



Conveyance Allowance Application

School Transport Assistance Scheme (STAS)

The instructions must be read before completing this form.

Please remove this page and keep it for your records.

Applying for conveyance allowance

Complete this form if you wish to apply for conveyance allowance assistance.

Fill in all questions on the form. If you do not, it may delay processing of your form.

Only the parent/guardian shown on this form at Question 1 may alter or amend travel or personal details for students listed in this application.

Send the completed form to your nearest Department of Transport and Main Roads (TMR) office. Office locations are listed over the page. Applications can only be accepted for the current school year and must be received by 31 December.

TMR confirms student attendance with schools before payment can be made. If you submit your form after school has finished for the year you will not be paid until after school resumes the following year.

Parents/guardians must advise TMR of any changes to bank account details. If you don't, your payment may be delayed.

A new application is required to be completed within seven days when a child changes school and/or address.

You will be advised in writing of approval details before the first payment is made in June.

If the student has been travelling on the local bus service as a School Transport Assistance Scheme (STAS) eligible student and then stops using this service you must tell TMR within seven days.

Eligibility

Eligibility for STAS is dependent on the applicant meeting all relevant criteria of the scheme. The distance criteria, as well as other general conditions must be met before assistance can be approved. Full details can be found at www.translink.com.au/schooltransport.

The following conditions relate to conveyance allowance.

1. Students must be enrolled at an approved school.
2. Primary school students (years prep-6) must live more than 3.2 kilometres by the shortest trafficable route from the nearest state primary school. In addition, non-state students must also live more than 3.2 kilometres from the nearest non-state school of the type attended.
3. Secondary school students (years 7-12) must live more than 4.8 kilometres by the shortest trafficable route from the nearest state secondary school. In addition, non-state students must also live more than 4.8 kilometres from 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. For non-state school students residing outside the Brisbane City Council local government boundary, additional provisions for an allowance are available, irrespective of the distance to the nearest state primary and/or secondary school (refer class D below).
6. School transport 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.
7. In assessing eligibility of students, the minimum frequency of travel is 20%, this is, two trips per week.
8. Student from overseas, interstate or on student exchange programs are not eligible to receive transport assistance.

Note: More detailed eligibility information regarding the conveyance allowance scheme, including rates of payment, may be obtained by contacting the nearest departmental regional office listed over the page.

Types of conveyance allowance

The following is a summary of the different types of conveyance allowance that are payable for eligible students. It is a summary only and parents do not need to determine what type of assistance they are eligible for. This will be done by TMR.

Class A Payable to parents or guardians of students who are conveyed by private motor vehicle to primary/secondary school, provided that the students do not reside within 3.2 kilometres of a kilometre-based school bus service. This allowance is paid on a per vehicle basis.

Class B Payable to parents or guardians of eligible students who reside in the area of the Brisbane City Council and use a Brisbane Transport fares-based bus service to travel to school, or to a railway station in order to attend school. Parents are entitled to a refund of the assessed fare. Documentation verifying such expenditure may be requested.

Class C Payable to parents or guardians of students who must be conveyed by private motor vehicle to a railway station or a school bus service (kilometre-based or fares-based) in order to attend school, provided the distance travelled is more than 3.2 kilometres to the designated service for the area in which they reside. The distance conveyed is measured from the student's residence to the nearest point on the bus route (not to the bus stop). This allowance is paid on a per vehicle basis.

Class D Payable for students living outside the Brisbane City Council local government boundary and attending non-state schools, if the students are:

- conveyed by private motor vehicle to school
- conveyed by private motor vehicle more than 3.2 kilometres to the nearest point from which another form of transport is available which can transport the student to school.

For primary school students (years prep-6), the distance to the nearest school of the type attended must be more than 3.2 kilometres. For secondary school students (years 7-12), this distance must exceed 4.8 kilometres. The class D allowance is not available for a student for whom class A or class C is payable, or for a student who lives within 1.6 kilometres of the route of a kilometre-based school bus service on which a student is eligible to travel at no cost to a school of the type attended. This allowance is paid on a per vehicle basis.

Please note:

- Conveyance allowance class A, C or D is paid on a per vehicle basis and is generally only payable for one vehicle. However, in extreme circumstances consideration may be given for the use of two vehicles (or one vehicle doing two trips). In these cases, full documentation including vehicle details and registration numbers may be required. A Statutory Declaration to the effect that two vehicles are being utilised on a full time basis may also be required.
- If claiming class B conveyance allowance, documentary evidence may be requested.
- Retrospective applications for travel in previous years will not be approved.
- Additional assistance may be available to families who reside on drought declared primary producing properties and who are eligible to receive conveyance allowance class A or C. To receive drought assistance, a drought assistance application must also be completed.

Assistance for isolated students

Conveyance allowance class I assists students in isolated areas. In addition to the general conditions of eligibility for conveyance allowance, to be eligible for class I, students must:

1. Reside more than 16 kilometres from the nearest state school, and the nearest approved bus service which can transport the student to school.
2. Reside outside the south east Queensland school transport zone (refer to map).
- 3(a). Reside in the seven week summer vacation zone, as defined by the Department of Education
or
- 3(b). Reside more than 50 kilometres, measured by the shortest trafficable route, from the main post office in the centres designated by the Director-General, TMR (refer to list of designated centres).
4. Class I conveyance allowance is not payable for the same journey for a student in receipt of class A, C or D conveyance allowance or drought assistance (additional conveyance allowance).

Change of circumstances

A new application form must be submitted within seven days if a student changes school or address. If any other information on this form changes you must advise TMR within seven days.

If a student is modifying bus travel arrangements, the bus company must be notified of the change. If applicable, the bus pass must be returned to the bus company.

A Statutory Declaration may be required to confirm the date used for amending bus assistance and commencing conveyance allowance.

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 \$7800 fine under Section 149 (3) of the *Transport Operations (Passenger Transport) Act 1994*.

Departmental offices

Further information on the STAS can be obtained from the following offices or online at 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

Ipswich

PO Box 631
IPSWICH QLD 4305
Phone: 3813 8613
Fax: 3813 8605
Email: stipswich@translink.com.au

Carseldine

GPO Box 1412
BRISBANE QLD 4001
Phone: 3863 9849
Fax: 3863 9812
Email: carseldine.st@translink.com.au

Maroochydore

PO Box 111
MOOLOOLABA QLD 4557
Phone: 5452 1800
Fax: 5452 1818
Email: maroochydore.st@translink.com.au

TransLink Southern**Toowoomba** (Darling Downs)

PO Box 629
TOOWOOMBA QLD 4350
Phone: 4639 0727
Fax: 4639 0719
Email: toowoomba@translink.com.au

Roma (South West)

PO Box 126
ROMA QLD 4455
Phone: 4622 9509
Fax: 4622 9533
Email: roma@translink.com.au

Maryborough

(Wide Bay Burnett)
PO Box 371
MARYBOROUGH QLD 4650
Phone: 4122 6115
Fax: 4122 6150
Email: maryborough@translink.com.au

TransLink Central**Mackay**

PO Box 62
MACKAY QLD 4740
Phone: 4951 8673
Fax: 4951 8678
Email: mackay@translink.com.au

Rockhampton

PO Box 5096
Red Hill
ROCKHAMPTON QLD 4701
Phone: 4931 1539
Fax: 4922 8253
Email: rockhampton@translink.com.au

TransLink Northern**Cairns**

PO Box 6542
CAIRNS QLD 4870
Phone: 4045 7085
Fax: 4045 7080
Email: cairns@translink.com.au

Townsville

PO Box 7466
GARbutt BC QLD 4814
Phone: 4758 7544
Fax: 4758 7511
Email: pttownsville@translink.com.au

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



DTMR Code
CV

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

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 the STAS.

1 Parent/guardian details

Only the parent/guardian shown here will be able to alter or amend travel details for students listed in this application.

Title	Family name	Given name/s
<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"/>	Postcode
----------------------	----------

Please also provide your registered plan and lot number. This information is needed to assess eligibility.

Lot number	Registered plan/Survey plan number	Note: If you do not provide all information, it may delay approval for transport assistance. This information 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

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

Email address

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"/>
Change of mode and/or frequency of travel (for example, changing from bus to car)	<input type="checkbox"/>	Please provide details (Please ensure questions 5 and 6 are completed)	Date of change
		<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 advise the school of any change of address. If you don't it may affect your assistance.

3 Distance to nearest school by the shortest trafficable route

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

- State primary Please complete section A below
- Non-state primary Please complete section A and B below
- State secondary Please complete section C below (include any state senior colleges)
- Non-state secondary Please complete section 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

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

* of the type attended

4 Names of student/s applying for conveyance allowance

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	Exchange /overseas student [^] (Y/N)	Name of the school they attend	Distance to this school*
1.					/ /			km
2.					/ /			km
3.					/ /			km
4.					/ /			km

*Refer to point 4 under Eligibility on tear off page for details on measuring. [^]Refer to point 8 under Eligibility on tear off page.

5 Mode of transport used by the student/s*

Student's given name (as shown above)	Date from which allowance is sought	Method/s of travel (please tick ✓)				Complete this section if seeking a refund or part refund of fares		TMR use only			
		Private vehicle home to school	Private vehicle to bus service	Private vehicle to rail service	Fares based bus service	Name of fares-based bus company	Weekly fares paid				
1.							\$		\$		
2.							\$		\$		
3.							\$		\$		
4.							\$		\$		
							Total weekly fare	\$		\$	

*Refer to Change of circumstances section on the tear off page.

6 On what days will the student be conveyed?

(Please tick (✓) the days and whether am/pm - specific times are not necessary)

Student's given name (as shown above)	Monday		Tuesday		Wednesday		Thursday		Friday		Are student/s conveyed each day, morning and afternoon by the same means of transport? Yes <input type="checkbox"/> No <input type="checkbox"/> ▶ Please give details below
	am	pm	am	pm	am	pm	am	pm	am	pm	
1.											
2.											
3.											
4.											

7 Do the students travel by private motor vehicle to either a bus or rail service?

No

Yes ▶ please complete the following details:

Student's given name	Other initials	Where is student driven to?*	Distance travelled one way	TMR use only	
				Verification	
				Map info	On road
1.			km	km	km
2.			km	km	km
3.			km	km	km
4.			km	km	km

*Refer to Class C under Types of Conveyance Allowance on tear off page for more details

8 Names of other students already receiving, or applying for transport assistance

Do not include students listed at question 4

Family name	Given name	Other initials	Date of birth	Type of assistance you get for this student or type applied for
1.			/ /	
2.			/ /	

9 Additional information (If any)

--

10 Parent/guardian's bank account details

Payment is made by direct debit into the applicant's bank account. Account details must be in the same name as parent/guardian or joint account including parent/guardian's name. Payment cannot be made to business accounts. Please notify the Department of Transport and Main Roads (TMR) as soon as possible if these details change.

Bank/state/branch number (BSB) Account number (savings or cheque account only)

--

--

Account name/s

--

Full name of bank

--

Branch

--

Bank address

Postcode

11 Does the student reside within the south east Queensland school transport zone?

(Refer map over page)

Yes Please go to question 12 (over page)

No Please answer the following

Does the student reside in one of the following areas:

The seven week summer vacation zone as defined by the Department of Education

or

A residence that is more than 50 kilometres, measured by the shortest trafficable route from the main Post Office in each of the designated centres? (Refer to list over page)

Yes No

Does the student live more than 16 kilometres from the nearest approved bus service which can transport the student to school?

No Yes How far from the bus service does the student live? km

What is the name of the bus operator/company who operates this service?

--

continued over page at question 12...

Certification over page must be completed. If you do not it will delay approval of assistance.

TMR use only

Student's name	Approval		Code	Class	Scale	Travel %	Approval notes
	Yes	No					
1.							
2.							
3.							
4.							

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 entered

/ /

12 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 \$7800 fine under Section 149 (3) of the *Transport Operations (Passenger Transport) Act 1994*.

I acknowledge that to qualify for the payment of conveyance allowance I must provide valid bank account details. I certify that I have provided account details in my name, or a joint account including my name.

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

Signed

Date

Privacy statement: TMR collects the information on this form as authorised under the *Transport Operations (Passenger Transport) Act* to assess eligibility for conveyance allowance. These details are accessible by authorised departmental staff. These details may also be provided to bus operators and the Department of Education staff as required. Your and the student's personal information will not be disclosed by TMR to any other third party without your consent unless required to do so by 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.

Section B - Map of south east Queensland school transport zone



SEQ School Transport Zone



Designated centres

Atherton Atherton Post Shop	Malanda Malanda LPO
Ayr Ayr Post Shop	Mareeba Mareeba Post Shop
Bowen Bowen Post Shop	Maryborough Maryborough Post Shop
Bundaberg Bundaberg Post Shop	Mossman Mossman Post Shop
Cairns Cairns Post Shop	Proserpine Proserpine Post Shop
Dalby Dalby Post Shop	Ravenshoe Ravenshoe LPO
Gladstone Gladstone Post Shop	Rockhampton Rockhampton Post Shop
Gympie Gympie Post Shop	Sarina Sarina Post Shop
Hervey Bay Hervey Bay Post Shop	Stanthorpe Stanthorpe Post Shop
Home Hill Home Hill LPO	Toowoomba Toowoomba BC
Ingham Ingham Post Shop	Townsville Townsville Post Shop
Innisfail Innisfail Post Shop	Tully Tully Post Shop
Kingaroy Kingaroy Post Shop	Warwick Warwick Post Shop
Mackay Mackay Post Shop	