

APPLICATION FOR CONVEYANCE ALLOWANCE GUIDELINES

PTS011-IGL

PLEASE NOTE

1. Personal information will be collected from you for the purpose of assessing your eligibility for assistance under the Conveyance Allowance program, and will be used by DIER for assessing and managing the application in accordance with operational policy and guidelines governing the program.
2. Failure to provide this information may result in your application not being able to be processed.
3. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to law enforcement agencies, courts and other organisations authorised to collect it.
4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5. 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.

1. 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 (which ever is the closer), by private car where a bus service is not available. The Conveyance Allowance may also be claimed to assist with the cost of Air Travel. The Conveyance Allowance is not income tested.

All applicants, including those approved for the current school year must obtain and complete a fresh application 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.

2. WHO IS ELIGIBLE FOR THE ALLOWANCE?

Full time students who;

- have to travel at least 5 kilometres (that is, 10 kilometres return) by private car between their home and 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, or
- need to travel interstate to attend a recognised academic course not available in Tasmania, or
- have a physical or intellectual disability which precludes travel on public transport.

If you think you may be eligible for conveyance allowance, please read these guidelines carefully. The Department reserves the right to assess the cost of providing assistance in the form of a conveyance allowance to each student against the cost of a bus service and making a decision on the basis of cost efficiency.

3. HOW TO QUALIFY FOR CONVEYANCE ALLOWANCE

Students must be studying at one of the following:

- a Kindergarten, Primary or Secondary School;
- a Senior Secondary College, or full time secondary level courses; or
- a Special Education Service or Unit.

You do not qualify for conveyance allowance if:

- your children are too young to attend a State kindergarten,
- students enrolled in Tertiary education (TAFE or University), or some other further education facility, or
- full time study is not being undertaken.

Students must be attending the nearest educationally appropriate school

An educationally appropriate school is the closest school suitable for the student. You may have an educational reason other than freedom of choice for choosing a school beyond the closest school. For instance, your closest State school may not offer the subjects the student requires. **If this is the case, you must seek support from your local Department of Education Branch Office. If the school is not a State school, details of the intended curriculum must be provided with your application.**

Below is a list of the Branch Offices located throughout the state:

North West	PO Box 665, Burnie	6434 6350
South	223 Clarence Street, Howrah	6233 8459
North	PO Box 966, Launceston	6336 2594

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.

Claims will only be paid to the nearest available 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.

If the existing bus service is not suitable you **must** attach a copy of the bus timetable or a note from the operator, together with details of school start/finish times and reasons why the bus service is not suitable. **An allowance will not be granted solely based on the student's age.**

Please note: Kindergarten students may travel on school bus services if sufficient seating capacity is available - Please check with the bus operator.

If you have to travel to meet a bus service, you may be paid for this travel, as long as you travel a minimum of 5 kilometres via the most direct route using public roads (10 kilometres return).

The car travel must be for *the sole purpose of taking the student to school or to the bus*. For instance, you should not claim for an allowance if you drop your children at school on the way to work, shopping or similar.

4. 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 or an Early Special Education facility. In these circumstances the 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 impossible.

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's Branch Offices as follows;

North West	PO Box 665, Burnie	6434 6350
South	223 Clarence Street, Howrah	6233 8459
North	PO Box 966, Launceston	6336 2594

You may also get an allowance if your child needs to attend an Early Learning Education facility for early intervention programs such as speech pathology. You must forward your application through your child's Early Learning Education Centre and it will then be forwarded to us with a letter supporting 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 travel by private car, or other vehicles not receiving funding from any other Government source. You will only be paid for the distance you travel to meet that service.

An air travel allowance may be paid for a student who has to travel from a Bass Strait island to attend a Special Education School or Unit in Northern Tasmania.

5. HOW DO YOU APPLY?

Conveyance Allowance Application forms are available through the Internet at <http://www.transport.tas.gov.au>, from the Transport Enquiry Service on 1300 135 513 or Service Tasmania shops.

6. PAYMENT ARRANGEMENTS

We will pay 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 three weeks before the end of that school term**. Applications received after this time 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 final school term will only be assessed for the final term, not the full 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 Branch Office. A list of these offices is shown in Section 3 of these guidelines.

A student living on a Bass Strait Island whose Conveyance Allowance application has been approved will be paid for the cost of 9 return airfares per year. We will automatically pay at the end of each school term for the cost of three return flights for each Tasmanian school term. The payment will be based on the apex or advanced 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.

You can claim the cost of air travel to Northern Tasmania. If you travel to a school beyond that you can still claim up to the equivalent cost of air travel to an airport in Northern Tasmania.

Because enrolment days are usually in December, allowances for Year 11 and 12 students will be calculated on a December-to-December academic year (instead of January to December as for other students).

Air Travel Interstate

A student who has to travel interstate may claim for up to 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 Branch Office.

HOW WE CALCULATE PAYMENT OF CAR TRAVEL ALLOWANCE

Mrs Brown has one child, Peter. Peter attends North Primary School 5 days a week.

The distance between Mrs Brown's home and the Primary School is 5.4 kilometres (one way), or 10.8 kilometres (return).

Every school morning, Mrs Brown leaves home at 8.20 am, and takes Peter to the Primary School.

Every school afternoon, Mrs Brown leaves home at 2.45 pm to pick up Peter from the Primary School. There are 54 days in Term 2.

Assuming a payment rate of \$0.12 per kilometre, we will calculate Mrs Brown's payment for Term 2 like this:

Trips per week	Morning	8.20 am	5 trips
	Afternoon	2.45 pm	<u>5 trips</u>
	Total		10 trips
Weekly kilometres	10 trips X 10.8km		108 km
Weekly payment @ 12cents/km	108km X 12 cents/km		\$12.96
Average daily payment	\$12.96 ÷ 5 days		\$2.59

Total payment for Term 2 is 54 days x \$2.59, which is **\$139.86**

7. CAN YOU HAVE A DECISION REVIEWED?

If you disagree with any decision, you should write to the Manager, Concessions & Subsidies Administration, providing full details, and any relevant supporting documentation, so that your claim can be reviewed.

8. 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:

- your address
- your bank account details
- enrolment (such as late enrolment, changed schools, left school)
- any other relevant changes eg. 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 or what your account number is, we cannot pay you. If an overpayment is made, the Department will seek reimbursement from the client.

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 guidelines before filling out the form.

Section A – Claimant Details

The applicant can be the parent/guardian of 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 or more students please use a second form. If the home address 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 application form.

If you are applying for ground travel associated with air travel, please make sure you tick the appropriate box for each student, or ground travel will not be paid.

Section C – Trip Details

Please give full details of each car trip you make in the morning or afternoon to take your children to school or the bus stop. To help you complete this section we have given you Mrs Brown's example.

Mrs Brown has one child, Peter. Peter attends North Primary School 5 days a week. The distance between Mrs Brown's home and the primary school is 5.4 kilometres (one way), or 10.8 kilometres (return).

Every school morning, Mrs Brown leaves home at 8.20am and takes Peter to the primary school and is back home by 8.50am.

Every school afternoon, Mrs Brown leaves home at 2.45pm to pick up Peter from the primary school, and usually returns home by 3.25pm.

Mrs Brown would fill out this section as shown in the example below:

EXAMPLE:

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)		E What is the single trip distance you travel for each student?	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 by Column F)
			LEAVE HOME?	RETURN HOME?			
MORNING							
1 st CAR TRIP	PETER	NORTH PRIMARY	8.20AM	8.50AM	10.8 Km	5	54 Km
					Km		Km
					Km		Km
2 nd CAR TRIP					Km		Km
					Km		Km
					Km		Km
AFTERNOON							
1 st CAR TRIP	PETER	NORTH PRIMARY	2.45PM	3.25PM	10.8 Km	5	54 Km
					Km		Km
					Km		Km
2 nd CAR TRIP					Km		Km
					Km		Km
					Km		Km

Total kilometres per week 108 km
Add total distances shown in Column G

APPLICATION FOR CONVEYANCE ALLOWANCE

You must complete all sections.

ID NO

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SECTION A - CLAIMANT DETAILS

THIS APPLICATION RELATES TO
THE SCHOOL YEAR

1. Parent/Guardian Details

Family Name	Given Name(s)	Title
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Residential Address	Suburb/Town/Locality	Postcode
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Postal Address <small>(If the Postal Address is the same as the Residential Address, write "As Above")</small>	Suburb/Town/Locality	Postcode
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

Daytime Telephone No.

2. Bank Account Details

All sections must be completed otherwise payments to your **NOMINATED** bank/credit union account may be delayed.

Account Holder's Name	BSB Number (Branch No)	Account No.
<input style="width: 95%;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 95%;" type="text"/>

3. Is the sole purpose of the trip/s to transport the student to school or a bus stop? Yes No
4. Which term(s) do you wish to apply for? Term 1 Term 2 Term 3 Full Year
5. Is the home address for all students listed below the same as the applicant? Yes No
 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: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Date of Birth (dd/mm/yyyy)	Grade/Course
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
School/College	
<input style="width: 95%;" 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)

--	--

Date of Birth (dd/mm/yyyy)

Grade/Course

School/College

--	--	--

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)

--	--

Date of Birth (dd/mm/yyyy)

Grade/Course

School/College

--	--	--

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

(See following page)

SECTION C - TRIP DETAILS

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)		E What is the single trip distance you travel for each student?	F On how many days do you make this trip each week for each student? (Maximum 5)	G What is the total distance travelled for this student each week? (Multiply Column E by Column F)
			LEAVE HOME?	RETURN HOME?			

MORNING

1 st CAR TRIP					Km		Km
					Km		Km
					Km		Km
					Km		Km
2 nd CAR TRIP (only use if different from 1 st trip)					Km		Km
					Km		Km
					Km		Km
					Km		Km
3 rd CAR TRIP (only use if different from 1 st or 2 nd trip)					Km		Km
					Km		Km
					Km		Km
					Km		Km

AFTERNOON

1 st CAR TRIP					Km		Km
					Km		Km
					Km		Km
					Km		Km
2 nd CAR TRIP (only use if different from 1 st trip)					Km		Km
					Km		Km
					Km		Km
					Km		Km
3 rd CAR TRIP (only use if different from 1 st or 2 nd trip)					Km		Km
					Km		Km
					Km		Km
					Km		Km

Total kilometres per week _____ km

(Add total distances shown in Column G)

DECLARATION

I declare the information in this application to be true and correct and authorise Officers of the Department of Infrastructure, Energy and Resources, Public Transport Division to conduct any checks deemed necessary to verify the application's authenticity.

Signature of
Parent/Guardian
___/___/200__

OFFICE USE ONLY

ENTERED BY: _____

DATE: _____

APPROVED/REFUSED:

DATE: _____

COMMENTS:

EXCLUDE
TERM 1 TERM 2 TERM 3

CA GOR
DK WK F18 OT

DAYS

5 4 3 2 1

APPLICATION CHECKLIST

Have you filled in the claimant details in Item 1 Section A?	Yes	No
Are your bank account details correct in Item 2 Section A?	Yes	No
Have you filled in the student details in Section B?	Yes	No
Are you claiming for travel beyond the nearest school? If you are, you must attach the report requested in Section 3.	Yes	No
Is there some reason why you cannot use the available bus service? If there is, you must attach the details requested in Section 3.	Yes	No
Does the student have a physical or intellectual disability that makes bus travel impossible? If so, you must attach the report requested in Section 4 if it has not previously been provided.	Yes	No
Have you filled in the trip details in Section C?	Yes	No
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?	Yes	No

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

Send your application to:

PASSENGER TRANSPORT SERVICES BRANCH
GPO BOX 1242
HOBART TAS 7001

Fax: 03 6233 5377

Email: passenger.transport@dier.tas.gov.au