

Conveyance Allowance car travel information for school year 2017

PT300-5

Why is there a Conveyance Allowance Scheme?

The Conveyance Allowance Scheme helps to meet some of the cost families face to transport their child from home to school or college as they live in an area not serviced by an urban bus service.

What is Conveyance Allowance?

It is a payment for eligible families to help with part of the cost to transport their child from home, to the school or bus stop, by private car.

What are the eligibility criteria?

To be eligible, a child must meet each of the following:

- be school aged (turning between the ages of 5 and 18 in 2017)
- be enrolled:
 - » for the full year, in full time education (Kindergarten is considered full time education) at a school recognised by the Department of Education, or
 - » in the 'Transition to School' program
- live outside an area with an urban bus service, and more than 5 kilometres from the nearest Government home area or educationally appropriate school or bus stop, and
- be transported to school or bus stop in a private car.

What is the amount of Conveyance Allowance?

The payment is calculated individually for each eligible family. It is calculated using the number of days in each term, multiplied by the distance travelled and then by the Conveyance Allowance rate (28 cents per kilometre for the 2017 school year).

The distance travelled is determined by the most direct route on public roads from the child's primary home address (during school terms) to the closest:

- Government home area school, or bus stop servicing that school, or
- educationally appropriate school, or bus stop servicing that school.

It is paid in two payments, the:

- first is made in June, and the
- second is made in December.

When to apply?

Applications must be received by **15 May 2017** to be assessed for the full school year.

Applications received after **15 May 2017** will only be assessed for terms 3 and 4.

No applications will be accepted after **15 November 2017** for the current school year.

A new application is required every school year.



Tasmanian
Government

How to apply?

To apply for Conveyance Allowance, the *Conveyance Allowance car travel application form for school year 2017* must be used (see below).

A new application is required each school year, using the form that is issued for that school year. If an application is not made on the current version, a new application form will need to be completed.

How to complete the form?

When completing the *Conveyance Allowance car travel application form for school year 2017*, it must include:

- the travel details for each child, for each school day, and
- a letter from the school (which the child is attending) stating the child's full name, date of birth, home address and confirmation of enrolment at that school.

If the application includes a child who has not previously been approved for Conveyance Allowance, changes school, or changes address, the following must be attached to the form:

- a map showing the most direct route on public roads from the child's primary home address during school terms to the school at which they are enrolled or bus stop to access that school.

How to complete the form if the child is travelling beyond the closest Government home area school?

	Evidence Required
If the child is: <ul style="list-style-type: none">• travelling beyond the closest Government home area school, or bus stop servicing that school, as they are enrolled at an educationally appropriate school to meet their needs, and• it is their first application or you have been asked by the Department of State Growth	Confirmation by the Learning Services Office at the Department of Education (www.education.tas.gov.au/Students/schools-colleges/Pages/Directory---Contact-Us.aspx) that the school of enrolment is the closest educationally appropriate school to meet the child's education needs, why it is the best equipped school to meet the student's needs, and details on why the closest school and any schools between the student's home and the chosen school are not appropriate to cater for the student's needs
If the child has a disability and is unable to use public transport	A letter from the child's medical practitioner stating that the child has a physical or mental disability preventing them from using public transport
If there is another reason that applies	Ring Passenger Transport on 6166 3350 for individual advice

How to submit a Conveyance Allowance application?

Send the form and any supporting evidence via:

- **email:** passenger.transport@stategrowth.tas.gov.au
- **mail:** Passenger Transport, GPO Box 1242, Hobart TAS 7001

How is an application assessed?

An application is assessed to ensure that each child listed in the application meets the eligibility criteria. This includes checking evidence provided with the application, along with other information that we have available to us, for example:

- the child's enrolment at school through the Department of Education and/or the school in which the child is enrolled
- information contained in the register of driver licensing and vehicle registration
- information available to the Department of State Growth
- issue of a Student Bus Pass, and
- records that are in the public domain (telephone books etc).

What cross-checks are made before making payment?

It takes time to assess a child's eligibility and to ensure the correct payment is made thoroughly and consistently.

To ensure the child continues to be eligible for Conveyance Allowance and the correct amount is paid, we may check:

- the child's attendance/enrolment at school, through the school and/or the Department of Education
- the child is travelling to school from home, or vice versa, on the days nominated in the application
- the child's home address matches the address on the application
- the most direct route on public roads
- the child's Student Bus Pass usage
- records in the public domain
- information that is available to the Department of State Growth, and
- information contained in the register of driver licensing and vehicle registration.

These checks may result in deductions to a payment or recovering overpayment from the family.

How do I notify when circumstances change?

A notification (for example a change of address, bank account details or school enrolment) must be made within 7 days.

To notify a change of circumstance, email passenger.transport@stategrowth.tas.gov.au

It is important to let us know when circumstances change as the child may no longer be eligible for Conveyance Allowance, or it may lead to an overpayment. If an overpayment is made, the overpayment will be recovered.

ENQUIRIES

Phone 1300 135 513

Email passenger.transport@stategrowth.tas.gov.au

Conveyance Allowance car travel application form for school year 2017

PT300-5

CASA number:

RM number:

office use only

Which term(s) do you wish to apply for, please indicate with an X in the corresponding box:

Full year or Term one Term two Term three Term four

Applicant (parent or guardian's) information

Title: Family name: Given name(s):

Date of birth: Driver licence number: Contact phone number:

Residential address:

Suburb/town: Postcode:

Postal address (if not same as above):

Suburb/town: Postcode:

Email address:

Bank account details

Account holders name:

BSB number: Account number:

Student information

Student (one)

Family name: Given name:

Date of birth: Grade: School:

Department of Education enrolment number (if applicable):

Student (two)

Family name: Given name:

Date of birth: Grade: School:

Department of Education enrolment number (if applicable):

Student (three)

Family name: Given name:

Date of birth: Grade: School:

Department of Education enrolment number (if applicable):

Supporting information

Supporting documentation including a map, medical certificate, Department of Education report and enrolment confirmation may need to be attached to this application so it can be assessed and processed. See the *Conveyance Allowance car travel information for school year 2017* for more information.

Trip details

CAR TRIPS PER DAY	STUDENTS (list the students for each trip)	ORIGIN (write 'HOME' if same residential address as applicant)	DESTINATION (show name of school or name of bus operator and location of bus stop)	For each car trip what time do you:		TOTAL RETURN DISTANCE FOR EACH TRIP	NO OF DAYS PER WEEK TRIP IS TAKEN	OFFICE USE ONLY (TOTAL KMS)
				Leave home?	Return home?			
EXAMPLE	PETER	HOME	SMITHS BUSES, 4110 MAIN HWY	7.30am	7.50am	10.8km	5	
Trip 1 am								
Trip 2 am (if applicable)								
EXAMPLE	PETER	SMITHS BUSES, 4110 MAIN HWY	HOME	3.20pm	3.40pm	10.8km	5	
Trip 1 pm								
Trip 2 pm (if applicable)								
Total kms per week:								

Personal information protection statement

You are providing information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004*.

The personal information collected here will be used by the Department, and may be disclosed to other authorities including the Registrar of Motor Vehicles, Metro Tasmania, the Department of Education, the Department of Health and Human Services, the National Disability Insurance Agency and the Transport Commission, for the purpose of assessing initial and ongoing eligibility for Conveyance Allowance including cross-checking eligibility against other schemes, school enrolment and attendance details, school bus travel information and residential address records.

Failure to provide this information may result in your application not being able to be processed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law.

You have the right to ask the Department to give you access to the personal information you have provided. You may be charged a fee for this service.

Declaration

In submitting this application, I declare that I have read and understood the current *Conveyance Allowance car travel information for school year 2017*, including my obligation to advise the Department of State Growth if my situation changes, and that the information I have provided is true and correct. I also authorise the Department to conduct any checks it deems necessary to verify the authenticity of the information I have provided.

Signature of applicant

Date

Application checklist

- Have you filled in the applicant details?
- Are your bank account details correct?
- Have you filled in the student details?
- Have you attached enrolment confirmation?
- Have you completed and attached a map (if required)?
- Have you attached a medical certificate (if required)?
- Have you attached a Department of Education report (if required)?

Office use only

Entered by:				
Date:				
Approved/not approved:				
Date:				
Exclude terms:	1	2	3	4
Category/days:	DK		WK	
Comments:				

Submit your completed application with supporting documents via:

- **email:** passenger.transport@stategrowth.tas.gov.au
- **mail:** Passenger Transport, GPO Box 1242, Hobart TAS 7001