



Drivers and/or attendants who have been deemed suitable for use on Inverclyde Council school transport contracts via the PVG Scheme but who have since transferred from one contractor to another (includes re-joining a previous employer). Provision of information to SPT to enable said drivers/attendants to be used on school transport contracts but ONLY those contracts funded by the same Council(s) who have already given them clearance and in so doing avoid the need for a re-application for a new PVG Scheme Record.

SECTION 1: (to be 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: | | | | |

Duties for which most recent clearance has been given (tick as appropriate). Note: At least one box MUST be ticked.

| | | | |
|--------|--------------------------|-----------|--------------------------|
| Driver | <input type="checkbox"/> | Attendant | <input type="checkbox"/> |
|--------|--------------------------|-----------|--------------------------|

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 councils 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 completed by the contractor with whom the person named in section 1 will be employed as a driver and/or attendant on school transport contracts)

The driver/attendant should give you their current letter issued by SPT confirming their clearance. The individual cannot be employed in Council areas not mentioned on their letter(s) of suitability unless a new application is made for a Scheme Record to enable those Councils to determine the applicant's suitability.

Council(s) for which ASN transport contracts are currently held.

| | | | | |
|--------------|--|---|----------|--|
| Inverclyde | | The person named above will be working with (tick as appropriate) | Children | |
| Renfrewshire | | | Adults | |

Two passport sized photographs must be enclosed for the new council issued identity badge. If also transferring a Renfrewshire Council clearance, four passport sized photographs must be enclosed.

| | |
|---|--|
| Date on which the person named in section 1 commenced employment with undernoted contract holder: | |
|---|--|

Duties for which the named person overleaf 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, one of which must 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 that:
- (a) the subject will have substantial access to children as a result of being used as a driver and/or attendant on 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 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 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: The driver and/or attendant named overleaf MUST NOT be deployed on school transport contracts until you have been formally advised by SPT that the individual has been deemed to be suitable and is in possession of the Council issued identity badge.

SECTION 3 (for SPT use only)

| | |
|--------------------------------|--|
| Confirmation details | |
| No. of photographs Received | |
| Photographs sent to Council(s) | |

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

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

Envelopes must be marked "Private & Confidential".