

form VODA3
((Revised May 2018))



Drivers and/or attendants who have been deemed suitable for use on Special Education Needs (SEN) or Additional Support Needs (ASN) schools transport contracts by the relevant Council(s). Provision of information to SPT to enable drivers/attendants to be used on mainstream school transport contracts (funded by the same Council(s) who have given SEN or ASN transport clearance) and in so doing avoid the need for a re-application PVG Scheme Record or Scheme Record Update.

SECTION 1: (to be fully completed (in block capitals) by the driver/attendant concerned)

Surname:		Maiden name:		
Forename(s):		Date of birth:		
Other names:		NI no.:		
Current address				
Number	Street	Town	County	Postcode
Home telephone number:		Mobile telephone number:		
e-mail address:				

In order to process your application as driver/attendant on school transport contracts, it will be necessary for SPT to view, use and, in some circumstances, share with the relevant councils your personal data, in particular information relating to your criminal record. Before SPT is able to view, use and share your personal data, SPT requires your explicit consent. If you do not provide your explicit consent, SPT cannot take forward your application as driver/attendant on school transport contracts.

Accordingly, you should be aware that by signing and submitting this application form **you are providing your explicit consent to SPT to process your personal data in order for you to be considered for a role as driver/attendant on school transport contracts.**

You have a number of rights under data protection law in relation to the data which we process about you. One of these is a subject access right. In effect this means that you have the right to have a copy of the data which we process about you which is held in our computer records and also some data which is held in our manual records. If you want to exercise your right of access or if you have any other data protection queries please contact the Senior Legal Advisor, SPT, Legal & Property Services. 131, St Vincent Street, Glasgow, G2 5JF.

DECLARATION

I hereby consent to:

- (a) a decision on my suitability being requested by SPT from any council, under the provisions of the Protection of Vulnerable Groups (Scotland) Act 2007 (the "Act"); and
- (b) a decision on my suitability being forwarded by the aforesaid council to SPT; and
- (c) information on my PVG Scheme Membership being shared by any council with SPT, my employer and/or associated companies of my employer; and
- (d) **my personal data being processed by SPT for the purposes of determining my suitability as a driver/attendant in relation to school transport contracts.**

I understand that a decision under the provisions of the Act by a council may differ to decisions made by other departments of that council.

Signature:	Date:
------------	-------

(Continued overleaf)

SECTION 2 (to be fully completed by the contract holder with whom the person named at section 1 overleaf will be employed as a driver and/or attendant on mainstream school transport contracts)

Council from which SEN or ASN transport clearance has been given to the individual whilst in the employ of the contract holder detailed below:	
Council Name:	
Valid from:	Expiry date:

Duties for which the person named at section 1 above will be used (tick as appropriate). Note: At least one box MUST be ticked.

Driver	Attendant	
--------	-----------	--

The contract holder must verify the identity of the individual named in section 1 above.

THREE forms of identification must be checked, at least one of which should be photographic.

Please indicate the items(s) seen:									
Birth Certificate	<input type="checkbox"/>	Passport	<input type="checkbox"/>	Driving Licence (with photograph)	<input type="checkbox"/>	National Entitlement Card	<input type="checkbox"/>	National ID Card	<input type="checkbox"/>
Other	<input type="checkbox"/>	(If other please state the other form of identification seen):							

DECLARATION

- I confirm (a) the subject will have substantial access to children as a result of being used as a driver and/or attendant on mainstream school transport contracts; and
 (b) I have satisfied myself as to the identity of the subject concerned (i.e. that the driver/attendant previously deemed suitable for use on mainstream school transport contracts whilst in the employ of another contact holder (and who has completed section 1 overleaf) is the same person who is to be used on mainstream school transport contracts).

Signature:	Name (in block capitals):
_____	_____
Position (e.g. Director, Partner, Principal etc.):	Contract holder's name:
_____	_____
Address:	Contractor's SPT Operator Reference number:
_____	_____
Postcode:	Telephone no.:
_____	_____
Date form signed:	

Note: You must attach a copy of the letter received from the Local Authority Education Department (or equivalent) giving clearance to the above named driver/attendant or a photocopy of the identity badge/security clearance issued by the Council. The driver and/or attendant named overleaf **MUST NOT** be deployed on school transport contracts until such time as you have been formally advised in writing by SPT that you can do so.

SECTION 3: (for SPT use only)

Confirmation details:

This form (together with any associated enclosures) should be returned to:

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

Envelopes must sealed and marked "Private & confidential".