

APPLICATION FOR CONVEYANCE ALLOWANCE

GUIDELINES

PLEASE NOTE

1. Personal information will be collected from you for the purpose of assessing your eligibility for assistance under the Conveyance Allowance program. The information will be used by DIER for assessing and managing the application in accordance with operational policy and guidelines governing the program. This information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
2. Failure to provide this information may result in your application not being able to be processed.
3. Your basic personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on receipt of a written request to DIER. You may be charged a fee for this service.

4. WHAT IS CONVEYANCE ALLOWANCE?

Conveyance Allowance is paid to help with the cost of transporting students between home and school or to the nearest bus stop (whichever is closer), where a bus service is not available. Conveyance Allowance may also be claimed to assist with the cost of Air Travel. A fresh application is required each year. Conveyance Allowance guidelines require a map showing travel details to be submitted with any new application, or any application where travel details have changed from those previously approved. The map needs to show the most direct route and distance via public roads between your home and the nearest educationally appropriate school, or school bus stop, whichever is the closest.

5. WHO IS ELIGIBLE FOR THE ALLOWANCE?

Students who:

- Are enrolled in full time study, and
- Who qualify for travel as a child student, and
- Have no access to public transport within **5 km** of their home to the closest educationally appropriate school or available bus service, or
- Live on a Bass Strait island and have to travel to an educationally appropriate school on mainland Tasmania, and
- Are enrolled at a recognised Tasmanian Education Institute, or
- Have a physical or intellectual disability which precludes travel on public transport.

6. PLEASE NOTE

An **educationally appropriate school** is the closest school suitable for the student as determined by the Department of Education. You must have a valid educational reason other than personal choice for choosing a school other than the closest school.

For instance, your closest State school may not offer the necessary support or specialist instruction the student requires. If this is the case, you must seek support from your local Department of Education Learning Services Office. Your home area school can advise you of the relevant Learning Services Office contact details. If the school is not a State school, details of the intended curriculum must be provided with your application.

If we do not approve travel to a school beyond the closest school, you may still be able to claim part of the distance travelled, the part between home and the closest school/bus service.

An available bus service is a service that will get the student to school no more than 30 minutes before school starts and leaves no more than 30 minutes after school closes.

A person who qualifies as a **child student** is a student who:

- Is 18 years or younger in the school year you are applying for and enrolled in full time study at a recognised Tasmanian Education Institution, or
- While already 18 years of age before 1 January of the school year for which you are applying, has not completed the equivalent of two years of education or training post year 10 due to circumstances beyond their control.

Circumstances beyond the student's control include:

- Delayed entry at the start of their school life.
- Interrupted education progress due to:
 - o Disability or illness
 - o Family circumstances
 - o Frequent changes of school or other circumstances
- Time required to complete two equivalent years of post grade 10 training and education has been extended because of disability.
- Late completion compared with other children in their age group due to initial overseas or interstate enrolment.
- Humanitarian entrant status.

For further information regarding special circumstances please contact your Principal or Student Coordinator.

7. WHAT IF THE STUDENT HAS A PHYSICAL OR INTELLECTUAL DISABILITY?

If the student cannot use public transport services because of a physical or intellectual disability, you may be paid a car travel allowance if you drive the student to school. In these circumstances the qualifying distance requirement **DOES NOT APPLY**. You will need to provide a report from the Department of Education's local Physical Impairment Coordinator that explains the following:

- **The school attended by the student is the nearest educationally appropriate school, and**
- **That the student needs to travel by car because their disability makes travel by bus impractical.**

You should attach this report to your application form. Once you have provided us with a report that supports your claim, in respect of a permanent condition, you need not attach a fresh report to each year's application. The Physical Impairment Coordinators are located at the Department of Education Learning Services Offices.

You may also get an allowance if your child needs to attend an Early Childhood Intervention Centre for early intervention programs such as speech pathology. You must forward your application through your child's Early Childhood Intervention Centre and it will then be forwarded to us with a letter to support your travel needs. Conveyance Allowance is not available for travel to physical development programs such as hydrotherapy.

The allowance will only be paid to students who are not receiving funding partly or wholly from any other Government source.

An air travel allowance may be paid for a student who has to travel from a Bass Strait island to attend an Early Childhood Intervention Centre in Northern Tasmania.

8. PAYMENT ARRANGEMENTS

We will pay by electronic funds transfer, into any bank account that you nominate on your application.

It is anticipated that payments will be made within the fortnight following the end of each Tasmanian State school term.

If you wish to have your claim included in the standard payment run following the end of each State school term, your application will need to be received at least four (4) weeks before the end of the school term. Applications received after this time and which are approved will be paid at the same time as the next term payment due in the same school year. Applications received on or after the first day of the third (3rd) school term will only be assessed for the final term, not the full school year. No applications will be accepted after first (1st) December for the current school year.

Car Travel – the rate is paid as an allowance per kilometre. You will be paid an allowance for the total return distance travelled between home and the nearest available bus stop or educationally appropriate school, whichever is the closer.

Air Travel from a Bass Strait Island – the Department of Infrastructure, Energy and Resources will only cover the cost of travel undertaken on a *Regular Passenger Transport* service, and will not cover the cost of a special *Charter* service. A Conveyance Allowance in respect of air travel will be paid where the school attended by the student is the nearest educationally appropriate school. In cases where the school attended is not the closest school, you must seek support from your local Department of Education Learning Services Office or, if not a state school, details of the intended curriculum must be provided with your application.

A student living on a Bass Strait Island whose Conveyance Allowance application has been approved for the full year will be paid for the cost of 9 return airfares per school year. We will automatically pay at the end of each school term for the cost of three return flights for each Tasmanian state school term. The payment will be based on the apex or advance purchase student fare for a direct flight to Northern Tasmania, the cost of which will be determined at the start of the school year.

Ground Travel associated with Conveyance Allowance claims for air travel will be paid to assist with the cost of transporting students to and from the airport. If you wish to claim for ground travel you must indicate this in section B of the *Application for Conveyance Allowance*. Ground travel, where claimed, is paid as a fixed amount per school year and will be processed with the air travel payment for Term 1.

Air Travel Interstate - A student who is approved for interstate travel will be paid for 9 return air fares per year. Reimbursement will be based on the cost of a flight to Melbourne, or the nearest appropriate educational centre as determined by the Department of Education. The student's need to travel interstate must be verified in writing by your local Department of Education Learning Services Office.

9. WHAT IF YOUR SITUATION CHANGES?

If you have been approved for a Conveyance Allowance, you must advise us in writing within 7 days about any changes to:

- You address
- Your bank account details
- Enrolment (such as late enrolment, changed schools, left school)
- Any other relevant changes etc. travelling details, new distance per day etc.

You need to inform us quickly about changes so that we can make sure you receive the correct payment.

Remember, if we don't know where you live, we can't calculate your payment, or if we don't know what your account number is, we cannot pay you.

If an overpayment is made, the Department will seek reimbursement from you.

To let us know about changes or if you have any questions please contact:

Passenger Transport Services Branch, GPO Box 1242, Hobart Tas 7001

Telephone: 03 6233 5265 Facsimile : 03 6233 5377 Email: passenger.transport@dier.tas.gov.au

HOW TO FILL OUT THE APPLICATION FORM

You should first check that you qualify for this allowance (see the guidelines) before filling out the form.

SECTION A – CLAIMANT DETAILS

The applicant is the parent/guardian of the student or, in the case of an adult student, the applicant can also be the student. You must complete all sections. Please make sure that your Bank State Branch (BSB) number and Account number are correct, otherwise your payment will be delayed.

SECTION B – STUDENT DETAILS

Here you must give full details of each student you are claiming for. Please make sure you fill in all boxes for each student. If you wish to claim for four (4) or more students please use a second form. If the home address of any student is not the same as the applicant's, please write the student's correct home address on a separate piece of paper and attach to this form.

If you are applying for ground travel associated with air travel, please make sure you circle 'Yes' for each student, or ground travel will not be paid.

SECTION C – TRIP DETAILS

Please give full details of each trip you make in the morning or afternoon to take the student to school or the bus stop.

Additional copies of this form may be obtained from http://www.transport.tas.gov.au/passenger_forms or Service Tasmania Shops.

APPLICATION FOR CONVEYANCE ALLOWANCE

THIS APPLICATION RELATES TO
THE SCHOOL YEAR

ID No

SECTION A CLAIMANT DETAILS

(1) Parent/Guardian Details		
Family Name	Given Name(s)	Mr/Mrs/Ms/Miss
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Residential Address	Suburb/Town	Postcode
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Postal Address	Suburb/Town	Postcode
<small>(If the Postal Address is the same as the Residential Address, write "As Above")</small>		
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Daytime Telephone No	<input style="width:100%;" type="text"/>	
(2) Bank Account Details		
<small>All sections must be completed otherwise payments to your NOMINATED bank/credit union account may be delayed.</small>		
Account Holder's Name	BSB Number (Branch No.)	Account No.
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
(3) Is the sole purpose of the trip/s to transport the student to school or a bus stop? Yes <input type="checkbox"/> No <input type="checkbox"/>		
(4) Which term(s) do you wish to apply for? Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Full Year <input type="checkbox"/>		
(5) Is the home address for all students listed below the same as the applicant? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If No please write the name and address details on a separate piece of paper and attach to this form.		

SECTION B STUDENT DETAILS

Please give details here of the students for whom you wish to claim a Conveyance Allowance.

Student 1		
Family Name	Given Name(s)	
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	
Date of Birth (dd/mm/yyyy)	Grade/Course	School/College
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Please circle the travel details below which relate to the claim for Student 1		
How many days each week does this student travel to school?	1	2 3 4 5
Do you wish to claim air travel for this student?	Yes	No
If Yes do you wish to claim ground travel to and from the airport?	Yes	No
Student 2		
Family Name	Given Name(s)	
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	
Date of Birth (dd/mm/yyyy)	Grade/Course	School/College
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Please circle the travel details below which relate to the claim for Student 2		
How many days each week does this student travel to school?	1	2 3 4 5
Do you wish to claim air travel for this student?	Yes	No
If Yes do you wish to claim ground travel to and from the airport?	Yes	No
Student 3		
Family Name	Given Name(s)	
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	
Date of Birth (dd/mm/yyyy)	Grade/Course	School/College
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Please circle the travel details below which relate to the claim for Student 3		
How many days each week does this student travel to school?	1	2 3 4 5
Do you wish to claim air travel for this student?	Yes	No
If Yes do you wish to claim ground travel to and from the airport?	Yes	No

SECTION C – TRIP DETAILS (REMEMBER TO PROVIDE A MAP FOR FIRST TIME APPLICATIONS OR IF DIFFERENT FROM PREVIOUS TRIP)

A CAR TRIPS EACH DAY	B List the student(s) in your car for this trip. (Use first name only.)	C Where do you take the students to on this trip? (Show name of school, name of school bus operator or location of bus stops.)	D For each car trip what time do you usually... (for travel involving more than one student, please indicate the day/s where different) Leave Home? Return Home?	E What is the total return distance you travel for each car trip?	F On how many days do you make this trip each week? (Maximum 5)	G What is the total distance travelled for this student each week? (Multiply Column E x Column F)
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Morning		<i>EXAMPLE</i>					
<i>1st Car Trip</i>	<i>PETER</i>	<i>NORTH PRIMARY</i>	<i>8.20AM</i>	<i>8.50AM</i>	<i>10.8 km</i>	<i>5</i>	<i>54 km</i>
1 st Car Trip					km		km
					km		km
					km		km
2nd Car Trip (only use if different from 1 st trip)					km		km
					km		km
3rd Car Trip (only use if different from 1 st or 2 nd trip)					km		km
					km		km
					km		km

Afternoon		<i>EXAMPLE</i>					
<i>1st Car Trip</i>	<i>PETER</i>	<i>NORTH PRIMARY</i>	<i>2.45PM</i>	<i>3.25PM</i>	<i>10.8 km</i>	<i>5</i>	<i>54 km</i>
1 st Car Trip					km		km
					km		km
					km		km
2nd Car Trip (only use if different from 1 st trip)					km		km
					km		km
3rd Car Trip (only use if different from 1 st or 2 nd trip)					km		km
					km		km
					km		km

DECLARATION

In submitting this application, I declare that I have read and understood the Conveyance Allowance Guidelines, and that the information I have provided is true and correct. I also authorise Officers of the Department of Infrastructure, Energy and Resources, Passenger Transport Division to conduct any checks deemed necessary to verify the authenticity of the application.

Signature of Parent/Guardian/Applicant
_____/_____/20__

Total kilometres Per week _____ km

Add total distances shown in Column G

DETACH YOUR APPLICATION FORM AND KEEP THE GUIDELINES FOR YOUR INFORMATION:

Send your application to:
Passenger Transport Services Branch
 GPO Box 1242
 Hobart TAS 7001
 Fax: 6233 5377

Application Checklist

Have you filled in the claimant details in item 1 Section A?

Are your bank account details correct in Item 2 Section A?

Have you filled in the student details in Section B?

Have you filled in the trip details in Section C?

Have you completed a map if required due to this being a first-time application at this residential address or if your travel details have changed from those previously submitted?

If you are claiming beyond the nearest school, have you attached the report requested in Section 6 of the guidelines?

If there is some reason the student can not use the available bus service, have you attached the details requested in Section 6 of the guidelines?

If the student has a physical or intellectual disability that makes bus travel impossible, have you attached the report requested in Section 7 of the guidelines if this has not previously been provided?

OFFICE USE ONLY

ENTERED BY: _____

DATE: _____

APPROVED/ REFUSED: _____

DATE: _____

COMMENTS:

EXCLUDE
 TERM 1 TERM 2 TERM 3

CATEGORY
 DK WK F18 OT

DAYS
 5 4 3 2 1