

New or renewal student bus pass for free travel application form and guidelines

PT600-5

What is a student bus pass for free travel?

A student bus pass for free travel provides free travel on one or more fare charging bus services between home and school. Free travel applies between 6:00am and 7:00pm on school days.

Who can apply?

You must be:

- under 18, or turning 18 in the year of study; and
- a full-time student (600+ hours per year), enrolled at an education facility recognised by the Department of Education.

AND you meet one or more of the following eligibility criteria:

Concession eligibility

You are the holder of a current Concession Card or listed as a dependant on the card.

Accepted Concession Cards are:

- Centrelink Health Care Card (HCC)
- Centrelink Pensioner Concession Card (PCC)
- Department of Veterans Affairs (DVA) Pensioner Concession Card

Care and Protection Order eligibility

You are under a Care and Protection Order. This application form must be supported by a letter from the Case Manager on official letterhead.

Home area school eligibility

You are attending your rural home area school but only have a fare charging bus service available.

Free transfer eligibility

You need to travel on more than one fare charging bus service between home and school. You will only be required to pay a fare on the first bus service.

DO NOT USE THIS FORM if:

- in the year of study, you are already 18 at 1 January;
- you are enrolled in part time education;
- you are enrolled at an education facility not recognised by the Tasmanian Department of Education;
- you travel to/from school on a free rural school bus;
- you have already been approved for free travel but your pass is lost/stolen or damaged. You will need to complete the *Replacement student bus pass for free travel application form*.

How to apply

Online – fast track applications

1. Go to www.transport.tas.gov.au/student
2. Select [apply for a new or renew a student bus pass for free travel online](#)
3. Follow the prompts to complete your application

OR

submit this application via:

- **Email:** bus.passes@stategrowth.tas.gov.au (PDF or JPEG only)
- **In person:** at any Service Tasmania shop - for your nearest location visit www.service.tas.gov.au
- **Mail:** Passenger Transport, GPO Box 1242, Hobart TAS 7001

What happens next?

Applications can take up to four weeks to process. You will receive a letter advising you of the outcome of your application.

If you are applying for next year, you will receive your student bus pass for free travel before the start of the school year, provided your application is submitted before the end of the first week in January.

IMPORTANT:

If you travel with Metro or Tassielink services, **please keep your Greencard**. If your application is approved your Greencard will be re-activated for free travel. You will not receive a new Greencard. We will write to you to tell you when this has happened.

I. DETAILS OF PARENT, GUARDIAN OR STUDENT (WITH OWN CONCESSION CARD)

If applying for free travel under Concession eligibility, this section should be completed by the card holder. If the student has their own Concession Card they should complete this section.

Title:* Family name:* Given name(s):*

Residential address:*

Suburb/Town:* Postcode:*

Postal address (if not same as above):

Suburb/Town:* Postcode:*

Second home or boarding address:

Suburb/Town: Postcode:

Daytime phone number:* Mobile: Date of birth:*

Email address:

* Required fields

2. FREE TRAVEL ELIGIBILITY DETAILS

Note: Section 2 is not required for Home Area or Free Transfer eligibility

Concession:

Please indicate card type and your Customer Reference Number (CRN) or DVA File Number. If the card holder is under 16 the parent or guardian must sign the Customer Consent and you must provide a photocopy of the Concession Card with this application.

Health Care Card: Pensioner Concession Card:

Veterans' Affairs Pension Card:

Enter CRN number below (the CRN is 9 numbers and 1 letter)

Enter DVA number below

Do not use your Medicare card number

OR

Care and Protection Order: (supporting letter to be attached)

Customer Consent:

I, authorise:

- the Department of State Growth to use Centrelink Confirmation eServices to perform a Centrelink Confirmation eServices enquiry of my Centrelink or Department of Veterans' Affairs Customer details and concession card status in order to enable the Department of State Growth to determine if I qualify for a concession, rebate or service.
- the Australian Government Department of Human Services to provide the results of that enquiry to the Department of State Growth.

I understand that:

- the Australian Government Department of Human Services will use information I have provided to the Department of State Growth to confirm my eligibility for a student bus pass for free travel and will disclose to the Department of State Growth personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while I am a customer of the Department of State Growth unless I withdraw it by contacting the Department of State Growth or the Department of Human Services.
- I can obtain proof of my circumstances /details from the Australian Government Department of Human Services and provide it to the Department of State Growth so that my eligibility for a student bus pass for free travel can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for a student bus pass for free travel provided by the Department of State Growth.

Card holder name

Signature

Date signed dd/mm/yyyy

3. DETAILS OF STUDENT(S)

Student one

Pass number:

office use only

Family name: Given name(s):

Date of birth: Is the Student enrolled in full-time study? Yes No

School/Campus: Grade:

Travel details

Please list all bus services travelled on in the AM or the PM.

	From (suburb)	To (suburb)	Bus operator
1st AM	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd AM	<input type="text"/>	<input type="text"/>	<input type="text"/>
1st PM	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd PM	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student two

Pass number:

office use only

Family name: Given name(s):

Date of birth: Is the Student enrolled in full-time study? Yes No

School/Campus: Grade:

Travel details

Please list all bus services travelled on in the AM or the PM.

	From (suburb)	To (suburb)	Bus operator
1st AM	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd AM	<input type="text"/>	<input type="text"/>	<input type="text"/>
1st PM	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd PM	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student three

Pass number:

office use only

Family name: Given name(s):

Date of birth: Is the Student enrolled in full-time study? Yes No

School/Campus: Grade:

Travel details

Please list all bus services travelled on in the AM or the PM.

	From (suburb)	To (suburb)	Bus operator
1st AM	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd AM	<input type="text"/>	<input type="text"/>	<input type="text"/>
1st PM	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd PM	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. PERSONAL INFORMATION PROTECTION STATEMENT

You are providing personal 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 for the purpose of assessing eligibility for student concession travel programs and for cross-checking eligibility for other travel assistance. 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 access your personal information by request to the Department and you may be charged a fee for this service.

5. DECLARATION

I declare that the information I have given is correct and I authorise officers of the Department of State Growth to conduct any necessary checks to verify the information I have supplied.

Signature of applicant (person named in section 1 or parent or guardian)

Date dd/mm/yyyy

If the above signature is not the person named in section 1, please enter name and relationship to applicant

Name

Relationship to applicant

Entered by:

ID number:

office use only

ENQUIRIES

Phone 1300 135 513

Email bus.passes@stategrowth.tas.gov.au