

The Private Vehicle Conveyance (PVC) Subsidy is available for eligible school students, who are residents of NSW, where there is no public transport available for all or part of the journey. The PVC Subsidy is paid based on the distance between their home and the nearest transport pick up point or school. The PVC Subsidy may also be available on medical grounds.

1. ELIGIBILITY CRITERIA

- a) To be eligible for travel under the Private Vehicle Conveyance Subsidy (PVC Subsidy) students must be:
- I. a resident of NSW;
 - II. 4 years 6 months of age or older;
 - III. enrolled at a registered day, boarding or distance education school;
 - IV. either:
 - (1) an infant student (Year K-2) who resides more than 1.6 kilometres walking distance from the nearest existing transport pick up point (i.e. bus stop or railway station);
or
 - (2) an infant student who resides where no public transport is available between home and school (i.e. no distance criteria are applied);
or
 - (3) a primary student (Year 3-6) or a secondary student (Year 7-12) who resides more than 1.6 kilometres walking distance from the nearest transport pick up point, or more than 1.6 kilometres by the most direct practicable walking route to the nearest point of physical entry to school grounds;
or
 - (4) where the only means of travel for a student to the transport pick up point or school is by private boat. This is regardless of the distance between the residence and the transport pick up point or school, and their year in school;
 - V. eligible for free government education in NSW.
- b) The PVC subsidy is only available for approved travel segments between home and school.
- c) The PVC Subsidy is not available for journeys where public transport is available.
- d) Students who are not eligible for free government education are not eligible for the PVC Subsidy.

2. APPLICATIONS ON MEDICAL GROUNDS

- a) Students who are unable to travel to and from school on available public transport services due to a medical condition may apply for the PVC Subsidy on medical grounds.
- b) A completed SSTS and PVC Medical Report and Certificate must accompany all applications.
- c) The SSTS and PVC Medical Report and Certificate must be completed by the student's medical practitioner, and can be obtained from the Department of Transport website or by contacting the PVC Subsidy Team on the telephone numbers provided below.
- d) In assessing a PVC Subsidy application on Medical Grounds:
 - I. a General Practitioner report is sufficient for the initial application. A specialist report is required for any subsequent application;

and

- II. The Department of Transport may contact the student's doctor(s) and/or school to obtain additional information relevant to the application and may also refer the application for an independent medical assessment of the student's condition.
- e) The Department of Transport will approve a student's eligibility for a specified period only. It is the responsibility of the parent/guardian to apply for a renewal to extend eligibility past the specified period.
- f) The Department of Transport may vary the duration for subsidised travel suggested by the treating medical practitioner.

3. JOINT CUSTODY

- a) For student(s) in a joint custody arrangement, eligibility for subsidised travel for both parents/guardians is subject to meeting the PVC Subsidy eligibility criteria from each residential address.
- b) Each parent/guardian involved in the joint custody arrangement must apply for the PVC Subsidy separately.
- c) A copy of the Family Court Residency Order should be provided, where available, for assessment along with the completed application form.
- d) If a copy of the Family Court Residency Order is not available a statutory declaration from each parent/guardian specifying the time share arrangements for the student residing at both residential addresses will need to be submitted along with the completed application form.
- e) Applications for subsidised travel under the PVC Subsidy only to cover weekend access visits (e.g. Friday afternoons and Monday mornings) are not eligible and will not be considered.

4. DUAL RESIDENCE

- a) The PVC Subsidy only covers travel to one residence (unless the application has been submitted under the provisions for joint custody). For example, the PVC Subsidy will not cover both the travel from a secondary (or boarding) residence on weekdays and the primary family residence on weekends. Applicants must select the residence that best supports their individual circumstances, as payment will only be made for the days where the eligible journey is associated with the nominated residence.

5. APPLICATIONS ON WALKING ROUTE GROUNDS

- a) The Department of Transport uses published guidelines to review the adequacy of pedestrian infrastructure on walking routes to and from the nearest transport pick up point or school. The guidelines can be found at:
www.transport.nsw.gov.au/ssts/guidelines-on-safe-walking.html
- b) Where a parent/guardian considers the walking route not to comply with these guidelines, they may apply for the PVC subsidy.
- c) Documentation supporting the identified reason must be provided from your local council.

6. TEMPORARY ELIGIBILITY

- a) Short term disruptions to scheduled public transport services, such as scheduled rail track work, are outside the scope of the PVC Subsidy and do not provide grounds for temporary eligibility.

7. APPLICATION

- a) The Department of Transport will provide written confirmation of the receipt of your PVC Subsidy application form within 6 weeks.
- b) If an acknowledgement is not received within 6 weeks, you should contact the PVC Subsidy Team on the telephone numbers provided below.
- c) Failure to contact the Department of Transport may affect the commencement date of your PVC Subsidy application.
- d) The Department of Transport reserves the right to review and validate all details supplied in your application form. Where inaccuracies are discovered you will be informed in writing of any amendments or corrections determined to be necessary.
- e) You agree to having the Department of Transport contact your school to confirm the details provided in this application and the number of school attendance days.

8. REJECTIONS AND SUSPENSIONS

- a) The Department of Transport reserves the right to reject an application or to immediately suspend current PVC Subsidy payments if:
 - I. the student's details cannot be verified;
or,
 - II. the student's personal details are not provided or cannot be used as described in the 'Privacy and Personal Information' statement;
or,
 - III. investigation shows the student to be ineligible;
or,
 - IV. public transportation is determined to be available (including an extension to a bus service);
or,
 - V. provided details are determined to be inaccurate, false or misleading;
or,
 - VI. eligibility has expired.
- b) Any subsidy paid as a consequence of inaccurate, false or misleading information will be required to be repaid.

9. CONDITIONS OF PAYMENT

- b) A special return journey must be made each morning and afternoon between the eligible student(s) residence and the nearest transport pick up point or school.
- c) No payment is made for students who drive themselves to school.
- d) Motorcycles are paid at half the established rate.
- e) The Department of Transport reserves the right to reduce a PVC Subsidy payment where a student is conveyed to or from the transport pick up point or school by a third party provider.
- f) There are two scheduled PVC Subsidy payments per year, after term two and after term four. Payments are processed upon receipt of the student's attendance days from the school(s).
- g) PVC Subsidy overpayments are required to be repaid to the Department of Transport. The Department of Transport can seek reimbursement of the owed amount by withholding future PVC Subsidy payments until the debt is paid. Should circumstances change, which result in the applicant being ineligible to claim further PVC subsidy, the outstanding amount will be due immediately to the Department of Transport. The Department of Transport reserves the right to pursue all debt.

10. NOTIFICATION OF CHANGES

- a) You must submit a new application form immediately to notify the Department of Transport of changes to:
 - I. the student(s) permanent residential address;
 - II. the school attended or campus location;
 - III. the transport pick up point (bus stop or railway station).
- b) You must submit written notification of changes to postal address to the Department of Transport within 7 days (a new application form is not required).
- c) Notification of changes to bank account details must be submitted within 7 days to the Department of Transport using the Change of Bank Details Form. The Change of Bank Details Form can either be downloaded from the Department of Transport website or by contacting the Department of Transport on the phone numbers listed below. Please forward the completed form with your new bank account details to the address shown below or by facsimile.
- d) Failure to notify the Department of Transport of changes to your situation may result in suspension or termination of your entitlement.

11. PRIVACY AND PERSONAL INFORMATION

- a) The Department of Transport collects and holds personal information provided in connection with the Private Vehicle Conveyancing (PVC) Subsidy. The information may be used for the administration of the PVC Subsidy and, in particular, for verifying the details provided by those participating in the PVC Scheme. This information may also be used for future transport planning.
- b) Personal information may be disclosed to and exchanged with:
 - I. Schools and colleges;
 - II. Passenger service operators;
 - III. NSW Department of Education and Training (DET);
 - IV. NSW Board of Studies;
 - V. Government agencies of other States and Territories with whom the State of New South Wales has reciprocal student transport arrangements; and
 - VI. Contractors engaged to provide services for the administration of the PVC Subsidy.
- c) The information may also be disclosed as required by law.
- d) The Department of Transport will ensure that all personal information is held in a secure, confidential manner and managed in accordance with the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002.
- e) Parent and legal guardians may request access to information relating to PVC Subsidy applicants for whom they are legally responsible. Parents and legal guardians may also make requests to correct, amend, alter or annotate data or information held by the Department of Transport – or to which the agency has an immediate right of access. Requests should be made by contacting the Privacy Officer, as outlined below.
- f) For further information about our Privacy Policy contact: The Privacy Officer, the Department of Transport, Telephone: (02) 8202 3768.

Note: PVC applications should not be sent to the Privacy Officer.

1. THE APPLICATION FORM

- a) This application form contains 4 parts to be completed by all applicants:

PART A – Student Details

PART B – Education and Journey Details

PART C – Parent or Guardian Details

PART D – Payment Details and Applicants Declaration

- b) Parts A, B and C need to be completed by the Parent/Guardian. Part D to be completed by the recipient of the PVC Subsidy payment and authorised by the Parent/Guardian.
- c) Block letters using black or blue ink must be used to complete the PVC Subsidy application form.
- d) Complete ALL fields requested in the application form.

Note that if any information is missing, the application form will not be processed and will be returned to you for completion and may result in a delay to your approval.

2. COMPLETING THE APPLICATION FORM

PART A: STUDENT DETAILS (one application form per student)

- a) Please fill in the Student's Details including the residential address/rural address number where available.
- b) Note the following:

- I. Where a residential address or rural address number is unavailable, provide your Lot Number, Section Number (where applicable) and Deposited Plan Number. This information can be found on your rates notice or by contacting your local council office. This information will assist the Department of Transport in determining eligibility and distance assessments.
- II. A PO Box will NOT be accepted as a residential address. If the address has a property name, please record it in the property name field.

PART B: EDUCATION AND JOURNEY DETAILS

- a) Application Commencement Date - Please advise us of the commencement date of this application.
- Note that you cannot back date your application form.
- b) Student's Year – Please advise us of your student's school year at the time the application is to commence.
- c) Distance (kilometres) – Please advise us of the one-way distance measured from your residence to the nearest transport pick up point or, if there is no public transport, the distance to the school via the shortest route.
- d) Eligibility – Please select the appropriate option.
- I. Distance – Where no public transport is available and the measured one way distance between the nominated residence and the nearest transport pick up point or school exceeds 1.6 kilometres. Refer to the Eligibility Criteria in the PVC Subsidy Terms and Conditions for Infant students.
 - II. Medical – Where the student cannot utilise the available public transport services for medical reasons.

- III. Walking Route Grounds – Where a parent/guardian considers that the walking route does not comply with the Department of Transport's guidelines. (The guidelines can be found at: www.transport.nsw.gov.au/ssts/guidelines-on-safe-walking.html)

- e) Travel By – Please select the appropriate option.

- I. Own Car – Where the parent or guardian personally transports the student between the residence and the nearest transport pick up point or school via the shortest route.
- II. Informal Third Party Arrangement – Where a neighbour or friend transports your student to the nearest transport pick up point or school via a carpool arrangement.¹
- III. Formal Third Party Arrangement – For example where a school or bus operator provides a vehicle or bus on a regular basis to transport students to the nearest transport pick up point or school.¹
- IV. Motorcycle – Please refer to PVC Subsidy Terms and Conditions for further details if needed.
- V. Boat – A private motor vessel required to transport the student for a segment of the journey over water.

- f) Frequency of Travel – Please select the appropriate option.

- I. Daily (2 return trips) – Where a student is transported to the nearest transport pick up point or school in the morning and afternoon.
- II. Single (1 return trip) – Where a student is only transported to the nearest transport pick up point or school in the morning OR afternoon.
- III. Boarder (Weekly) – Where a student resides at the nominated school during the school week and returns to the family home on weekends.
- IV. Boarder (Term) – Where a student resides at the nominated school during the school term and only returns to the family home during school holidays.
- V. Irregular (Flood) – Where the normal transport of the student to the nearest transport pick up point or school is disrupted due to flooding. For the application to be considered written evidence from your local council to support the claim must be included.
- VI. Irregular (Mini-School) – Education and Training NSW operates a number of distance education centres (mini-schools). Only those students who are full time, geographically isolated, distance education students are eligible for the PVC Subsidy. A new application form must be provided for each activity along with the location details.
- VII. Irregular (Other) – Where the normal transport of the student to the nearest transport pick up point or school is disrupted due to an unplanned event such as damage to infrastructure. For the application to be considered written evidence from your local council to support the claim must be included.

¹ The Department of Transport reserves the right to determine if a third party arrangement is informal or formal.

- g) Public Transport – Please select the appropriate option.
- I. Yes – A public transport service is available to transport your student between your residence and the nearest transport pick up point or school. Available public transport service(s) may include one or more segments or modes of travel.
 - II. No – Where your investigations have identified that no public transport service(s) are available for any part of the journey being claimed.
- h) Journey To – Please select the appropriate option.
- I. School - If the journey is to school, tick the box next to “School” and enter the name of the school in the blocked space provided below.
 - II. Transport Pick up Point - If the journey is to a transport pick up point, tick the box next to “Transport Pick up Point” and enter the location of the nearest transport pick up point in the blocked space provided below.

- i) Joint Custody Application – Please refer to the PVC Subsidy Terms and Conditions for more details if needed.

PART C: PARENT OR GUARDIAN DETAILS

- a) Please fill in the Parent or Guardian details by first selecting whether you are the parent or guardian of the student to which the application refers.

- b) Note the following:
- I. If the preferred method of correspondence selected is “Mail”, all correspondence will be sent to the postal address provided.
 - II. If the preferred method of correspondence selected is “Email”, correspondence may be sent to the email address provided in the blocked space below. Some mail may still be sent to the postal address provided.
 - III. At least one phone number where you can be contacted must be provided.

PART D: PAYMENT ACCOUNT DETAILS AND DECLARATION

- a) Please fill in the Payment Account Details and double check to ensure accuracy as incorrect details may delay or suspend payment.
- b) Carefully read the Declaration, and be sure to sign and date the application in the appropriate field. Your signature is required to attest to the accuracy of the details provided and to acknowledge acceptance of the Terms and Conditions.

IMPORTANT NOTE:

Please ensure that all required fields in the Application Form are complete and that any additional required supporting documentation is included before sending to the Department of Transport.

Incomplete applications will be returned to sender and will not be processed until the completed Application Form and supporting documentation is received.

HOW TO CONTACT US

PVC Subsidy Applications
The Department of Transport
Locked Bag 5085
PARRAMATTA NSW 2124
Telephone: 02 9891 8900 Fax: 02 9891 8985
Toll-Free: 1800 010 123
Website: www.transport.nsw.gov.au
Email: pvc@transport.nsw.gov.au

