



# Brisbane City Council (Translink) Bus Travel Assistance Safety-Net Application continued...

Section	Type of school	Name of nearest school to your house	Distance (one way)
A	Nearest state primary		km
B	Nearest non-state primary*		km
C	Nearest state secondary		km
D	Nearest non-state secondary*		km

TMR use only			
Verification		Date	Initials
km	km	/ /	
km	km	/ /	
km	km	/ /	
km	km	/ /	

\* of the type attended

## 4. Names of students applying for bus travel assistance

Important: Student details must match records held by the school attended.

Family name	Given name	Other initials	Male/ Female (M/F)	Year (grade)	Date of birth	Name of school attended	Distance to this school*
1.					/ /		km
2.					/ /		km
3.					/ /		km
4.					/ /		km

\*Refer to point 4 under Eligibility section on tear off page for details on measuring.

## 5. Government assistance details

Please provide details of the assistance type held by the applicant. Each student's individual reference number must be provided as well as the applicant's card number. If the student has a card in their own name and the parent/guardian has a card that also lists that student, please submit that application under the parent/guardian's concession card. You **must** supply a photocopy of current documentary evidence with your application. This copy must show the Customer Reference Number (CRN) of each student applying for assistance (refer section B). If you don't it may delay approval of your assistance.

**Assistance type\*** HCC - Health Care Card PCC - Pensioner Concession Card  
VA - Veterans' Affairs Pensioner Concession Card CPO - Child Protection Order

Cardholder's name (as shown on card)	Assistance type* (please tick ✓)	CRN/Entitlement number (not needed for Child Protection Order)	Expiry date
	HCC <input type="checkbox"/> PCC <input type="checkbox"/> VA <input type="checkbox"/> CPO <input type="checkbox"/>		

Student's name (as shown on card)	Assistance type* (please tick ✓)	CRN/Entitlement number (not needed for Child Protection Order)	Expiry date
1.	HCC <input type="checkbox"/> PCC <input type="checkbox"/> VA <input type="checkbox"/> CPO <input type="checkbox"/>		
2.	HCC <input type="checkbox"/> PCC <input type="checkbox"/> VA <input type="checkbox"/> CPO <input type="checkbox"/>		
3.	HCC <input type="checkbox"/> PCC <input type="checkbox"/> VA <input type="checkbox"/> CPO <input type="checkbox"/>		
4.	HCC <input type="checkbox"/> PCC <input type="checkbox"/> VA <input type="checkbox"/> CPO <input type="checkbox"/>		

**Cardholder Certification** - must be signed by the cardholder

I authorise:

- the Department of Transport and Main Roads (TMR) to use the Centrelink Confirmation eServices to perform a Centrelink/Department of Veteran Affairs' (DVA) enquiry of my Centrelink/DVA customer details, concession card status and/or original date of grant in order to enable TMR to determine if I qualify for the School Transport Assistance Scheme
- the Australian Government Department of Services Australia to provide the results of that enquiry to TMR.

I understand that:

- TMR will use the information I have provided to confirm my eligibility for the School Transport Assistance Scheme
- Services Australia will disclose to TMR personal information including my name, address, concession card type, original date of grant and status
- this consent, once signed, remains valid while I am a customer of TMR unless I withdraw it by contacting TMR or Services Australia
- I can obtain proof of my circumstances/details from Services Australia and provide it to TMR so that my eligibility for the School Transport Assistance Scheme can be determined
- if I withdraw my consent and do not provide proof of my concession/details I may not be eligible for the School Transport Assistance Scheme provided by TMR.

# Brisbane City Council (Translink) Bus Travel Assistance Safety-Net Application continued...

Signed

Date



## 6. On what days will the service be used?

(Please tick (✓) the days specifying am/pm - actual times are not needed)

Student's given name (as shown above)	First date of travel on this bus this year	Monday		Tuesday		Wednesday		Thursday		Friday		Total number of days (am)	Total number of days (pm)	Is more than one service used to get to school?
		am	pm	am	pm	am	pm	am	pm	am	pm			
1.	/ /													
2.	/ /													
3.	/ /													
4.	/ /													

## 7. Names of other students already receiving or applying for transport assistance

(including rail travel assistance, bus travel assistance and conveyance allowance). **Note:** Do not include students listed at section 4.

Family name	Given name	Other initials	Date of birth	Name of school attended	Type of assistance received for this student or type applied for
1.			/ /		
2.			/ /		
3.			/ /		
4.			/ /		

## 8. Certification by parent/guardian

I certify that the above information provided is true and correct and I have read and agree to the conditions of travel as listed on the attachment of this application. I understand that I am required to complete a new application within seven days should there be any change in the information contained in this application. It is further understood that TMR reserves the right to withdraw travel assistance and recover monies paid, if investigations show the student/s to be ineligible. I understand that persons who intentionally provide false information to obtain a benefit may be liable to a fine under Section 149(3) of the *Transport Operations (Passenger Transport) Act 1994*.

In order to assess an applicant's ongoing entitlement to assistance, TMR will verify the student's personal details with the school attended and schools will disclose to TMR updated information for that purpose.

By signing the certification below I am authorising this exchange of information between TMR and schools.

Signature

Date



Ensure that the certification at section 5 has also been signed by the cardholder.

**Privacy statement:** TMR collects the information on this form as authorised under the Transport Operations (Passenger Transport) Act to assess eligibility to bus safety-net assistance. These details are accessible by authorised TMR staff and may also be provided to the local conveyance committee, Department of Education staff and/or relevant non-State School as required. Details on this form may also be given to Services Australia, Child Safety Services. Your and the student's personal details will not be disclosed by TMR to any other third party without your consent unless required to do so by the law or for the purpose of *Information Privacy Act 2009*. Some of the student's personal information including name, school and current year level may appear on a bus pass created and issued at the request and discretion of the relevant bus operator.

**Please forward this completed form to your nearest TMR office**

### TMR use only

Student's name	Data entry details	Approval		Notes	Translink Top Up Code	
		Yes	No		Level	Application ID
1.						
2.						
3.						
4.						

## Brisbane City Council (Translink) Bus Travel Assistance Safety-Net Application continued...

### Approving officer's certification

I have assessed this application in accordance with the approved school transport policies and procedures and certify that the student/s is/are entitled to the level of assistance granted.

Officer's signature

Date

### Input officer's certification

I have reviewed travel details on this application with details recorded in STIMS and confirm the student/s is/are not receiving assistance for the same journey/s approved on this application. Appropriate details have been accurately recorded in accordance with the STIMS user manual.

Officer's signature

Date

## Section B - What supporting documentation do I need to supply?

**Note:** A copy of supporting documentary evidence must accompany this application. Please ensure that the copy provided lists the CRN of each student applying for assistance. If you do not supply current documentary evidence, processing of this application will be delayed.

If the student has a card in their own name and the parent/guardian has a card that also lists that student, please submit the application under the parent/guardian's concession card.

### Health Care Card

You are required to supply your CRN and the CRN of each dependant you are wanting assistance for. This information is obtained from your Health Care Card (issued by Services Australia).

Australian Government  
Department of Human Services

**Health Care Card**

Signature of cardholder

*This card is NOT transferable* [humanservices.gov.au/healthcarecard](http://humanservices.gov.au/healthcarecard)

Issued by the Australian Government Department of Human Services on behalf of the Department of Families, Housing, Community Services and Indigenous Affairs

CUSTOMER NAME  
CUSTOMER ADDRESS 1  
CUSTOMER ADDRESS 2  
CRN 111-111-111A  
PARTNER NAME  
DEPENDENT 1  
DEPENDENT 2  
DEPENDENT 3  
DEPENDENT 4  
DEPENDENT 5  
CARD START 22 JUL 201X LI

Expires 21 JAN 201X

### Pensioner Concession Card

You are required to supply your CRN and the CRN of each dependant you are wanting assistance for. This information is obtained from your Pensioner Concession Card (issued by Services Australia).

Australian Government  
Department of Human Services

**Pensioner Concession Card**

Signature of cardholder

*This card is NOT transferable* [humanservices.gov.au/pensionercard](http://humanservices.gov.au/pensionercard)

Issued by the Australian Government Department of Human Services on behalf of the Department of Families, Housing, Community Services and Indigenous Affairs

CUSTOMER NAME  
CUSTOMER ADDRESS  
CRN 111-111-111A  
PARTNER NAME  
CHILD ONE  
CHILD TWO  
CHILD THREE  
Card start 01 Jan 201X DSP

Expires 31 AUG 201X

### Veterans' Affairs Pensioner Concession Card

You are required to supply your entitlement number and the entitlement number of each dependant you are wanting assistance for. This information is obtained from your Veterans' Affairs Card.

Australian Government  
Department of Veterans' Affairs

**PENSIONER CONCESSION CARD**

Signature of Cardholder

### Child Protection Order

You are required to supply a copy of the 'Authority to Care For a Child' document issued by Child Safety Services. No additional supporting documentation will be required.



# Brisbane City Council (Translink) Bus Travel Assistance Safety-Net Application

## School Transport Assistance Scheme

The instructions must be read before completing this form.

Please keep these pages for your records.

### Applying for safety-net assistance

It is recommended to apply online for faster application processing <https://www.qld.gov.au/transport/public/school/school-transport-assistance/apply-for-school-transport-assistance>

Complete this form if you wish to apply for safety-net assistance on Brisbane City Council (Translink) buses.

Fill in all sections on the form and attach your documentary evidence. If you do not it may delay the processing of your form.

Post the completed form to the TMR office nearest to you. Addresses are shown overleaf.

Parents/guardians will be required to pay the full cost of travel until approval is granted by TMR. These fares are not refundable.

Applications can only be accepted for the current school year.

You will be advised of the outcome of your application in writing. Translink will also be advised of the start date of assistance.

Students will have to call in person to a Brisbane City Council Regional Business Centre for the issue of a bus pass. Proof of identity (that is current student ID card or birth certificate or current passport) and the approval letter from TMR must be presented before the pass will be issued.

If the student changes school or address during the year, or if the government assistance you receive changes, you will need to re-apply for assistance within seven days of the change occurring. You must also tell TMR if the number of times the student catches the bus each week changes.

**Eligibility** This is a summary and is subject to change. Full and current details are available at [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport)

To be eligible for safety-net assistance the student must be listed as a dependant on the applicant's:

- Health Care Card (issued by Services Australia)
- Pensioner Concession Card (issued by Services Australia)
- Department of Veterans' Affairs Pensioner Concession Card.

Students who have a card issued in their own name, as well as students under a Child Protection Order issued by Child Safety Services may also qualify for safety-net assistance.

The following conditions also apply:

1. The student must not be in receipt of any other assistance from the School Transport Assistance Scheme.
2. Primary school students (years prep-6) must live 3.2km or less by the shortest trafficable route from the nearest state primary school or the nearest non-state school of the type attended.
3. Secondary school students (years 7-12) must live 4.8km or less by the shortest trafficable route from the nearest state secondary school or the nearest non-state school of the type attended.
4. Measuring: A Geographical Information System is used to identify and measure the shortest trafficable route between the residential property and the nearest state school. Measurements are taken over roads open for public use.
5. Students must be enrolled at an approved school.
6. School transport assistance is not available to more than one school facility or to an address that is not the principal place of residence of the student's parent/guardian.
7. Students in shared care arrangements can apply for assistance from two residential addresses for travel on public transport (on all government contracted bus, rail or ferry services) to and from school. Each address must be the principal place of residence of one of the student's parents/guardians.
8. Students from overseas, interstate or on student exchange programs are not eligible to receive travel assistance.
9. Students attending TAFE colleges are not eligible to receive transport assistance.

The Department of Education is responsible for transport assistance for students with a disability. Please discuss eligibility requirements and assistance types for these students with the school attended.

**Note:** The above is a brief summary of eligibility and should only be used as a guide. Please contact your nearest TMR office for full details, or log onto

### Levels of assistance

Students travelling on Brisbane City Council buses may be eligible to receive a bus pass for travel based on the distance criteria, that is, 3.2 km for primary students and 4.8km for secondary students.

TMR will pay a maximum amount for eligible students travelling on Brisbane City Council bus services. Parents/guardians are responsible for the payment of any excess fares that apply above this amount.

\*\*Please read and remove this tear off page (not to be returned with this application)\*\*

## Bus passes

1. Passes must be produced to the driver when boarding a bus.
2. Any excess fare above the level of assistance is to be paid directly to the bus operator.
3. Passes are issued for travel to and from school Monday to Friday on school days only.
4. Passes are not valid for travel at other times or for school excursions, outings, vacations, etc.
5. Passes are not valid on special or tour bus services.
6. Passes will not be accepted in a mutilated condition.

If the pass is damaged, lost, or stolen, a Statutory Declaration must be completed by the parent/guardian stating the circumstances and signed by a Justice of the Peace. A replacement fee will be charged, and once again identification is required. Damaged passes must also be returned at time of replacement.

## Code of conduct for school bus travel

TMR has in place a Code of Conduct for School Students Travelling on Buses. The Code applies to all students attending primary and secondary school in Queensland who use buses either to travel to and from school or for other school-related activities such as excursions.

The Code sets out prescribed standards of behaviour and examples of how your child can meet these standards.

Brochures outlining the Code of Conduct and detailing students and parents' responsibilities are available from your local bus operator or nearest TMR office as listed below.

## Brisbane City Council Regional Business Centres

Passes are issued at Brisbane City Council Regional Business Centres only after a student has received approval in writing from TMR. The Regional Business Centres listed below are the preferred pass issuing centres. These centres cannot provide information to applicants on the bus safety-net scheme. Please refer to the TMR offices listed at the bottom of this page for any general enquiries.

### Location

- Ground floor, 665 Fairfield Road, Yeerongpilly, opposite the Yeerongpilly Railway Centre
- Library and Customer Centre, 266 George Street, Brisbane
- 375 Hamilton Road, Chermside.

## Change of circumstances

A new application form needs to be completed within seven days when a student changes school, address or government assistance.

TMR reserves the right to withdraw travel assistance and recover monies paid if investigations show the student to be ineligible. Persons who intentionally provide false information to obtain a benefit may be liable to a fine under Section 149(3) of the Transport Operations (Passenger Transport) Act.

## TMR offices

Further information on the School Transport Assistance Scheme can be obtained from the following offices or online at [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport)

### Translink SEQ

#### Southport

PO Box 10420  
SOUTHPORT BC QLD 4215  
Ph: (07) 5585 1857  
Fax: (07) 2139 5081  
Email: [stgoldcoast@translink.com.au](mailto:stgoldcoast@translink.com.au)

#### Ipswich

PO Box 630  
BOOVAL FAIR QLD 4304  
Ph: (07) 3813 8613  
Fax: (07) 2139 5082  
Email: [stipswich@translink.com.au](mailto:stipswich@translink.com.au)

#### Carseldine

GPO Box 1412  
BRISBANE QLD 4001  
Ph: (07) 3863 9849  
Fax: (07) 2139 5057  
Email: [carseldine.st@translink.com.au](mailto:carseldine.st@translink.com.au)