

Conveyance Allowance Car Travel Information for School Year 2021

Form ID: PT300-9 (01/21)

What is Conveyance Allowance?

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

Why is there Conveyance Allowance?

Conveyance Allowance assists families living in isolated areas, where there is no school bus service, to transport their child to school in the morning, and from school in the afternoon.

Conveyance Allowance recognises that due to Tasmania's size, it is impractical to run a school bus service within close proximity to every school-aged child's home in regional Tasmania.

Conveyance Allowance offers eligible families financial assistance to contribute towards the cost to transport their child to the local school (or bus stop servicing that school).

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 2021)
- 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 and
- live outside an area with an urban bus service, and more than 5 kilometres from the nearest Government intake area school (to find your nearest Government intake area school go to www.education.tas.gov.au/parents-carers/parent-fact-sheets/intake-areas-tasmanian-government-schools), educationally appropriate school, or bus stop.

When to apply?

Applications and supporting information must be submitted by **15 May 2021** to be assessed for the full school year.

Applications submitted after **15 May 2021** will only be assessed for terms 3 and 4.

No applications will be accepted after **15 November 2021** for the current school year.

How to apply?

To apply for Conveyance Allowance, the *Conveyance Allowance Car Travel Application for School Year 2021* form must be used.

A new application form is required each school year, using the form that is issued for that school year.

How to complete the form?

Include on the *Conveyance Allowance Car Travel Application for School Year 2021* form:

- 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 eligible for Conveyance Allowance, a change of school, or a change of address, you must also include:

- 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 servicing that school.

What if the child can't catch a bus?

If the child:	Evidence required to be attached to application:
Has a disability or medical condition and is unable to catch a bus.	A report (dated in 2021) from the child's medical practitioner or specialist with their medical opinion about the nature of the disability or medical condition, and how it is of a kind that prevents the child using a bus.

How to submit a Conveyance Allowance application?

Send the application form and any supporting evidence by:

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

How is the amount of Conveyance Allowance determined?

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.

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 nearest:

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

Conveyance Allowance is only paid in relation to travel actually undertaken directly related to the transport of your child to your local intake area school, or educationally appropriate school.

Conveyance Allowance is not paid:

- for school holidays
- after 17 December for a child enrolled in kindergarten to year 10 or after 19 November for a child enrolled in year 11 or 12
- for any travel taken after dropping off your child at a bus stop or school when you do not return directly to your home or
- for any travel taken before collecting your child from a bus stop or school when you have not travelled directly from your home.

If your child does not attend school for a significant number of school days then the amount of Conveyance Allowance you receive may be reduced by the number of days the child has missed school.

When is a Conveyance Allowance payment made?

If you are eligible, it is paid in two payments, the:

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

What cross-checks are made before making a Conveyance Allowance payment?

An application is initially assessed to determine if each child listed in the application meets the eligibility criteria.

Before a payment is made, to ensure each child continues to be eligible for Conveyance Allowance and the correct amount is paid, the following may be checked:

- the child's enrolment and attendance at school
- the child's travel to school from home, or vice versa, on the days nominated in the application
- the child's home address listed on the application matches Department of Education records
- the most direct route on public roads
- the child's Student Bus Pass usage
- information that is in the public domain
- Department of Education Learning Services records
- information 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 if my details change?

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

To notify Passenger Transport of a change of details, go to www.transport.tas.gov.au/student and use the [Conveyance Allowance Change of Details](#) form. Submit the form by:

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

It is important to let us know when details 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.

What if I don't agree with a decision?

If you do not agree with a decision made regarding your application, you may lodge a written request to have that decision reviewed.

A review will only be undertaken when a decision has been made in regards to your application.

ENQUIRIES

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

Phone 1300 135 513

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Which term(s) do you wish to apply for? Mark the corresponding box(es):

Full year or Term one Term two Term three Term four

Applicant (Parent or Guardian) Information

Title	Family name	Given name
Date of birth	Driver licence number	Phone number
Residential address		
Suburb		Postcode
Postal address (if not same as above)		
Suburb		Postcode
Email address*		

* By providing your email address, you agree to the Department of State Growth contacting you primarily by email for the purpose of administering Conveyance Allowance.

Student (Child) Information

Student (one)

Family name	Given name	
Date of birth	Grade	School

Student (two)

Family name	Given name	
Date of birth	Grade	School

Student (three)

Family name	Given name	
Date of birth	Grade	School

Bank Account Details

Account holder's name

BSB number

Account number

Declaration

As part of this application you are providing consent to the Department of Education and the Department of State Growth to share all necessary information, to process your Conveyance Allowance application.

Information shared can include, but not be limited to, all of the following; all documents associated with your application, information about the students, including name, home address, enrolled school, type of enrolment and confirmation as to whether the student is attending the most educationally appropriate school and the reasons for this.

In submitting this application, you declare that:

- you have read and understood the current *Conveyance Allowance Car Travel Information for School Year 2021*
- you understand your obligation to advise the Department of State Growth if your situation changes and
- the information you have provided is true and correct.

You also authorise the Department of State Growth to conduct any checks it deems necessary to verify the authenticity of the information you have provided.

Signature of applicant

Date

Supporting Documentation

Supporting documentation may need to be attached to this application so it can be assessed and processed.

See *Conveyance Allowance Car Travel Information for School Year 2021* for more information.

Submit your completed application with supporting documents by:

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

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 affect the assessment of your application, 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 access your personal information by request to the Department and you may be charged a fee for this service.

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