

**APPLICATION FOR GRANT/RENEWAL OF COUNTY TRANSPORT IDENTITY BADGE.**

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| **Application fee = £30 + DBS fee £61.00 + Safeguarding Course\* £24.00 = Total £115.00** |

**All Drivers of Home to School and/or Social Care Transport Contracts must hold a County Transport Badge**

**\*Please be advised all applications will be checked on the NR3 – a national register of license refusals or revocations**

**DBS Application No (from online application)……………………………………………………..……………………………**

Surname (MR.MRS.MISS.MS)………………………………………..……. Maiden Name……………………………………………….........

All Forenames………………………………………………………………….Previous Surnames/Aliases………………………………….......

Date of Birth…………………………………………………………………………………………………………..…………. Sex: Male/Female

Present address…………………………………………………………………………………………….........................................................

Email address: ………………………………………………………… Post Code……………………….…………...........

Telephone Number: Business………………………………………………..……………Home……………………….…………………..........

Mobile………………………………………..…………………..Company/Employer………………………………….……………………………….

Is this your first application? Yes 🞏 No 🞏

If no, what is your current County Badge No. ………………………………………………………..……………………………………………

Please indicate Position to be held: **Driver** or **Escort \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CPC/DQC Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I enclose the following:

1. Completed Grant/Renewal of County Transport Badge Application
2. Completed DBS Form and Correct Evidence of Identification
3. Correct Fee or Receipt of Payment.

If you have completed a DBS check within the past six months it **may** be possible to use that disclosure. To discuss the matter further please contact Yasmin Payne on 01432 260350.

*\*It is now compulsory for all CTB applicants to undergo Safeguarding Training. The cost of this is £20 plus VAT (£24). We must receive proof that Safeguarding Training has been completed before CTB application can be processed. There is no expiry on Safeguarding Training course so no need for renewal once completed.*

**For Office Use Only:**

Amount Paid.…………………… Receipt No……………………..

Income code: N40555 C03073 ID No…………………………….

DBS No ……………………………………………..

Application sent to DBS Team: Date: ……………………….. Returned: Date: ……………………..

Unspent Criminal Convictions: Yes 🞏 No 🞏

Badge Issued: Yes 🞏 No 🞏 Date Issued: …………………………………………………..

County Badge Number …………………………………………………………………………………………..

## Data Protection Act 1998

This policy covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.When completing forms you may be asked for personal information such as name, address, postcode etc. It is only when you supply this type of information that you can be personally identified. Herefordshire Council is registered with the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business.  Any information held by the Council will be processed in compliance with the principles set out in the Act. Further information relating to the Data Protection Act 1998 can be sent to you on request. If you have concerns about the processing of your personal data by the Council you may contact the Council’s Data Protection Officer at the County Office address below:

**Disclosure & Barring Service disclosures**

If you have been convicted of any offence, you must disclose it, unless it is ‘spent’ under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with the Council. Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. If the post you are applying for is in a school, or has substantial access to children, the vulnerable, elderly, or is within Social Care working directly with clients then you MUST state any convictions bind over orders or cautions whether current or spent. In the event of employment, any failure to disclose these and / or pending investigations could result in disciplinary action and/or dismissal. All posts with access to children, the vulnerable or elderly, will be subject to a Disclosure & Barring Service disclosure

Please give details of: a) Any convictions (including driving offences and cautions)

Please give details: b) Disqualifications from driving, or performing of professional duties

**I agree that information in relation to my application may be shared with other directorates within Herefordshire Council.**

**Signed ……………………………………………… Date ………………………………………………………**

**ON COMPLETION PLEASE RETURN (marked PRIVATE AND CONFIDENTIAL) to:**

**School Transport**

**County Offices  
Plough Lane**

**Hereford, HR4 OLE**