

# How to get a bus pass if you have a learning disability



**A bus pass lets you travel for free on the bus**



# There are lots of ways you can get a bus pass

If you have a learning disability there are 2 main ways you can get a bus pass.

If you get...

- **PIP (Personal Independence Payment)**

or

- **Attendance Allowance**

or

- **DLA – higher rate mobility**

or

- **DLA – higher or middle rate care**

or

- **Adult Disability Payment (Social Security Scotland)**

You need to fill in 1 form.

It is called NCT001.

The image shows the top portion of a form titled "Application for a National Entitlement Card". The subtitle reads "SCOTLAND-WIDE FREE BUS TRAVEL FOR DISABLED PEOPLE OR THOSE RECEIVING THE CARERS ALLOWANCE PAYMENT". The form contains several sections with checkboxes, including "I am applying for a National Entitlement Card because...", "I am applying for a National Entitlement Card because...", and "I am applying for a National Entitlement Card because...". There are also fields for "Name of Applicant", "First Name", "Last Name", "Date of Birth", and "Date of Application".

If you...

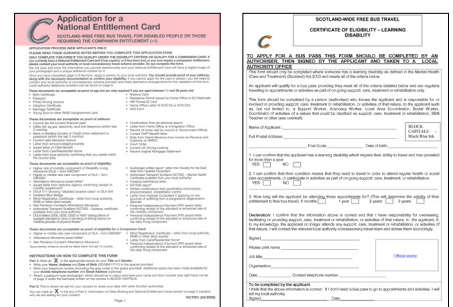
- **Don't get any benefits**

or

- **Only get lower rate DLA**

You need to fill in 2 forms.

They are called NCT001 and NCT002a.

The image shows two forms side-by-side. The left form is the same "Application for a National Entitlement Card" form as seen in the previous block. The right form is titled "SCOTLAND-WIDE FREE BUS TRAVEL CERTIFICATE OF ELIGIBILITY - LEARNING DISABILITY". It contains a section for "I am applying for a National Entitlement Card because..." and a section for "I am applying for a National Entitlement Card because...". There are also fields for "Name of Applicant", "First Name", "Last Name", "Date of Birth", and "Date of Application".

## How to get the forms

You can go to your local council building and ask for the forms.



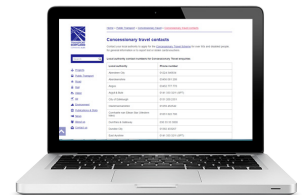
Or you can phone your council and ask for the forms.

The forms are called NCT001 and NCT002a.



You can find the number for your local council on this website:

**[bit.ly/transportscotlandbuspass](https://bit.ly/transportscotlandbuspass)**



If you are not sure where to go or who to call you can phone Transport Scotland to find out how to get the forms.

Their number is **0141 272 7170**.



# How to fill in the first form

The first form is called NCT001.

**Everyone** with a learning disability who wants a bus pass has to fill in this form.



The form is hard to understand.

Ask someone for help to fill in the form.



If you...

- don't get any benefits
- only get lower rate DLA

you have to fill in a second form too.

The second form is called NCT002a.



## How to fill in the second form

The rules say you are not allowed to fill in the second form yourself.



You have to ask a professional person to fill in the second form.



It has to be someone who knows you.

Only certain people can fill in the form.

It has to be someone like:

- a support worker
- someone who runs a group you go to, like a friendship group
- a social worker
- an advocacy worker
- a Local Area Co-ordinator
- an Additional Support Needs teacher.

# Who can get a bus pass with the second form

You can only get a bus pass with the second form if you have a learning disability.

You can only get a bus pass with the second form if you want to use the bus to get to appointments or activities.



This is things like...

- a friendship group
- a walking group
- an advocacy group.



The person who fills in the form must tick the box to say you use the bus to get to appointments or activities.

1. I can confirm that the applicant has a learning disability for more than a year  
YES  NO

2. I can confirm that their main reason for using the bus is for care appointments, or to get to appointments or activities as part of a group.  
YES

3. How long will the applicant have entitlement to free bus travel?

**Declaration:** I confirm that the information provided is true and correct. If, to my knowledge, the applicant no longer has a learning disability of that nature, I will contact the relevant local authority.



# After you have filled in the forms

You have to go to the place that deals with bus passes in your local area.



This will be a local council office or a library.

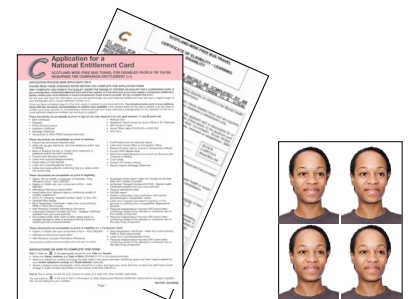
It is different in every area.

You can find out where to take your forms by calling Transport Scotland on **0141 272 7170**.



You need to take 3 things to the bus pass place:

1. Your forms
2. A passport photo of yourself
3. A letter that says your address.



Hand these in at the bus pass place.

They will send you a bus pass in the post.

It will take about a week.

# How to use your bus pass

When you get on the bus, put your bus pass on the machine.

Make sure the driver can see the photo.

Tell the driver where you want to go.

You can use your bus pass anywhere in Scotland.

Only you can use your bus pass.  
You can't give your bus pass to someone else to use.





# What to do when your bus pass runs out

Your bus pass will last between  
1 - 3 years.

It says on the pass when it will run out.

When your bus pass runs out you can  
apply to get a new bus pass.

You have to contact your local council  
and ask for a new bus pass.

They will tell you what you have to do to  
get a new bus pass.



# Questions about bus passes

## 1. What do I do if the bus driver takes my bus pass off me?

If your bus pass is not working the bus driver might take it off you.

Your bus pass might not work because:

- it is out of date
- the picture has faded
- the card does not work on the machine any more.

If the bus driver takes your bus pass off you they should give you a week's ticket for the bus.



You have to contact your local council and tell them you need a new bus pass.



They will send you a new bus pass within a week.

# Questions about bus passes

## 2. What if the bus driver won't accept my bus pass?



Bus drivers can only refuse your bus pass if it is broken.

Or if they think it is being used in the wrong way.

For example if they think you are using someone else's bus pass.

Bus drivers should not refuse your bus pass for any other reason.

If this happens to you, you can complain to your local council.



The phone number is on the back of your bus pass.

# Questions about bus passes

## 3. Can people who don't get any support apply for a bus pass?



Yes. Even if you don't get any support you can apply for a bus pass.



This guide was produced by ENABLE Scotland on behalf of Transport Scotland

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[www.enable.org.uk](http://www.enable.org.uk)

[www.transport.gov.scot](http://www.transport.gov.scot)