

**Request for a decision on suitability of drivers/attendants to be used on school transport contracts**

**Section 1:** (to be completed (in block capitals) by the person for whom a decision on suitability is required)

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:		
<b>Personal e-mail address: (This is essential)</b>				

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 to enable 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 Information Governance Officer at SPT. E-mail: [infogov@spt.co.uk](mailto:infogov@spt.co.uk)

**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 and the Disclosure (Scotland) Act 2020 (the "Acts"); and
- (b) a decision on my suitability being forwarded by the aforesaid councils to SPT; and
- (c) Copies of the PVG Scheme Record (as defined in the Acts) relating to me being sent by SPT to any council; and
- (d) information on my PVG Scheme Membership being shared with any council, my employer and/or associated companies of my employer; and
- (e) 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 Acts by a council may differ to decisions made by other departments of that council.**

Signature:	Date:
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Please provide two colour passport sized photographs with your name on the back with this form.

**Section 2:** (to be completed by the contract holder with whom the person named at section 1 above will be employed as a driver and/or attendant on school transport contracts)

Type of Application for the person named at section 1 above.  
Note: Only ONE box MUST be ticked.

Existing Member	<input type="checkbox"/>	New Member	<input type="checkbox"/>
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Type of record required for the person named at section 1 above. Note: Only ONE box MUST be ticked.

Scheme Record Update	<input type="checkbox"/>	Scheme record	<input type="checkbox"/>
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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	<input type="checkbox"/>	Attendant	<input type="checkbox"/>
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(Continued overleaf)

Council(s) for which ASN/Social Work transport contracts are currently held (See Notes).

South Ayrshire		East Ayrshire	
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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):	

The contract holder (or representative) must read and sign the declaration below.

**DECLARATION**

- I confirm that:
- (a) the subject will undertake regulated work under the provisions of the Protection of Vulnerable Groups (Scotland) Act 2007 and the Disclosure (Scotland) Act 2020 (the "Acts"); as a result of being used as a driver and/ or attendant on school transport contracts; and
  - (b) I consent to the destruction of the Registered Body copy of the Scheme Record by SPT upon a decision having been made; and
  - (c) I understand that a decision under the provisions of the Protection of Vulnerable Groups (Scotland) Act 2007 and the Disclosure (Scotland) Act 2020 (the "Acts"); by a council may differ to decisions made by other departments of that council.

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.:	_____
e-mail address:	_____	Date form signed:	_____

This form must be sent to SPT by e-mail to disclosure@spt.co.uk.

Two passport sized photographs must be sent to SPT for each new council issued identity badge required.

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".

**Section 3:** (for SPT use only)

Contract holder's name and Operator Reference No.	_____
Date completed form returned to SPT:	_____
Application form processed by and date:	_____
Form checked by and date:	_____

<b>Scheme Record/Update received</b>	Y / N	Confirmation details & notes:
<b>No. of photographs received</b>		
<b>Photographs sent to Council(s)</b>		

**Notes**

You can only request clearance for East Ayrshire Council provided you currently hold ASN transport contracts and you must provide two passport sized photographs with this application. You can also apply for South Ayrshire Council ASN clearance provided contracts are currently held. If applying for clearance for both Councils, you must enclose two passport sized photographs for each council area, i.e four photographs must be supplied. **Photographs must have the name and date of birth of the individual on the back and must be placed in an envelope attached to this form.**

**Protect – Personal  
(When Completed)**