

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 sections on the form. If you do not, it may delay processing of your form.

Only the parent/guardian shown on this form at Section 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 this 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 3.2km by the shortest trafficable route from the nearest state primary school. In addition, non-state students must also live more than 3.2km from the nearest non-state school of the type attended.
3. Secondary school students (years 7-12) must live more than 4.8km by the shortest trafficable route from the nearest state secondary school. In addition, non-state students must also live more than 4.8km 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 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. Payment of conveyance allowance for private travel is not able to be approved for a student in shared care arrangements if they are already in receipt of school transport assistance from either parent/guardian address. 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.
8. Students 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 TMR 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 3.2km 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 3.2km 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 3.2km 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 3.2km. For secondary school students (years 7-12), this distance must exceed 4.8km. 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 1.6km 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 16km 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 50km, 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 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: (07) 5585 1857
Fax: (07) 2139 5081
Email: stgoldcoast@translink.com.au

Ipswich
PO Box 630
BOOVAL FAIR QLD 4304
Phone: (07) 3813 8613
Fax: (07) 2139 5082
Email: stipswich@translink.com.au

Carseldine
GPO Box 1412
BRISBANE QLD 4001
Phone: (07) 3863 9849
Fax: (07) 2139 5057
Email: carseldine.st@translink.com.au

Translink Sunshine Coast/Wide Bay

Maroochydore
PO Box 111
MOOLOOLABA QLD 4557
Phone: (07) 5452 1800
Fax: (07) 2139 5076
Email: maroochydore.st@translink.com.au

Maryborough (Wide Bay Burnett)
PO Box 371
MARYBOROUGH QLD 4650
Phone: (07) 4122 6115
Fax: (07) 2139 5064
Email: maryborough@translink.com.au

Translink Southern

Toowoomba (Darling Downs)
PO Box 629
TOOWOOMBA QLD 4350
Phone: (07) 4639 0727
Fax: (07) 2139 5072
Email: toowoomba@translink.com.au

Roma (South West)
PO Box 126
ROMA QLD 4455
Phone: (07) 4622 9509
Fax: (07) 2139 5116
Email: roma@translink.com.au

Translink Central

Mackay
PO Box 62
MACKAY QLD 4740
Phone: (07) 4951 8678
Fax: (07) 2139 5073
Email: mackay@translink.com.au

Rockhampton
PO Box 5096
Red Hill
ROCKHAMPTON QLD 4701
Phone: (07) 4931 1539
Fax: (07) 2139 5062
Email: rockhampton@translink.com.au

Translink Northern

Cairns
PO Box 6542
CAIRNS QLD 4870
Phone: (07) 4045 7099
Fax: (07) 2139 5042
Email: cairns@translink.com.au

Townsville
PO Box 1089
TOWNSVILLE QLD 4810
Phone: (07) 4758 7544
Fax: (07) 2139 5050
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

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

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. The information can be found on your rates notice. Alternatively, you can phone your local council and ask for this information.

Postal address Please tick if the same as above ☐

Home telephone number

Work telephone number

Mobile telephone number

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 ☐

Change of school

☐

Name of previous school attended

Last date of enrolment

Change of address

☐

Previous residential address

Last date at that address

Change of mode
and/or frequency of
travel (for example,
changing from bus
to car)

☐

Please provide details (Please ensure sections 5 and 6 are completed)

Date of change

Other

☐

Please provide details

Date of change

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 sections A and B below

State secondary

☐

Please complete section C below
(include any state senior colleges)

Non-state secondary

☐

Please complete sections C and D below

Section	Type of school	Name of nearest school to your house	Distance (one way)	TMR use only			
				Verification		Date	Initials
				Map Info	On road		
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

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 school attended	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*

		Method/s of travel (please tick ✓)				Complete this section if seeking a refund or part refund of fares		TMR use only	
Student's given name (as shown above)	Date from which allowance is sought	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 or 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:

				TMR use only	
				Verification	
Student's given name	Other initials	Where is student driven to?* (that is, location of bus or rail service)	Distance travelled one way	Map Info	On road
				km	km
1.			km		
2.			km		
3.			km		
4.			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

Family name	Given name	Other initials	Date of birth	Type of assistance 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 section 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 50km, 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 16km 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 12...

Certification over page must be completed. If 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.							

Approved 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 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 details. I certify that I have provided account details in my name or a joint account including my name.

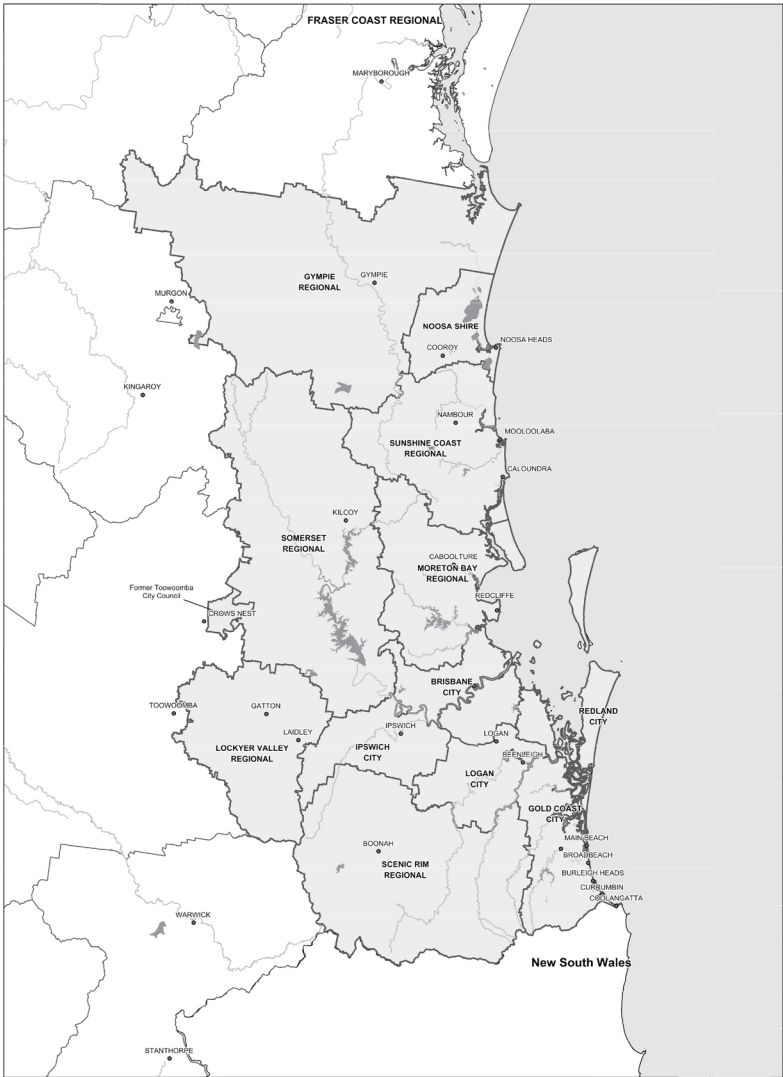
In order to assess an applicant’s ongoing entitlement to assistance, TMR will verify the student’s personal details with the school attended and schools will disclose to TMR updated information for that purpose. By signing the certification below I am authorising this exchange of personal information 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 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. Your and the student’s personal information will not be disclosed by TMR or 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 areas

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