

Conveyance Allowance - Car Travel Guidelines

PT300-3

What is the Conveyance Allowance Scheme?

The Conveyance Allowance Scheme provides financial assistance for isolated families, without reasonable access to public transport, to help with the cost of transporting child students between their home and the nearest educationally appropriate school or nearest bus stop (whichever is closer).

The Scheme also provides financial assistance to families where a student has a physical or intellectual disability that precludes travel on public transport (or meets specific special circumstance criteria) to the best equipped school to meet the student's needs (as determined, and endorsed, by the Department of Education's Learning Services Division and an appropriately qualified medical practitioner).

Who is eligible?

Students who on 1 January 2016:

- are four years of age or over
- are 18 years of age or under
- are attending classes at a school or college recognised by the Department of Education and
- are enrolled in full time education

AND one of the following:

- have no access to bus services within 5km of their home servicing the nearest educationally appropriate school
- have a medically diagnosed condition which precludes travel on public transport or
- are attending an early learning program at Early Childhood Intervention Services (ECIS) or St Giles as part of a 'Transition to School' program or speech therapy sessions.

How to apply?

A new application has to be submitted for assessment every school year.

The application must have attached:

- A map showing the travel details. The map must show the most direct route and distance via public roads, excluding driveways and private access roads, between your home and the nearest educationally appropriate school, or bus stop, whichever is the closest.
- If you have previously applied for and been approved for Conveyance Allowance and the travel details have not changed, you do not need to submit a new map.

For students with a medical condition, the application must also have attached:

- A medical certificate from a qualified medical practitioner stating diagnosed medical condition and how it limits the student's mobility and precludes travel on public transport, and

If the student is travelling past their closest school:

- A report written from the Department of Education's Learning Services Office outlining why the school attended by the student is the best equipped school to meet the student's needs and detailing 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.
- Once you have provided reports that support your claim, in respect of a permanent condition, you do not need to attach new reports to each year's application. Passenger Transport may require updated reports, however you will be contacted if this is required.

For early learning program students, the application must also have attached:

- A report written by ECIS or St Giles outlining why the student needs to attend a 'Transition to School' program through ECIS, or speech therapy sessions through St Giles, which does not relate to a physical development program.

When to apply?

- Applications must be received **by 15 May** to be assessed for the full school year
- Applications received **after 15 May** will only be assessed for terms 3 and 4, not the full school year
- No applications will be accepted **after 15 November** for the current school year

What happens after the completed application is submitted?

When your completed application is received and assessed, a letter will be sent advising whether the application has been approved or not.

For approved applications, Conveyance Allowance is paid twice during the school year at a per kilometre allowance rate reviewed annually by the Department of State Growth. The first payment is made by 30 June and a second payment by 25 December.

How is your application assessed?

Your application will be assessed in accordance with the Conveyance Allowance Guidelines. The assessment process will give consideration to whether you reside in an urban area, there are other transport options and if the car journey made to transport the student is also made for another purpose.

For the purposes of determining isolation, the student must live in an area not serviced by an urban bus service.

What happens if your situation changes?

You must advise us in writing within 7 days if there are any changes to:

- Your address
- Student enrolment
- Your bank account details
- Any other relevant changes (such as travelling details, new distance per day etc)

Although periodic checks are undertaken, failure to keep us informed may result in you not receiving your payment. If an overpayment is made, the Department of State Growth can seek reimbursement from you.

Further information

For further information regarding the Conveyance Allowance Scheme, please contact:

Phone: 1300 135 513

Email: passengertransport@stategrowth.tas.gov.au

Conveyance Allowance - Car Travel

Application form

PT300-3

Please read the guidelines attached to this form

ID number:

office use only

This application is for the **2016** school year.

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):

Residential address:

Suburb/Town: Postcode:

Postal address (if not same as above):

Suburb/Town: Postcode:

Contact phone number:

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:

Student (two)

Family name: Given name:

Date of birth: Grade: School:

Student (three)

Family name: Given name:

Date of birth: Grade: School:

Supporting information

Supporting documentation including a map, medical certificate or Department of Education report may need to be attached to this application so it can be assessed and processed. See the Conveyance Allowance Guidelines 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 on-going 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 Conveyance Allowance Guidelines, 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 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/Declined:				
Date:				
Exclude terms:	I	2	3	4
Category/days:	DK		WK	
Comments:				

Send your completed application with supporting documents to:

Passenger Transport
GPO Box 1242, Hobart TAS 7001
Fax: 03 6173 0260 Email: passenger.transport@stategrowth.tas.gov.au