



DTMR Code

**BTA**

**The information on the tear off page must be read before completing this form.**

**Operator to complete**

Route number:

**TMR use only**

STIMS:

**Section A - to be completed by parent/guardian**

The following information will be used to determine eligibility in accordance with the policy of STAS.

**1 Parent/guardian details**

Title	Family name	Given name/s
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your principal place of residence\* (include property name and rural number if applicable)

<input type="text"/>
<input type="text"/>
Postcode

\*refer to point 13 under Eligibility on tear off

Lot number	Registered plan/Survey plan number	<b>Note:</b> If you do not provide all information, it may delay approval for transport assistance. Your registered plan and lot number can be found on your rates notice. Alternatively, you can phone your local council and ask for this information.
<input type="text"/>	<input type="text"/>	

Postal address Please tick if the same as above

<input type="text"/>
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Home telephone number	Work telephone number	Mobile telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address
<input type="text"/>

**Important: For fast processing, these details should be the same as those held by the student's school.**

**2 Reason for making this application**

New application	<input type="checkbox"/>		
Change of school	<input type="checkbox"/>	Name of previous school attended	Last date of enrolment
		<input type="text"/>	<input type="text"/>
Change of address	<input type="checkbox"/>	Previous residential address	Last date at that address
		<input type="text"/>	<input type="text"/>
Other	<input type="checkbox"/>	Please provide details	Date of change
		<input type="text"/>	<input type="text"/>

**It is important to notify the school of any address change and the bus company of any change to travel patterns. If you don't it may affect your assistance.**

**3 Distance to nearest school by the shortest trafficable route**

**This information is used to assess eligibility. Assistance will be provided on the designated service for the area. In some circumstances, this service may not operate to the nearest school.**

Please tick (✓) what type of school/s the student/s attend and complete the appropriate section/s below

State primary	<input type="checkbox"/>	Please complete section A below
Non-state primary	<input type="checkbox"/>	Please complete sections A and B below
State secondary	<input type="checkbox"/>	Please complete section C below (include any state senior colleges)
Non-state secondary	<input type="checkbox"/>	Please complete sections C and D below

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

\* of the type attended

TMR use only			
Verification		Date	Initials
Map Info	On road		
km	km	/ /	
km	km	/ /	
km	km	/ /	
km	km	/ /	

#### 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
1.					
2.					
3.					
4.					

#### 5 School details of students applying for assistance

Student's given name (as shown above)	Exchange/overseas student^ (Y/N)	Name of school attended	Distance to this school*
1.			
2.			
3.			
4.			

\*refer to point 4 under Eligibility on tear off page for details on measuring. ^refer to point 11 under Eligibility on tear off page

#### 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

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.			/ /		

## 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 the Department of Transport and Main Roads (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 student's personal details with the school attended and schools will disclose to TMR updated information for that purpose.

Signature

Date



**Privacy statement:** TMR collects the information on this form as authorised under the *Transport Operations (Passenger Transport) Act 1994*. When submitted to the bus operator, these details will be used to provide a preliminary assessment of your eligibility for school transport assistance before being forwarded to TMR. These details are accessible by authorised TMR staff and may also be provided to the local conveyance committee and Department of Education staff as required. 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 submit completed form with the operator providing the transport within seven days**

### Section B - to be completed by the bus operator

Operator's name

Route number/s



#### Kilometre operators to note

An increase in payment category will only be considered after an *Increase in Payment Category Application* (form F3731) has been completed. These forms are available from your nearest TMR office.

**Fares-based operators to complete\* Note - excess fares are to be paid directly to the operator**

Student's given name (from previous page)	Date government funded travel began on its service/section	Section number	Description	Fare to the nearest school		TransLink Top Up Code	
				Single	Weekly	Level	Application ID

\*Notes section provided on back of form for any additional information or attach documentation if required.

#### Operator's certification

I certify I have assessed this/these student/s as eligible under the STAS and have issued interim approval based on the information provided.

I agree to advise TMR of any local circumstances which may affect the eligibility of the/these student/s. I understand that this approval is subject to final approval of TMR. It is further understood that if I wrongfully certify a student/s as being eligible, I will have no entitlement whatsoever to payment for transporting the student/s.

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*.

Signed

Date



### TMR use only

Student's name	Approval		Data entry details	Travel %	Notes
	Yes	No			

#### 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

 /  /



These instructions must be read before completing this form.  
Please remove this page and keep it for your records.

## Conditions of travel

The School Transport Assistance Scheme (STAS) provides assistance to enable school students to attend education facilities. Travel on school transport services is subject to requirements of the *Transport Operations (Passenger Transport) Act 1994*. Parents are asked to note the following conditions and ensure their children are also made aware of these conditions. Further information on the STAS and additional application forms are available at [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport)

## Applying for bus travel assistance

Complete this form if you wish to apply for distance-based travel assistance. Fill in all questions on the form. If you do not it may delay the processing of your form.

Return the completed form to your local bus operator. This must be done within seven days of the student starting to travel on the bus. Applications can only be accepted for the current school year.

If the student catches more than one bus to get to school, an application form must be completed for each bus service.

If the student changes school or address during the year you will need to reapply for assistance. You must also inform TMR if the number of times the student catches the bus each week changes.

The bus operator will issue interim approval only. Final approval for assistance can only be granted by TMR.

TMR will advise successful applicants in writing. If your application is unsuccessful, you will be advised by your local bus operator.

## 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)**

Eligibility for STAS is dependent on the applicant meeting all relevant criteria of the scheme. The distance criteria must be met and the student must travel on the designated service for the area in which they reside in order to qualify for government funded travel. This assistance cannot be transferred to another operator. Other general conditions must also be met before assistance can be approved. Full details can be found at [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport)

The following conditions apply under the STAS:

1. Students must be enrolled at an approved school.
2. State primary school students (years prep to 6) must live more than 3.2 km by the shortest trafficable route from the nearest state primary school. Non-state primary students (years prep to 6) must live more than 3.2 km from both the nearest state school and non-state school of the type attended.
3. State secondary school students (years 7 to 12) must live more than 4.8 km by the shortest trafficable route from the nearest state secondary school. Non-state secondary students (years 7 to 12) must live more than 4.8 km from both the nearest state school and 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 are only eligible to receive assistance on the designated bus service for their area. This service is determined by TMR. In some circumstances, the designated service will transport students to other than the nearest school, due to historical or practical reasons.
6. Financial assistance may be available under the provisions of the safety-net scheme for financially disadvantaged students residing close to their nearest school.
7. Financial assistance may also be available for those parents who choose to transport their children by private motor vehicle. Conveyance allowance may also be available to parents who drive their child/children to the bus service.
8. In assessing eligibility of students, the minimum frequency of travel is 20%, that is, two trips per week.
9. In some circumstances, eligible students who do not attend their nearest state school may receive travel assistance based on the distance to the nearest state school. Parents are then responsible for payment of any excess fares to the school attended.
10. Students living in an area services by a kilometre-based school bus service are not eligible for assistance on fares-based services.
11. Students from overseas, interstate or on student exchange programs are not eligible to receive travel assistance.
12. Students attending TAFE colleges are not eligible to receive transport assistance.
13. Travel assistance is only available from one address and to one school facility. This address must be the principal place of residence of the student's parent or guardian. For students under shared guardianship, parents must decide from which address they will apply for assistance.

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

## Bus passes

If bus passes are issued to students, these passes must be produced to the driver upon request.

Passes are not transferable. Bus passes must be returned to the bus company immediately upon the students ceasing to use the bus.

A replacement fee will be charged for all lost passes. Damaged passes will be replaced at a nominal fee provided the damaged pass is produced and identifiable.

Any excess fares for a student's travel are to be paid directly to the bus operator.

## 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.

## Change of circumstances

It is a parental/guardian responsibility to advise TMR within seven days when there is a change to a student's personal circumstances that would affect their eligibility for school transport assistance.

Parents must:

1. Complete and submit a new application form when a student changes school or address.
2. Complete and submit a new application form when a student goes from primary level (years prep to 6) to secondary levels (years 7 to 12), even if the student is remaining at the same school.
3. Notify TMR if the number of times the student uses the bus service changes during the year.
4. Advise the bus company and TMR when a student no longer travels on a particular service.

Circumstances may also change during a student's schooling which makes a student ineligible to continue to receive assistance. These can include, but are not limited to, a new school built in a local area, or a new road network.

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 1994*.

## TMR offices

Please contact your nearest office for further information on the STAS or go to [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport)

### TransLink SEQ

#### Southport

PO Box 10420

SOUTHPORT BC QLD 4215

Phone: 5585 1857

Fax: 5585 1858

Email: [stgoldcoast@translink.com.au](mailto:stgoldcoast@translink.com.au)

#### Ipswich

PO Box 630

BOOVAL FAIR QLD 4304

Phone: 3813 8613

Fax: 3813 8605

Email: [stipswich@translink.com.au](mailto:stipswich@translink.com.au)

#### Carseldine

GPO Box 1412

BRISBANE QLD 4001

Phone: 3863 9849

Fax: 3863 9812

Email: [carseldine.st@translink.com.au](mailto:carseldine.st@translink.com.au)

### TransLink Southern

#### Toowoomba (Darling Downs)

PO Box 629

TOOWOOMBA QLD 4360

Phone: 4639 0727

Fax: 4639 0719

Email: [toowoomba@translink.com.au](mailto:toowoomba@translink.com.au)

#### Roma (South West)

PO Box 126

ROMA QLD 4455

Phone: 4622 9509

Fax: 4622 9533

Email: [roma@translink.com.au](mailto:roma@translink.com.au)

### TransLink Sunshine Coast/Wide Bay

#### Maryborough (Wide Bay Burnett)

PO Box 371

MARYBOROUGH QLD 4650

Phone: 4122 6115

Fax: 4122 6150

Email: [maryborough@translink.com.au](mailto:maryborough@translink.com.au)

#### Maroochydore

PO Box 111

MOOLOOLABA QLD 4557

Phone: 5452 1800

Fax: 5452 1818

Email: [maroochydore.st@translink.com.au](mailto:maroochydore.st@translink.com.au)

### TransLink Central

#### Mackay

PO Box 62

MACKAY QLD 4740

Phone: 4951 8673

Fax: 4951 8678

Email: [mackay@translink.com.au](mailto:mackay@translink.com.au)

#### Rockhampton

PO Box 5096

Red Hill

ROCKHAMPTON QLD 4701

Phone: 4931 1539

Fax: 4922 8253

Email: [rockhampton@translink.com.au](mailto:rockhampton@translink.com.au)

### TransLink Northern

#### Cairns

PO Box 6542

CAIRNS QLD 4870

Phone: 4045 7085

Fax: 4045 7080

Email: [cairns@translink.com.au](mailto:cairns@translink.com.au)

#### Townsville

PO Box 7466

GARBUTT BC QLD 4814

Phone: 4758 7544

Fax: 4758 7511

Email: [pttownsville@translink.com.au](mailto:pttownsville@translink.com.au)

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