



**Guide to SPT's Disclosure Scotland system for
vetting of drivers and attendants for school
transport contracts.**

**This guide should be read in conjunction with the current edition
of the Conditions of Contract that applies to all SPT contracts.**

It is their responsibility of contractors to ensure that they do not deploy any driver/attendant on any schools transport contract administered by SPT until formal written notification has been received from SPT of the suitability of the driver/attendant. Doing so may result in the issue of a warning letter and could lead to suspension from or termination of the contract(s).

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1. Regulated Work

This guide applies to all contractors who undertake schools contract work administered by SPT or who undertake ASN schools contract work for the councils for whom SPT undertakes PVG vetting. Contractors should read and retain this guide for future reference.

The Protection of Vulnerable Groups (Scotland) Act, 2007 does not specifically define Regulated Work, but instead outlines circumstances when work will be considered as Regulated. Any work where a person is in sole charge of children, has unsupervised contact with children, or who is providing assistance to children is classed as undertaking Regulated Work. The same also applies for “protected” adults. Anyone undertaking Regulated Work must be a member of the PVG Scheme.

2. SPT administered contracts

Contractors are responsible for ensuring that all staff deployed on contracts have the correct written clearance from SPT. No person may be deployed on a contract unless the contractor is in possession of written confirmation from SPT that the person is suitable for each council area they will be working in. See section 8(a) of the Conditions of Contract.

Membership of the PVG Scheme does not automatically mean that a person is cleared for use on schools contracts administered by SPT, but is the first part of the process. Contractors will still need to apply for the written clearance issued by SPT for their staff as it is up to each council to determine each individual’s suitability.

Each council will make its own decision independently of other councils and where a contractor operates in more than one council area, this may result in different decisions for an individual. As SPT acts on behalf of the councils, clearance will only be given for those council areas for which the contractor holds contracts at the time that an application is submitted.

3. Contractor’s responsibilities

Contractors should maintain a list of employees who are PVG Scheme members and who have been cleared for use on SPT administered contracts, including details of when the current clearance expires to enable them to submit applications for a new clearance prior to the expiry of the existing clearance.

Contractors are responsible for notifying SPT, in writing, when any of their employees who have been given an SPT clearance leaves their employment and for ensuring their employees update Disclosure Scotland with any changes to personal details, for example, if they change address. If a person has changed their address and has not notified Disclosure Scotland, this can delay the processing of the application.

Contractors must ensure that only staff with the correct written clearance from SPT are deployed on contracts. No person may be deployed on a contract unless the contractor is in possession of written confirmation from SPT that the person is suitable for each council area they will be working in. See section 8(a) of the Conditions of Contract. Warning letters will be issued for any breach of this requirement.

4. Timescales

SPT aims to process applications for PVG Scheme Records as soon as possible after receipt by the Disclosure Team. When Scheme Records or Short Scheme Records are received, again SPT will endeavour to process as soon as possible. Please note that SPT has no control over the length of time Disclosure Scotland takes to process applications.

Where councils are required to make a decision as to an applicant's suitability, SPT will send the relevant information to the councils as soon as possible. However, SPT has no control over the length of time a council takes to determine an applicant's suitability. In some cases, the council may wish to interview the applicant and that will add further time to the process. Again, this is outwith the control of SPT, being a matter for the council.

For these reasons, applications should be made sufficiently far in advance to take these factors into account and that although most applications can be dealt with within 6 to 8 weeks; there are occasions when applications take longer to process. Contractors should take this into consideration and should allow approximately 12 weeks when planning their staff re-vetting requirements. Contractors are responsible for contacting the Disclosure Team if they do not hear anything from SPT regarding any applications submitted after 6 to 8 weeks.

For applications to transfer a council ASN clearance using the VODA3 form, SPT aims to process these as soon as possible after receipt by the Disclosure Team. This depends on the councils confirming details of the individuals concerned and clearance expiry dates. Similarly, when transferring the clearance of a driver/attendant from one employer to another using the VODA4 form, this will be processed as soon as possible.

5. Online applications

All applications for a clearance will require a VODA1 form (for mainstream schools transport clearances) or a VODA1C form (for ASN schools transport clearances) to be completed. Forms are available from the SPT website at www.spt.co.uk/disclosure-scotland/. The person requiring the clearance must provide their details including a current, valid e-mail address by completing Section 1 of the form.

The contract holder must then complete Section 2 of the VODA1 or VODA1C form and must indicate if a Scheme Record Update (costing £18.00) or a Scheme Record (costing £59.00) is required. The role to be undertaken by the applicant must also be indicated.

It is the responsibility of the contract holder to check that all details have been completed correctly and then send the form to SPT. The form can be either sent by post or it can be scanned in PDF format and send it by e-mail to disclosure@spt.co.uk. Once the VODA1 or VODA1C form is received, SPT will then check the details and if there are any omissions or errors the form will be returned for correction.

If all details are correct, SPT will then start the on-line application process. An e-mail will then be sent direct to the applicant by Disclosure Scotland at the e-mail address supplied. The applicant will then be required to complete the online form by filling in the required information.

The online form will be accessed by clicking on the link in the e-mail sent to the applicant from Disclosure Scotland at the e-mail address the applicant provided. It is the contractor's responsibility to ensure that their staff complete on-line applications as soon as possible.

The applicant will also need to make payment using the on-line payment portal (the link for this is in on-line the application form).

Once completed, the on-line application can be submitted. This goes direct to Disclosure Scotland who will process the application. SPT will be sent a notification from Disclosure Scotland that the application has been submitted.

Disclosure Scotland will then issue the Scheme Record/Short Scheme Record and send a copy to SPT. SPT will then process the clearance as at present and e-mail the clearance confirmation to the contract holder and also send a copy direct to the applicant.

6. Postal applications

If making a postal application, contractors must ensure that the correct Disclosure Scotland application form is used and ensure that applications are correctly completed before sending them to SPT. Any application that does not have a mandatory field completed, or if it is incorrectly completed will be returned to the contractor for correction.

Contractors must use the correct postage when sending applications to SPT, taking into account the size and weight of the envelope or package. If there is insufficient postage, Royal Mail will not deliver the item and mail can be held for up to 18 days before being returned to the sender. Royal Mail may levy an additional charge for delivery of mail with incorrect postage and the contractor will be held responsible for meeting any additional cost to SPT.

Please note, SPT accepts no responsibility for any failure by Royal Mail to deliver mail on time or if mail goes missing in the post. In the event of mail not being delivered, it is the responsibility of the sender to pursue the matter with Royal Mail. It is the responsibility of the contractor to contact the Disclosure Team if they do not hear anything from SPT regarding any applications submitted after 6 to 8 weeks.

7. Using the correct application form (postal applications)

There are two types of application form used by Disclosure Scotland and it is important that the correct one is used. Any employee who is already a member of the PVG Scheme must complete an “**Existing PVG Scheme Member Application**”. It is important that contractors verify that the employee is a member of the PVG scheme when completing the application. Applicants will need to enter their PVG Scheme membership number on the form.

The “**Application to Join PVG Scheme**” must only be used for employees who are not members of the PVG Scheme. If the wrong Disclosure Scotland application form is used this will lead to the application being terminated by Disclosure Scotland and a new application using the correct form will need to be submitted, together with the full payment. Disclosure Scotland may not issue refunds for applications that are terminated.

The Disclosure Scotland application form must be accompanied by a correctly completed SPT “VODA1” form or for council ASN clearances a “VODA1C” form. Forms dated March 2021 must be used. Older forms cannot be accepted and applications with out of date forms will be returned.

8. Checking documentation etc.

Contractors must ensure that all details in application and SPT forms are correctly completed before sending them to SPT. Incomplete and/or illegible applications or forms will be returned to the Contractor for correcting. If the contractor then fails to return all the documentation etc. properly completed within 14 days of the date of SPT's returning the application, it will be taken that the application has been withdrawn and no further action will be taken by SPT. Contractors will then be required to submit a new application if they wish the driver or attendant to be cleared for use on contracts administered by SPT.

9. Disclosure Scotland Scheme Records/Short Scheme Records

Once Disclosure Scotland has processed the application, a PVG Scheme Record or PVG Short Scheme Record will be sent to both the applicant and SPT. If there is vetting information on an applicants' Scheme Record, the applicants copy will be issued 14 days before the issue of the copy to SPT. This is to enable the individual to query the information shown. Should the individual driver/attendant have a query regarding the content of the PVG Scheme Record or Scheme Record Update he/she should contact Disclosure Scotland direct and not SPT or the councils.

10. Further information required by Disclosure Scotland

Disclosure Scotland may require further information from an applicant and a letter detailing what is required will be e-mailed by Disclosure Scotland to SPT who will forward it to the employer. When further information is requested, it is the responsibility of the employer/applicant to provide the information by e-mail to disclosure@spt.co.uk within 14 days of the date on the Disclosure Scotland letter. If the information is not provided, Disclosure Scotland will terminate the application. Once notified by Disclosure Scotland of the decision to terminate an application, if the individual still requires a clearance, a new application will have to be made.

11. Information provided to councils

SPT acts as agent for the councils who make the decision on the suitability of each applicant. SPT will forward relevant information to the councils to enable a decision on suitability of the applicant as a driver and/or attendant on mainstream or ASN school transport contracts to be made.

12. Councils' decision on the suitability of drivers/attendants

It is the councils who decide on suitability of drivers and attendants, not SPT. Each council will make its own decision independently of other councils and where a contractor operates in more than one council area, this may result in different decisions for an individual.

Decisions on each applicant's suitability, as determined by the council(s), will be sent to the contractor by e-mail as soon as is possible with a copy posted to the applicant. A council or councils may determine that a person cannot be used on any contract pending a decision on suitability. There may be cases where a council will decide that they cannot make any decision until a pending matter is resolved. Both the employer and applicant

will be advised of this in writing. In all such cases, the person must not be used on any contract until clearance is provided by SPT.

It is the contractor's responsibility to ensure the individual applicant is aware of the council(s) decision(s), and if required, details of appeals procedures which will be outlined in the letter from SPT. There may be cases where no appeal will be considered by a council until any pending matters are resolved. This will be detailed in the letter sent to both the employer and applicant.

Drivers/attendants who are not barred from Regulated Work and deemed suitable will normally be subject to a re-vetting exercise every three years. The councils reserve the right to insist that any individual driver/attendant be the subject of a re-vetting exercise at any time. In such instances, the individual will be re-vetted with all relevant councils.

Contractors must not use drivers/attendants whose clearance has expired until they receive written confirmation from SPT by e-mail confirming that the individual has been deemed suitable by the relevant councils.

Please note that SPT accepts no responsibility for any failure by a contractor's e-mail provider to deliver e-mail or if e-mails are rejected by the contractor's e-mail server. It is the responsibility of the contractor to ensure that their e-mail provider can deliver e-mails sent to their e-mail address. Contractors must notify SPT in writing of any change to their e-mail address by using the registration form available on the SPT website at (<http://www.spt.co.uk/corporate/business/bus-coach-taxi-operators/register-of-operators/>)

13. Unsuitable drivers/attendants

Under no circumstances can a contractor use any driver(s) or attendant(s) who have been deemed unsuitable by the appropriate council. Doing so may result in suspension from, or termination of all contracts held.

If a council deems a person to be unsuitable, appeal details will be in the letter sent to the employer. The council may require the applicant to attend a meeting or provide a written statement setting out the full reasons for the appeal including all information that the appellant feels is relevant in order to enable the council to make a decision. If the decision is to allow the appeal and deem the applicant suitable, the council will advise SPT in writing. SPT will then issue a letter confirming the clearance. If the council decides that the person is still deemed to be unsuitable, the council will confirm that decision to the applicant.

Councils can deem a person to be unsuitable at any time even if the person has previously been deemed to be suitable. In such cases, when the council notifies SPT in writing of such a decision, SPT will immediately cancel any current clearance for that person notifying both the contractor and individual concerned in writing. It is the Contractor's responsibility to ensure that the individual is aware of the decision and any appeal process. Some councils do not allow appeals, their decision being final. In these cases, an application for a further Scheme Record may be required.

14. Data Protection

In order to process applications for the role of driver/attendant on schools transport contracts, it will be necessary for SPT to view, use and, in some circumstances, share

with the relevant councils the applicant's personal data, in particular information relating to their criminal record.

Before SPT is able to view, use and share personal data, SPT requires explicit consent from the applicant. If the applicant does not provide explicit consent, SPT cannot take forward the application for clearance as a driver/attendant on school transport contracts. Accordingly, applicants should be aware that by signing and submitting the application form they are providing their explicit consent to SPT to process their personal data in order for them to be considered for the role as driver/attendant on school transport contracts.

Individuals 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 individuals have the right to have a copy of the data which SPT processes about them which is held in our computer records and also some data that is held in our manual records. If individuals want to exercise their right of access, or if you have any other data protection queries, please contact the Legal & Property, SPT, 131, St Vincent Street, Glasgow G2 5JF. For further information, please see the SPT website at: www.spt.co.uk/corporate/about/standards-responsibility/data-protection/.

15. Re-vetting

In most cases, re-vetting will be by means of an application for a PVG "Scheme Record Update" using the "Existing PVG Scheme Member Application" form. Provided that this shows that there has been no change to the Vetting Information since the original Scheme Record was issued, a further clearance can be issued. This will only be in respect of the councils that clearance has already been given.

If the Scheme Record shows that there has been a change to the Vetting Information, it will be provided to the council(s) to enable a decision to be made on the suitability of the applicant. Councils may determine that a person cannot be used on any contract pending a decision on suitability. In such cases, the person must not be used on any contract until clearance is provided by SPT.

16. Vetting of drivers/attendants suitability for use in additional council areas

Where a contractor gains work in an additional council area, they must apply to SPT for clearance for their drivers/attendants before using anyone in that council area. As it is the council(s) that determines the suitability of individuals, the council will require that an application for a Scheme Record Update is made using an "Existing PVG Scheme Member Application" form and a SPT VODA1 form. Applications will be for all council areas in which the Contractor currently holds contracts and will not be restricted to the new council area. Contractors should note that re-vetting might change the areas that an individual is cleared for.

17. Transfer of current clearances from one contractor to another

A current, valid clearance for a driver/attendant can be transferred from one employer (i.e. contractor) to another during the period of validity but only in respect of the council area(s) for which the clearance is held. For contract monitoring purposes and in order to ensure that the data held by SPT is as up to date and accurate as possible, contractors must complete a VODA4 form and send it to SPT.

“Transferring” drivers/attendants must not be used on mainstream or ASN school transport contracts until the new employer has received written confirmation from SPT confirming the suitability of the individual for use on school transport contracts. Once an individual has transferred to a new employer, the clearance with the previous employer will be cancelled. The previous employer will be notified that the clearance has been transferred and that the individual is no longer recorded as employed by them. If the individual then returns to the original employer, a fresh application to transfer the clearance using a VODA4 forms will need to be submitted.

If an individual has been given a clearance issued by SPT by transferring a council issued ASN clearance, this cannot be transferred to any other employer, as these clearances are not transferable between councils or between contractors. See section 23 “Additional Support Needs & Special Education Needs Transport Contracts”.

18. Drivers/attendants working for more than one contractor

Where an individual wants to work for more than one employer, arrangements can be made to accommodate this and they can receive SPT clearance in respect of each employer they wish to work for. However, this will require written confirmation from each employer that they are aware that the individual will work for more than one employer. Drivers/attendants and employers should contact SPT as detailed in section 35 (below) for advice.

19. Cross Boundary Contracts

Cross boundary contracts are where pupils live in one council area but go to a school in a different council area. On cross-boundary contracts, individual drivers/attendants require to be deemed suitable by the council(s) funding the contract. Where a contract is funded by more than one council, the individual will need to be deemed suitable by all councils concerned.

20. Operators who already vet their own staff

Operators who vet their own staff are still required to comply with SPT’s Conditions of Contract if they become a contractor. This means that before any driver/attendant can be utilised on any SPT contract, each individual will be required to apply for a PVG Scheme Update through SPT to enable the councils to determine suitability of the individual for use on contracts administered by SPT. SPT cannot accept Scheme Records issued through other registered bodies. Contractors must not deploy any individual on any SPT contract until they have received written notification of the individual’s suitability from SPT.

21. Listing by the Scottish Ministers

The PVG Act requires the Scottish Ministers to maintain a list of individuals who are unsuitable to do regulated work with children and another list for those who are unsuitable to do regulated work with protected adults. If a person is placed under consideration for listing, Disclosure Scotland will notify both the individual and the employer that the individual is being considered for listing. Contractors must notify SPT immediately in writing of any driver or attendant placed under consideration for listing.

SPT will consult with the relevant councils and this may lead to the individual's clearance being withdrawn until the matter is resolved.

Where a contractor is notified that an individual has been listed, the contractor must not use that individual on any SPT administered schools transport contract and must notify SPT that the individual has been listed. SPT will consult with the council(s) who may decide that the individual is no longer deemed "suitable" for use on SPT administered contracts and the contractor will be notified in writing.

This does not prevent the person from continuing to work for the employer on other non-SPT or non-council work. If Disclosure Scotland notifies SPT that an individual who has been under consideration for listing by the Scottish Ministers is no longer under consideration and has not been listed, the council(s) will be consulted and they will advise SPT of their decision as to the suitability of the individual.

In these cases, it is likely that the council(s) will want to see a new Scheme Record before making a decision as to suitability and the individual will require to apply for a Scheme Record. It is also possible that the council(s) may decide that the person can be deemed "suitable" without the need for a further Scheme Record.

If an individual who has been under consideration for listing is subsequently placed on the list(s), any clearance for use on any contract will be terminated immediately. In these cases, both the contractor and any associated companies will be notified that the individual is no longer cleared for use on any SPT administered contract.

Contractors should note that in all cases, SPT does not make any decisions as to an individual's suitability and decisions as to an individuals' suitability rests with the council(s) and SPT will act on the instructions of the council(s).

22. Notification of change of address or other details

It is the contractor's responsibility to advise SPT in writing of any changes to their address, telephone number, e-mail address etc. as soon as any of these details change. It is the responsibility of individual scheme members to notify Disclosure Scotland of any changes to their details, e.g. change of address etc. If an individual changes their name or gender, it is a requirement of the PVG Act that the person notifies Disclosure Scotland within 3 months of the change taking effect.

23. Additional Support Needs (ASN) transport contracts

This section does not apply to ASN contractors holding contracts with East Ayrshire, East Dunbartonshire, Inverclyde, Renfrewshire and South Ayrshire Councils. If you hold ASN contracts with these councils, see section 22 below. If you hold contracts with North Ayrshire and North Lanarkshire Councils, you will need to apply for clearances as detailed in section 5 above.

Drivers/attendants who have previously been deemed suitable for use on Additional Support Needs and Special Education Needs transport contracts by East Renfrewshire, South Lanarkshire and West Dunbartonshire Councils may not require to be checked again for use on Mainstream School Transport Contracts subject to the following provisions:

- (a) The Contractor sends a completed VODA3 form together with a photocopy of the identity badge/security clearance issued by the council (or other proof of clearance) to SPT. Clearances can only be given in respect of the same employer.
- (b) The Contractor obtains from the driver or attendant concerned his/her written consent to the information at (a) above being forwarded to SPT for the purpose of processing, evaluating, awarding and/or monitoring mainstream school transport contracts using the VODA3 form.

This applies only to the council area concerned and is not transferable between councils or between contractors. This means that a person who has been cleared by SPT using a VODA3 form cannot have that clearance transferred to another employer. In these cases, a fresh application for a Scheme Record Update will need to be made.

Contractors must not deploy any applicant on any SPT administered school transport contract until formal written notification has been received from SPT of the suitability of the applicant. Doing so may result in the suspension or termination of the contract(s).

24. SPT Undertaking councils ASN Vetting

This section only applies to ASN contractors holding contracts for East Ayrshire, East Dunbartonshire, Inverclyde, Renfrewshire and South Ayrshire Councils. These councils have arranged for SPT to undertake their PVG vetting work in respect of their ASN contracts and will ask applicants to complete a Disclosure Scotland application form and a council specific "VODA1C" form. Details of the procedures for this vetting are available separately from the councils concerned. The council specific forms are available for downloading from the ASN contractors section on the Disclosure Scotland page of SPT's website at the following address: www.spt.co.uk/disclosure-scotland/.

25. Taxis and Private Hire Operators

All taxi/private hire drivers, whether employed by taxi and private hire operators or self-employed, still require to be vetted via SPT and the Council Education Department (or equivalent) and that the issuing of taxi badges by the Licensing Authority does not exempt them from this process. Taxi/private hire drivers will need to be members of the PVG scheme in order to undertake school transport contracts as this is deemed "Regulated work" and councils will decide on an individual's suitability once a Scheme Record has been issued.

Depending on circumstances, the council may deem a person to be either "suitable" or "unsuitable", irrespective of whether or not the person holds a taxi/private hire licence. This is due to the council, as "commissioning body" having a duty to ensure that those employed on schools transport contracts have been given in depth vetting and are considered to be suitable persons for that type of work.

26. Contractors seeking information on prospective employees

SPT **will not** provide any information regarding any driver/attendant, except to their current employer.

27. Associated operators

Contractors can be “associated” with another contractor if they would like to “share” drivers/attendants from time to time. This will enable one contractor to “borrow” a driver or attendant if they are, for example, short staffed.

A contractor who wishes to be associated with another for Disclosure Scotland clearance purposes must submit a written request to the Disclosure Team at SPT. The contractor with whom they wish to be associated with must also write to the Disclosure Team at SPT confirming that they also wish to be associated. Once both contractors have confirmed that they wish to be associated for Disclosure Scotland and PVG Scheme purposes, SPT will arrange for the “association” to be set up and will confirm this in writing to each contractor.

It is the responsibility of the contractor to ensure that any driver/or attendant used on a contract has a current SPT issued clearance letter and contractors should ensure that any individual they employ on their contract(s) has been deemed to be suitable for use by the council for which the contract is being operated. An “association” does not allow additional clearances to be issued. It is recommended that contractors who use an employee of the associated operator ask to see the SPT issued letter confirming suitability for use on mainstream school contracts. Should an individual who does not have the correct clearance be used on a contract, this will result in the issue of a warning letter. (See section 30 “Warnings”).

Where a contractor no longer wants to be “associated” with another contractor for Disclosure Scotland and PVG Scheme purposes, the contractor must write to the Disclosure Team advising that he/she wants the “association” to be dissolved. Once the association has been dissolved, a letter confirming the dissolution of the association will be sent to the contractor who requested the association to be dissolved and the other previously associated contractor(s) will be notified that the “association” has been dissolved. It will then be a matter for the contractors concerned to decide if they wish to be “associated” with any other contractors and if so, they must follow the procedures outlined above.

In the event of one of the “associated” operators ceasing to be a contractor or ceasing trading, the association will be cancelled. The remaining contractor would then need to arrange an association with another contractor if they wish to by following the procedure detailed above.

28. Drivers/attendants identity badges

Drivers and attendants must carry photographic identification when employed on a SPT contract. This can be either an identity card issued by their employer or an **original** passport, photographic driving licence or Drivers Qualification Card (DQC) issued by the DVLA. Photographic identification must be produced when required by SPT’s Compliance Inspectors. This requirement is detailed in the Conditions of contract and failure to do so may result in the issue of a warning letter. (See section 30 “Warnings”). Drivers/attendants working on ASN contracts must have a council issued identity badge and this must be produced when required by SPT’s Compliance Inspectors.

29. Contract monitoring

SPT's Compliance Inspectors undertake monitoring of school transport contracts. The Compliance Inspectors will ask drivers/attendants for their name, date of birth and photographic proof of identity. (See section 28 "Drivers/attendants identity badges".) Failure by a driver/attendant to provide name, date of birth and photographic proof of identity to SPT's Compliance Inspectors when asked to do so, will result in a report being submitted by the Compliance Inspector. This will then lead to the issue of a warning letter. (See section 30 "Warnings".)

30. Warnings

If a contractor uses a person on a contract who is not cleared for use by that contractor, whose clearance has expired or who is not cleared for the relevant council, this will be dealt with in accordance with SPT's warning letter procedures detailed in the Conditions of Contract. Warnings will also be issued if drivers/attendants fail to provide photographic proof of their identity or their names and dates of birth when asked to do so by SPT's Compliance Inspectors. Contractors are advised to read the relevant sections of the Conditions of Contract relating to the issue of warning letters.

31. Payment account with SPT

Contractors can set up an account with SPT to enable payments to be made for PVG applications without the need to enclose payment with each application. Full details are available from the Disclosure Team.

32. Additional paper PVG application forms

If you require additional paper PVG application forms, these are available from Disclosure Scotland and not SPT. Disclosure Scotland's address and telephone number is:

Disclosure Scotland, PO Box 250, Glasgow, G51 1YU
E-mail: response@disclosurescotland.gov.scot
Telephone: 0300 020 0040

33. Additional SPT forms

Additional SPT VODA1, VODA3 and VODA4 forms are available by downloading from the Mainstream School Transport Contractors section of SPT's website at the following address:

www.spt.co.uk/disclosure-scotland/

34. Fees

All fees are set by the Scottish Ministers and are outwith the control of SPT. For full details of the current scale of fees, please see the Disclosure Scotland website at <https://www.mygov.scot/organisations/disclosure-scotland/>. Payments can be made by using the link in the on-line applications or, for postal applications, by completing the card payment section on the PVG application forms or by cheque made payable to "Disclosure Scotland". Each application must be accompanied by a separate payment.

35. Enquiries

If further assistance is required, please e-mail the Disclosure Team at:
disclosure@spt.co.uk.

Alternatively, you can telephone **0141 333 3106** between 0900 and 1600 (Monday – Thursday) and 0900 – 1500 (Fridays). The office is closed on Public Holidays. If you wish to discuss any Disclosure related matters in person, you must make an appointment by contacting the Disclosure Team as detailed above. All correspondence **must** be addressed 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”.