and any other names they are known by, please make sure they fill in the National Insurance Number and date of birth in the boxes provided. The current address must be provided in full, including the postcode. They should provide a home telephone number, mobile telephone number and e-mail address so that they can be contacted in case of queries. The applicant must read the declaration and sign the form.

Continued overleaf

(b) Section 2

This section is to be completed by the contractor in respect of the duties that the applicant will be employed on. Fill in the name of the Council that has issued clearance from the Education Department to work on ASN/SEN contracts. This can only be for transport contracts. We can only accept a clearance issued by the Council's Education Department.

Fill in the date that this clearance is valid from and expiry date of the clearance. **You must** tick the appropriate box indicating whether the applicant will be employed as a driver or attendant, or both. Where both boxes are not ticked, the application will be returned to you for correction.

Read the declaration, sign the form and print your name and position in the space provided. Fill in the name of the contract holder (**not** the trading name) along with the address and telephone number. Fill in the date you signed the form.

Make sure you attach a copy of the letter received from the Local Authority Education Department (or equivalent) giving clearance to the driver/attendant (or a photocopy of the identity badge/ security clearance issued by the Council).

4. Sections for SPT use only

Section 3 is for SPT use only and you should not fill in anything on this part of the form.

5. Sending the form to SPT

The form together with the photocopy of the letter of clearance from the Council or photocopy of the identity badge/security clearance issued by the Council should be sent to:

The Disclosure Team, Bus Operations Department, Strathclyde Partnership for Transport, 131 St. Vincent Street, GLASGOW, G2 5JF.

Envelopes must be sealed and marked "Private & confidential".

6. Important Note

You must not deploy any applicant on any mainstream school transport contract until you have received formal written notification from SPT of the suitability of the applicant. Doing so may result in the suspension or termination of the contract(s).

Revised: May 2018