

# Conveyance Allowance Car Travel Information for School Year 2019

PT300-7

## 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 their school or bus stop, by private car.

## Why is there Conveyance Allowance?

Conveyance Allowance is intended to assist 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.

The 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 closest 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 2019),
- 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 home area school, educationally appropriate school, or bus stop.

## 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 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.

For 2019, 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 to apply?

Applications and supporting information must be received by **15 May 2019** to be assessed for the full school year.

Applications received after **15 May 2019** will only be assessed for terms 3 and 4.

No applications will be accepted after **15 November 2019** for the current school year.

A new application is required every school year.

## How to apply?

To apply for Conveyance Allowance, the *Conveyance Allowance Car Travel Application for School Year 2019* must be used.

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

## How to complete the form?

When completing the *Conveyance Allowance Car Travel Application for School Year 2019*, 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, has changed school, or has changed address, the following must be attached to the application:

- 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 is not attending the closest Government home area school or can't catch the bus?

If the child:	Evidence required to be attached to application:
Is travelling beyond their closest Government home area school, or bus stop servicing that school, as they are enrolled at an educationally appropriate school to meet their needs.	Information from the Learning Services Office at the Department of Education that the school of enrolment is the closest educationally appropriate school to meet the child'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 child's needs.
Has a disability or medical condition and is unable to catch a bus.	A report (dated in 2019) 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** [passengertransport@stategrowth.tas.gov.au](mailto:passengertransport@stategrowth.tas.gov.au)
- **mail** Passenger Transport, GPO Box 1242, Hobart TAS 7001

## What cross-checks are made before making 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,
- that the child is travelling to school from home, or vice versa, on the days nominated in the application,
- that 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,
- records that are in the public domain,
- 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](http://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](mailto: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 conducted if a decision has been made in regards to your application. A review request will not be accepted in circumstances where we have asked you in writing for further information to support your application and you have not provided, or are unable to provide, the supporting information requested.

If lodging a request to review, it is strongly recommended that you submit further relevant information that supports your application. You will be advised in writing of the outcome.

## ENQUIRIES

Email [passenger.transport@stategrowth.tas.gov.au](mailto:passenger.transport@stategrowth.tas.gov.au)  
Phone 1300 135 513

# Conveyance Allowance Car Travel Application for School Year 2019

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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	<input type="checkbox"/>	Family name	<input type="text"/>	Given name	<input type="text"/>
Date of birth	<input type="text"/>	Driver licence number	<input type="text"/>	Contact phone number	<input type="text"/>
Residential address	<input type="text"/>				
Suburb	<input type="text"/>	Postcode	<input type="text"/>		
Postal address (if not same as above)	<input type="text"/>				
Suburb	<input type="text"/>	Postcode	<input type="text"/>		
Email address	<input type="text"/>				

## Student Information

### Student (one)

Family name	<input type="text"/>	Given name	<input type="text"/>		
Date of birth	<input type="text"/>	Grade	<input type="text"/>	School	<input type="text"/>
Department of Education enrolment number (if applicable)	<input type="text"/>				

### Student (two)

Family name	<input type="text"/>	Given name	<input type="text"/>		
Date of birth	<input type="text"/>	Grade	<input type="text"/>	School	<input type="text"/>
Department of Education enrolment number (if applicable)	<input type="text"/>				

### Student (three)

Family name	<input type="text"/>	Given name	<input type="text"/>		
Date of birth	<input type="text"/>	Grade	<input type="text"/>	School	<input type="text"/>
Department of Education enrolment number (if applicable)	<input type="text"/>				

## Bank Account Details

Account holder's name	<input type="text"/>		
BSB number	<input type="text"/>	Account number	<input type="text"/>

## 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 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 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 2019*, 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

### Supporting Documentation

Supporting documentation may need to be attached to this application.

See *Conveyance Allowance Car Travel Information for School Year 2019* for more information.

### Application Checklist

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

### Submit your completed application with supporting documents by:

- email [passenger.transport@stategrowth.tas.gov.au](mailto:passenger.transport@stategrowth.tas.gov.au)
- mail Passenger Transport, GPO Box 1242, Hobart TAS 7001