

form VODA4

Mainstream Schools Transport
(Revised April 2025)

Protect – Personal
(When Completed)



Drivers and/or attendants who have been deemed suitable for use on mainstream school transport contracts via the PVG Scheme but who have since transferred from one contract holder to another (includes re-joining a previous employer).

Provision of information to SPT to enable said drivers/attendants to be used on mainstream 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 an application for a new PVG Scheme Record or Scheme Record Update.

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

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. 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. Please refer to our [privacy policy](#) for further information.

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 Act by a council may differ to decisions made by other departments of that council.

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

(Continued overleaf)

SECTION 2 (to be fully completed by the contract holder with whom the person named in section 1 will be employed as a driver and/or attendant on mainstream school transport contracts)

The individual cannot be employed in areas not mentioned in their letter(s) of suitability and if a clearance is required for an area that is not mentioned, a new application will need to be made for a Scheme Record or Scheme Record Update to enable those Councils to determine the applicant's suitability.

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

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 | | 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 item(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 mainstream 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 mainstream school transport contracts whilst in the employ of another contract holder (and who has completed section 1 overleaf) is the same person who is to be used on mainstream 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 mainstream school transport contracts until such time as you have been formally advised in writing by SPT that the appropriate council has indeed deemed the individual to be suitable.

SECTION 3 (for SPT use only)

| |
|----------------------|
| Confirmation details |
| |

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

**Protect – Personal
(When Completed)**