



HOME TO SCHOOL TRAVEL WORKING GROUP

Terms of Reference

June 2026

Background

The Association of Directors of Environment, Economy, Planning & Transport (ADEPT) is the voice of place directors who are responsible for delivering day-to-day services, including local highways, recycling, waste and planning, whilst preparing for the longer term.

ADEPT is a membership based, voluntary organisation with members across England. We bring together directors from county, unitary, metropolitan and combined authorities, along with sub-national transport bodies and corporate partners drawn from key service sectors.

ADEPT members develop long term strategies, investment and infrastructure needed to make their places resilient, sustainable, inclusive and prosperous. They drive clean, sustainable growth, delivering the projects that are fundamental to creating more resilient communities, economies and infrastructure. These services include housing, environmental and regulatory services, planning, economic development, culture and highways and transport.

Remit

The Working Group has been established to support local authorities in addressing the growing challenges associated with the provision and delivery of home to school transport, with a particular focus on children and young people with Special Educational Needs and Disabilities (SEND).

The Working Group will focus on home to school travel policy, planning and delivery within the context of local authority responsibilities, including SEND transport, and wider demand and funding pressures.

The Working Group will focus on the following three priorities:

- 1. Identify and understand the challenges**

Identify and assess the key financial, operational and demand-led pressures affecting the planning and delivery of home to school transport, including those associated with SEND provision.

- 2. Share best practice**

Facilitate the exchange of best practice, innovative approaches, lessons learned and sector intelligence to improve the efficiency, effectiveness and sustainability of home to school travel services delivered by local authorities and their partners.

3. **Develop practical solutions**

Explore and develop approaches to managing demand, improving service delivery and achieving better outcomes for children and young people.

In addition to the three priorities the Working Group is committed to:

- **Informing national policy**

Providing evidence-based insights and recommendations to inform and influence central government policy and funding approaches.

- **Promoting cross-sector alignment**

Supporting the alignment of home to school travel policy and delivery across the transport and education sectors to enable a more joined-up approach.

The Home to School Travel Working Group supports and informs the ADEPT Transport and Connectivity Board, providing insight on home to school travel challenges, policy and best practice.

Outputs

The Working Group will:

- Produce consultation responses on home to school travel issues on behalf of ADEPT
- Respond to relevant national calls for evidence
- Maintain and update ADEPT's SEND Transport Toolkit (November 2023)
- Act as the ADEPT spokesperson on home to school travel issues

Membership

Membership of the Working Group is voluntary and drawn from home to school travel officers at ADEPT member authorities. It also includes representatives from the Association of Transport Coordinating Officers (ATCO) and the County Council Networks (CCN), with representatives from the Department for Education also in attendance.

Chair

The Working Group is chaired by Rose McArthur, Director of Transport, Highways & Climate Change at Cheshire West and Chester Council
(Rose.McArthur@cheshirewestandchester.gov.uk)

Meeting Frequency

The Working Group will meet bi-monthly, typically via Microsoft Teams.

Review

These Terms of Reference will be reviewed annually in June. The next review will take place in June 2027.