

Form 3: Conveyance Allowance application - Public transport travel

Year		Term		PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED			
APPLICANT DETAILS							
RESIDENTIAL STREET ADDRESS							
Unit #		Street #		Address			
Town/Suburb				State		Postcode	
Exact distance (in km) by the shortest practicable route				From home to school	km	From home to bus stop	km
PARENT/GUARDIAN DETAILS							
First Name			Surname			Telephone	
First Name			Surname			Telephone	
Email							
TRAVELLER DETAILS							
Student one							
First Name			Surname			Date of birth	
School enrolled					Year level		
VSN					FTE (must be 3 days or more attendance):		
Student claiming (please use X to highlight)							
To/from school			<input type="checkbox"/>	To/From School and off campus			<input type="checkbox"/>
Single mode (One mode of transport only)			<input type="checkbox"/>	Multi mode* Must be 4.8km or more to Bus Stop			<input type="checkbox"/>
Student two							
First Name			Surname			Date of birth	
School enrolled					Year level		
VSN					FTE (must be 3 days or more attendance):		
Student claiming (please use X to highlight)							
To/from school			<input type="checkbox"/>	To/From School and off campus			<input type="checkbox"/>
Single mode (One mode of transport only)			<input type="checkbox"/>	Multi mode* Must be 4.8km or more to Bus Stop			<input type="checkbox"/>
Student three							
First Name			Surname			Date of birth	
School enrolled					Year level		
VSN					FTE (must be 3 days or more attendance):		
Student claiming (please use X to highlight)							
To/from school			<input type="checkbox"/>	To/From School and off campus			<input type="checkbox"/>
Single mode (One mode of transport only)			<input type="checkbox"/>	Multi mode* Must be 4.8km or more to Bus Stop			<input type="checkbox"/>
<p><i>Note:</i> An eligible student may be granted an allowance based on the least expensive public transport fares only. A copy of your ticket/fare purchase should be attached to this form e.g. Victorian Student Pass, Transit Student Pass.</p> <p>If there are more than three students claiming from this home residence, please complete another Form 3 and attach together.</p> <p>*Multi mode provision does not apply if the journey could have been undertaken using a single mode transport or one leg of the journey is less than 4.8km. If multi mode includes private travel, complete Form 1 (private car) or Form 2 (private bus) to accompany this public travel application.</p>							

OFFICE USE ONLY							
Date Form Submitted		Form Signed - Yes/No – if no, return to Parent/Guardian for signature					
Copy of ticket/fare purchase attached?		Proof of fare/ticket - Yes/No – if no, return to Parent/Guardian for copy to attach					
Parent/Guardian signed?		Date entered/assessed on SCAS		Eligible on SCAS - Y/N?			
Ticket Frequency (circle):	Daily	Weekly	Fortnightly	Monthly	Term	Half Yearly	Yearly
Ticket Amount:							
Service Operator (if known)							
Service Route (if known):							
<p>Have any of these students been granted eligibility on the basis of an exemption? If yes, specify exemption from policy e.g. lack of available spaces at nearest school/s, Special Case Panel Approval. Attach proof for this application e.g. Letter(s) confirming refused entry from all nearer schools is required to be submitted with the application. The letter(s) should be dated prior to the commencement date of the student at the school applying for the conveyance allowance.</p>							
Student one							
Student two							
Student three							
<p><i>Note:</i> Students not attending their nearest school/campus may qualify for a conveyance allowance in some circumstances only. Sibling rights do not apply in any of these circumstances. Further information regarding these circumstances can be found in the Conveyance Allowance Program policy available online at: www.education.vic.gov.au/travellingtoschool or by contacting your school.</p>							

<u>OFFICE USE ONLY</u>	
School SCAS Coordinator Name (please print):	_____
School Signature – Principal / Delegate signature:	_____
Date	_____

Eligibility

An application on behalf of a student may be submitted if the student is:

- a Victorian resident;
- school aged and enrolled (3) three or more days per week at a school; and
- attending a school/campus located outside the Melbourne metropolitan conveyance boundary

A student who meets the above requirements may be eligible if they:

- attend their nearest or designated neighbourhood government school/campus appropriate to their year level, at which admission is permissible, or
- attend their nearest appropriate non-government school/campus appropriate to their year level, at which admission is permissible, and
- reside 4.8km or more by the shortest practicable route from the campus attended

Note: Eligibility is assessed when the School completes your child's application on the Student Conveyance Allowance System (SCAS). If approved, the allowance payable will be based on the least expensive public transport fares. Generally, where public transport is available an allowance for private travel will not be paid. Students who are privately transported 4.8km or more to meet public transport services may be able to claim a private car conveyance allowance as well (multi mode). No public transport allowance is payable if the journey to and from school could be made using a contract school bus. For further information regarding the Conveyance Allowance Program see: www.education.vic.gov.au/travellingtoschool

***Multi mode conveyance allowances**

Multi mode conveyance allowance applies when a student uses more than one mode of transport (e.g. private car and public transport) for a journey between home and school.

A conveyance allowance may be granted at the appropriate rate for private transport or public transport where the distance travelled is 4.8km or more for each leg of the journey. This provision does not apply if the journey could have been undertaken using a single mode transport or one leg of the journey is less than 4.8km.

Where two modes of private transport are used (private car and private bus), the amount payable is based on the distance from the student's residence to the school/campus at the private bus rate.

Rates are calculated using the shortest practicable route (measured in kilometres) from the student's residence to the school/campus attended.

Multimode is not applicable under the 'next nearest' school allowance or to attend a more distant school.

PARENT/GUARDIAN TO COMPLETE:

I certify that:

1. All the above details are true and correct to my knowledge.
2. I will notify the principal/delegate in writing within 7 days of any change of address or school.
3. The school will use personal information I have provided such as my address, child's enrolment details to assess and confirm their eligibility for the Conveyance Allowance Program using the Student Conveyance Allowance System (SCAS).
4. I consent to release this information to Department of Education (DET) representatives to assist with assessing my application on SCAS.
5. I understand the conveyance allowance is for the student/s named on the application form/s and cannot be withheld by the school in lieu of fees or late payments.
6. I understand my signed consent is required with this application form for the school to keep the conveyance allowance as a contribution towards school purchased tickets/fares to and from school only (*if you agree to give consent, please complete/sign consent below*).

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____

PARENT/GUARDIAN CONSENT FOR SCHOOL TO WITHHOLD CONVEYANCE ALLOWANCE:

I consent that:

1. The conveyance allowance payable to the student/s named on this application form will be withheld by the school as a contribution towards school purchased tickets/fares to and from school only.
2. I understand there may be additional costs incurred which the school may request that I cover.
3. I understand the conveyance allowance cannot be withheld or contribute towards procured bus services for school excursions.
4. I will notify the principal/delegate in writing if I wish to withdraw my consent to withhold my child's conveyance payments.
5. I understand withdrawal of my consent may not be effective until the next term claim period.

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____

Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

To ensure safe travel on school buses, students must agree to the following:

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the bus only cross the road when the bus has left and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 10 minutes prior to departure.
- Not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be travelling home on the bus that day.
- Use a standard conversational tone and not use offensive language or call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any vandalism or misbehaviour including but not limited to bullying, teasing, or aggression.
- Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Training are unable to accept responsibility for the safety of your bike.
- Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The student's name and full details of the breach will be recorded.
- The student will be transported to school or to their normal drop off.
- The breach will be reported to the coordinating principal.
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.
- In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:

- First offence – verbal warning to student.
- Second offence – written warning to parent/guardian.
- Third offence – one week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

A serious offence that endangers other students, bus staff or property will result in immediate suspension.

Responsibilities of parents/guardians

- Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
- Supervision is not provided at roadside stops. Parents/guardians are responsible for their children upon disembarking the afternoon service.
- Parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions.
- It is understood that bus travel is provided and accepted on these conditions.

PARENT/GUARDIAN TO COMPLETE:

I certify that:

1. All the above details are true and correct.
2. I will notify the principal in writing within 7 days of any change of address or school.
3. I agree to pay the costs of repairs or damage to the bus, or its replacement if totally destroyed, caused by the vandalism or deliberate act of my child(ren).
4. I consent to release this information to Public Transport Victoria (PTV) to assist with planning for transport services.
5. I will notify the principal in writing should my child(ren) no longer require transport assistance.

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel.

I understand that if I or my child (ren) do not comply with the Conditions of Travel, it may result in my child (ren) not being permitted to travel on the school bus service.

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____

STUDENT (S) TO COMPLETE:

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel.

Student	Student one	Student two	Student three
Print Name			
Signature			
Date			