TRANSPORT SCOTLAND
CÒMHDHAIL ALBA

# Scotland-wide free bus travel
# Certificate of eligibility – learning disability

**To apply for a bus pass this form should be completed by an authoriser, then signed by the applicant and taken to a local authority office**

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This form should only be completed where someone has a learning disability as defined in the Mental Health (Care and Treatment) (Scotland) Act 2003 and meets all of the criteria below.

An applicant will qualify for a bus pass providing they meet all of the criteria detailed below and are regularly travelling to appointments or activities as part of ongoing support, care, treatment or rehabilitation only.

This form should be completed by a person (authoriser) who knows the applicant and is responsible for or involved in providing support, care, treatment or rehabilitation, or activities of that nature, to the applicant such as, but not limited to, a Support Worker, Advocacy Worker, Local Area Co-ordinator, Social Worker, co-ordinator of activities of a nature that could be described as support, care, treatment or rehabilitation, SEN Teacher or other (see overleaf).

Name of Applicant: _____

**BLOCK CAPITALS – Black/Blue Ink**

Full Postal Address: _____

_____ Post Code: _____ Date of Birth: _____

1. I can confirm that the applicant has a learning disability which impairs their ability to travel and has persisted for more than a year

   YES ☐ NO ☐

2. I can confirm that their condition means that they need to travel in order to attend regular health or social care appointments, or participate in activities as part of ongoing support, care, treatment, or rehabilitation

   YES ☐ NO ☐

3. How long will the applicant be attending these appointments for? (This will determine the validity of their entitlement to free bus travel)

   6 months ☐ 1 year ☐ 2 years ☐ 3 years ☐

**Declaration:** I confirm that the information above is correct and that I have responsibility for overseeing, facilitating or providing support, care, treatment or rehabilitation, or activities of that nature, to the applicant. If, to my knowledge, the applicant no longer attends any support, care, treatment or rehabilitation, or activities of that nature, I will contact the relevant local authority concessionary travel team and advise them accordingly.

Signed: _____

Please print name: _____

Job title: _____

Organisation: _____

Official stamp

Date: _____ Contact telephone number: _____

**To be completed by the applicant**

I think that the above information is correct. If I don't need a bus pass to go to appointments and activities I will tell my local authority.

Signed: _____ Date: _____

# Scotland-wide free bus travel
# Certificate of eligibility – learning disability
# Guidance notes for authoriser

## Guidance on the Criteria:

If the applicant is resident in Scotland, aged five or over and meets the criteria on this form, they are entitled to free bus travel with the National Entitlement Card (NEC). Free bus travel is provided in order to enable the cardholder to attend appointments and activities as part of regular and ongoing support, care, treatment or rehabilitation. Applicants do not qualify for free bus travel by virtue of having a learning disability unless they are participating in activities of the nature described. Such activities are not limited to those associated with a formal social care support package but could include those of a less formal nature including friendship groups, walking clubs, including those provided by voluntary sector organisations, that support people who have learning disabilities to participate in activities of a social nature, and to be part of their community.

It is essential that the appropriate information around duration of participation in activities is provided by the Authoriser in order for local authority staff to issue the correct card for the correct duration. The maximum time a card can be issued for is 3 years.

There are other categories of eligibility in the event that the applicant does not meet all of the criteria listed on this certificate. These can be found on the Transport Scotland website – http://www.transportscotland.gov.uk/public-transport/concessionary-travel-people-aged-60-or-disability

## Guidance on the Authoriser:

The certificate must be signed by a person (authoriser) from an organisation involved in the provision of support, care, treatment or rehabilitation to people with learning disabilities. The organisation should be recognised by the NHS or local authority and must be responsible for providing support, care, treatment or rehabilitation, or activities of that nature. Where the local authority is not aware of the organisation authorising the form, they will contact the authoriser to establish the nature of their organisation and confirm their involvement in the provision support, care, treatment or rehabilitation, or activities of that nature to people who have learning disabilities.

To ensure this certificate is accepted as proof of eligibility by the local authority, it must be fully completed and signed by the authorising officer. The certificate must also show the authoriser's job title and official stamp of the organisation. The completed form should then be signed by the applicant.

By completing all parts of this certificate you are declaring that:

- You have read the guidance on who should sign the form
- The applicant meets all of the criteria on the certificate
- You know the applicant and confirm that they need to travel in order to attend regular appointments or activities
- You agree to be contacted by audit staff, as part of the audit of the Scotland-Wide Free Bus Travel Scheme for Older and Disabled People. If contacted, you will be asked to confirm the applicant's participation in the scheme under this category of eligibility.