

GUIDELINES FOR THE ADMINISTRATION OF CONVEYANCE ALLOWANCES FOR STUDENT TRAVEL



2003

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2003

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1. INTRODUCTION

1.1 Guidelines

These guidelines:

- apply to the administration of conveyance allowances from the start of 2003. They replace the previous guidelines, which were implemented in January 1998
- apply to government and non-government schools in all country and designated outer metropolitan areas and to all special settings in the State where a student may be eligible for a conveyance allowance for travel to school
- cover the provision of conveyance allowances for eligible students using private cars, private bus services and public transport services to attend school. These guidelines do not concern the provision of contract bus or taxi services that are used to transport students to special settings. Those transport services are subject to other administrative arrangements.

1.2 Special settings

The term 'special setting' used in these guidelines relates to the following types of schools, centres and units:

- *deaf facility*
- *English language school/centre*
- *language unit*
- *secondary teaching unit*
- *social adjustment centre*
- *social integration unit*
- *special school*
- *special developmental school.*

2. CRITERIA FOR THE GRANTING OF A CONVEYANCE ALLOWANCE

2.1 School location

A conveyance allowance is available for an eligible student to attend a school located in the following areas:

- all postcodes within non-metropolitan education regions
- all postcodes within the metropolitan local government areas (listed on following page) excluding the postcodes noted.

Notes:

- The postcodes incorporate all the areas noted in the previous guidelines. Therefore there has been no change in the schools eligible to grant a conveyance allowance. The use of postcodes overcomes any confusion caused by place name changes.
- The postcode criterion does not apply to students attending a special setting.

Local government area	Postcode exclusions
Mornington Peninsula	no postcode excluded
Bass Coast	no postcode excluded
Frankston	all postcodes excluded except: 3910 (Langwarrin); 3911 (Baxter)
South Gippsland	no postcode excluded
Casey	postcodes excluded: 3177 (Doveton); 3802 (Endeavour Hills); 3803 (Hallam); 3976 (Hampton Park); 3975 (Lyndhurst); 3975 (Lynbrook); 3804 (Narre Warren North); 3805 (Narre Warren)
Cardinia	no postcode excluded
Maningham	postcodes excluded: 3113 (Warrandyte); 3134 (Warrandyte South); 3115 (Wonga Park);
Yarra Ranges	postcodes excluded: 3116 (Chirnside Park); 3137 (Kilsyth); 3138 (Mooroolbark); 3156 (Lysterfield); 3158 (Upwey); 3159 (Selby); 3160 (Belgrave); 3765 (Montrose); 3767 (Mount Dandenong); 3787 (Sassafras); 3791 (Kallista); 3785 (Tremont); 3786 (Ferny Creek); 3788 (Olinda); 3789 (Sherbrooke); 3792 (The Patch); 3804 (Narre Warren East)
Nillumbik	postcodes excluded: 3088 (Greensborough); 3089 (Diamond Creek); 3090 (Plenty); 3091 (Yarrambat); 3095 (Eltham North); 3096 (Wattle Glen); 3097 (Kangaroo Ground); 3113 (Warrandyte North); 3083 (Bundoora)
Whittlesea	postcodes excluded: 3074 (Thomastown); 3075 (Lalor); 3076 (Epping); 3082 (Mill Park); 3083 (Bundoora); 3752 (South Morang)
Hume	postcodes excluded: 3036 (Keilor); 3045 (Melbourne International Airport); 3047 (Broadmeadows); 3048 (Meadow Heights/Coolaroo); 3049 (Attwood/West Meadows); 3059 (Greenvale); 3061 (Campbellfield); 3062 (Somerton)
Melton	postcodes excluded: 3037 (Hillside/Delahey); 3023 (Burnside)
Wyndham	postcodes excluded: 3026 (Laverton North); 3028 (Laverton)

(see section 2.3 for special conditions that apply to the senior campus of a multi-campus college)

The schedule of postcodes is reviewed regularly and may be adjusted when:

- postcode boundaries change
- there is tram, train, bus or light rail transport to within 1 km of the school, accessible by footpath or made road
- public transport services operate for an acceptable period before and after school hours.

A conveyance allowance is not available to students attending schools in other metropolitan local government areas. However, students can purchase a metropolitan student pass that provides concession travel on all public transport services.

Student passes can be purchased at selected local railway stations. Further information can be obtained at: www.victrip.com.au, or telephone 131 638 for metropolitan travel, or telephone 136 196 for country travel.

2.2 Student eligibility

To be eligible to receive a conveyance allowance, a student must:

- be aged between five years (by 30 April in the year that the allowance is sought) and twenty-one years
- live more than 4.8 km by the **shortest practicable route** from the nearest school attended, or 4.8 km **radial distance** from the nearest school attended in the cities of Ballarat, Bendigo and Geelong
- be enrolled at the **nearest** government primary or secondary school, or at the **nearest** appropriate registered non-government school having regard to the following factors:
 - a) a student is ineligible for a conveyance allowance if there is a nearer *denominational* school of the same denomination as the school attended. Multi/inter denominational schools established under the direct auspices of a group of churches will be considered as denominational schools of each church
 - b) a student cannot claim a conveyance allowance if there is a nearer *multi/inter denominational or Christian* school than the *multi/inter denominational or Christian* school attended
 - c) a student cannot claim a conveyance allowance if there is a nearer *non-denominational* school than the *non-denominational* school attended.

Notes:

- Students must be enrolled at a primary or secondary school to be entitled to a conveyance allowance. Students attending TAFE institutes or other non-school providers are not eligible to claim a conveyance allowance.
- A conveyance allowance may be granted for students to attend their nearest single sex school.
- The requirement to attend the nearest school may be waived for those students who were enrolled at a school that amalgamated with another school. This exemption only applies to those students initially enrolled at the site that closed.
- The classification of denomination for non-government schools is in accordance with the records of the Registered Schools Board.

2.3 Other approved circumstances

2.3.1 Students attending a multi-campus secondary college

A conveyance allowance is only available to attend the nearest government primary or secondary school, or nearest appropriate registered non-government school. Exceptions will not be made because of the organisational structure of the nearest school.

Students attending a multi-campus secondary college are subject to the normal eligibility criteria for the payment of the conveyance allowance. An exception can be made where a multi-campus college has junior campuses outside the metropolitan area but the senior campus is within the metropolitan area. In these circumstances, students who progress from a junior campus located outside the metropolitan area to the senior campus may be eligible for an allowance provided that the minimum distance criterion to the senior campus is satisfied.

2.3.2 Students in Years 11 and 12 attending off campus settings

A limited conveyance allowance (see 4.8.2) is available to a student enrolled in Years 11 and 12 at a secondary school and who is undertaking an associated course of study that involves travelling more than 4.8 km to a TAFE institute or other Registered Training Organisation (RTO).

Note: Travel to work placement or work experience is not included.

The approval of a conveyance allowance for travel to another location is on the condition that the course of study cannot be provided through the Distance Education Centre, Victoria.

In assessing a student's eligibility for a conveyance allowance, the TAFE institute or RTO is considered as another site, as for multi-campus school arrangements.

2.3.3 Next nearest government school travel

Students may be eligible for a limited transport subsidy to attend the next nearest government primary school or secondary college (see section 4.2.2). The following criteria apply:

- the student must be eligible for a conveyance allowance to the nearest school
- private bus or private car must be the only form of available transport to the next nearest school
- the student must live more than 4.8 km from any public transport service that could convey them to the next nearest school
- the student is unable to access fare paying travel on a free school bus. (Students with access to spare seats on free school buses or public transport pay a subsidised or concession fare)
- where the next nearest school falls within the defined Melbourne metropolitan local government areas (see section 2.1), a conveyance allowance will not be available.

2.3.4 Special cases

The appropriate regional director of the Department of Education and Training may grant a conveyance allowance to attend the next nearest appropriate school in one of the following special cases:

- a student cannot attend the nearest appropriate school as a result of enrolment/placement practices
- the nearest school cannot provide the preferred course of study at Years 11 and 12 (see section 2.1 for clarification of nearest appropriate school)
- attendance at an approved Department of Education and Training accelerated learning program, or
- instances of sibling travel.

Sibling claims are not automatic where a conveyance allowance has been approved for a special case for an older sibling. These claims only apply if an older family member has previously been granted approval for travel support to the school for which a sibling claim has been made. Sibling claims do not apply if there is a break in a family's attendance at a school.

Each case is to be considered on its merits. Sibling claims can include travel to a P-12 college.

To assist the relevant regional director to consider special cases, parents/guardians must provide documentary evidence to substantiate the grounds for seeking a conveyance allowance. In all cases it is the responsibility of parents/guardians to attach supporting evidence from the nearest school.

2.3.5 Other exemptions

Requests for any other exemption must be forwarded to the appropriate regional director who will make a decision after consultation with the Assistant General Manager, School Resources Strategy Branch, School Resources Strategy and Regional Coordination Division. Supporting documentation must accompany the request.

3. STUDENTS ENROLLED AT A SPECIAL SETTING

3.1 Schedule of special settings

A conveyance allowance is available to a student attending any of the special settings as defined in section 1.2.

3.2 Student eligibility for a conveyance allowance

To be eligible to receive a conveyance allowance, a student must:

- be aged between five years (by 30 April in the year that the allowance is sought) and eighteen years
- attend the designated special setting for the area, or the statewide/regional provider for which approval has been obtained from the regional director of the region in which the setting is located, and
- reside more than 4.8 km by the **shortest practicable route** from the special setting (excluding special schools and special developmental schools) for the purpose of receiving a conveyance allowance for private travel.

Notes:

- No minimum distance requirements apply for the approval of conveyance allowances for attendance at a special setting when using public transport or for students using private transport to attend a special school or special developmental school.
- Students attending a special setting other than the designated setting for the area or the approved statewide/regional provider are not eligible for a conveyance allowance.

4. SCALE OF ALLOWANCES FOR ELIGIBLE STUDENTS

4.1 Public transport

For the purposes of identifying the appropriate rate of conveyance allowance, a public transport route service is any contracted or historical public transport service listed on the attached schedule of services (see attachment) as prepared by the Department of Infrastructure and approved by the Department of Education and Training.

The cost of fares on these defined services is fully refundable.

The Department of Education and Training may consider the addition of a new service to the schedule subject to the service satisfying *all of the following criteria*:

- C1 The new service does not duplicate an existing school bus service administered by the Department of Infrastructure or public transport service (train, bus, tram) noted in the schedule of routes included in these guidelines.
- C2 The operator of the new service can substantiate a bona fide public transport demand having regard to demographic data or provide a timetable indicating an out of school period service to the community.
- C3 The operator of the new service must be able to document a passenger demand to more than one school, including a minimum of 20 per cent of eligible students travelling to government schools.
- C4 The operator of the new service must on request demonstrate to the Department of Education and Training that the fare structure has been endorsed by the Department of Infrastructure as being fair and reasonable.

Notes:

- The status of a new route service for the purpose of determining conveyance allowances is dependent on endorsement by the Department of Education and Training.
- Any change in service must be brought to the attention of the Department of Education and Training and satisfy the above criteria. Routes that no longer satisfy the above criteria will be deleted from the schedule of public transport route services for the purpose of conveyance allowance payments.

All other services will be considered private transport and attract the appropriate level of conveyance allowance reimbursement.

4.2 Private car

4.2.1 Private car travel to the nearest school

Reimbursement for private car travel to the nearest school is made on the basis of the one way distance travelled per vehicle and the number of students in that vehicle. Payment is made to the family operating the vehicle.

The vehicle rate is determined by the distance between a student's place of residence and their school. Where there is more than one student in a vehicle and the students attend different schools, the vehicle rate is based on the distance travelled to the furthestmost school. In this case, one student attending the furthestmost school is identified on the application form as the 'furthestmost student'.

The schedule of rates is as follows:

Distance kilometres	Furthermost student
4.8-10	\$400
>10-15	\$500
>15-20	\$600
>20-25	\$700
>25-30	\$800
>30-35	\$900
>35	\$1000

Each extra student in a vehicle will attract the 'additional student' rate of \$200.

Notes:

- For the purpose of payment, it is assumed that all students from a family travel in the same car unless a supported case for more than one vehicle has been approved by the regional director.
- A private car conveyance allowance is not available if the journey could have been made using a free school bus or public transport service.

4.2.2 Next nearest school allowance for government school students

The annual allowance is \$300 for the first student in the vehicle, and \$150 for each additional student. To be eligible for this allowance, students must be eligible for a conveyance allowance to their nearest school.

4.3 Private bus

Where schools assume responsibility for the provision of school bus travel for students, either by operating their own services or organising appropriate charter services, a distance based rate per student is payable.

A private bus conveyance allowance is not available if the journey could have been made using a free school bus or public transport service.

The schedule of rates is as follows:

Distance kilometres	Rate per student per annum
4.8-10	\$450
>10-15	\$550
>15-20	\$650
>20-25	\$750
>25-30	\$850
>30-35	\$950
>35	\$1050

Note:

- Distance must be determined on the basis of the shortest practicable route from the bus stop or bus pick up point nearest the student's residence to the student's school and not the actual distance travelled in the bus.

4.4 Mode of transport

Students must use the most economical mode of transport between home and school. However:

- parents/guardians will not be compelled to use a car where private travel may be more economical than using a public transport service or a school organised private bus service
- a private bus or private car conveyance allowance is not available if the journey could have been made using a free school bus or public transport service
- full advantage must be taken of fare concessions where available and parents/guardians should obtain a student concession card and student travel pass for use on public transport.

4.5 Multi mode travel to school

Where a student uses more than one mode of transport (i.e. private and public transport) for a single journey between home and school, a conveyance allowance may be granted at the appropriate rate for each mode of transport in excess of 4.8 km.

This provision does not apply if the journey could have been undertaken using a single mode of transport.

The most economic conveyance allowance rate is to be applied for the whole journey when a student by choice uses one mode of transport in the morning (e.g. public transport) and a different mode of transport in the evening (e.g. private transport).

4.6 Allowance for other modes of transport

An allowance of \$50 per year is available where students choose to use other modes of transport, including bicycles and motorcycles.

4.7 Pro rata adjustment of reimbursement (time fraction)

Where appropriate, pro rata payments are to be made having regard to the number of days of actual attendance.

4.8 Special rates

4.8.1 Taxi Rate

A taxi rate of up to \$2000 per year is available for students attending a school for the deaf or blind, or for severely physically disabled students attending a mainstream school. A pro rata payment will be made where attendance is less than the full school year.

The standard private car conveyance allowance applies where these students are transported to school in private vehicles.

The 4.8 km distance requirement does not apply in either of the above cases.

4.8.2 Students in Year 11 and 12 attending off campus settings

A conveyance allowance of \$1.50 per day is available for secondary school students in Year 11 and 12 who are required to travel more than 4.8 km to a TAFE institute or other Registered Training Organisation to access part of their course of study.

5. ADMINISTRATION GUIDELINES

5.1 Parent/guardian responsibilities

Parents/guardians must lodge a conveyance allowance application for each eligible student with the school principal (see attachments).

In the case of a private car allowance:

- parents/guardians must list the names of other students travelling in the same vehicle on the claim form. One student attending the furthestmost school must be identified as the 'furthestmost student' for the purposes of establishing the vehicle rate. This student must be identified as the furthestmost student on any other applications relating to this vehicle/family
- when more than one vehicle is used, parents/guardians must not lodge more than one claim for a 'furthestmost student' unless specific approval has been given by the regional director.

It is the responsibility of the parent or guardian to verify the information provided on the form if requested to do so by the principal.

Parents/guardians may be asked to provide a scaled map to validate travel distances or route information and supply a letter of endorsement from the relevant regional director in the case of approved special cases (see section 2.3.4).

An application by a parent/guardian for an allowance after the submission of the first half-year claim by the school (for the current year) will be carried forward to the next half-year claim.

Parents are responsible for notifying the schools of changes to the information noted on the application for conveyance allowance form.

5.2 School responsibilities

Reimbursement will only be made after the receipt of a claim form (see attachments) from the school by the dates specified in these guidelines (see attachment).

Schools are responsible for the day-to-day administration of conveyance allowances. School claims are submitted each semester. Special settings with short-term enrolments, for example, English language schools and centres, social adjustment centres, language units or secondary teaching units are to submit a claim for each term.

Instructions are included on the claim form for identifying the term to which the claim relates.

To ensure payment within the regular payment cycle, claims should be received by the dates noted in these guidelines. Late claims will be accepted, but payment may be delayed.

Note:

- An application by a parent/guardian for an allowance after the submission of the first half-year claim by the school (for the current year), should be carried forward to the next half-year claim. Applications from parents that relate to a period prior to the current school year **cannot be accepted**.

Completed application forms and copies of the claim forms must be retained by the school or setting for a period of six years for audit and accountability purposes.

Schools are responsible for any overpayments arising from the payment of an allowance, when this is later found to be outside the guidelines. Overpayments are to be refunded to the Manager, Student Transport, Department of Education and Training, GPO Box 4367, Melbourne 3001.

5.2.1 Public transport travel

Schools and special settings are required to perform the following tasks to ensure the effective administration of public transport travel conveyance allowances:

- ensure that parents/guardians accurately complete a conveyance allowance application form for each student
- verify that the distance identified on each application form is accurate
- verify that the student is unable to access free school bus travel, and
- submit a claim for conveyance allowance form for terms 1 and 2, and a claim for conveyance allowance form for terms 3 and 4.

(see attachments for submission timelines)

Payment of public transport conveyance allowances will be made as outlined below:

Schools may choose one of two options for the payment of public transport conveyance allowances:

- payment once per term with funds forwarded to schools for distribution to parents/guardians, or
- payment on a monthly basis with funds forwarded to schools to enable schools to act on behalf of parents/guardians in the purchase of a half-year or yearly travel tickets. In this case the school would retain any travel claim reimbursement on behalf of the parent/guardian. Schools requiring monthly payment will need to indicate this on the conveyance allowance school claim form.

5.2.2 Private car travel

Schools and special settings are required to perform the following tasks to ensure the effective administration of private car travel conveyance allowances:

- ensure that parents/guardians accurately complete a conveyance allowance application form for each eligible student
- verify that the distance identified on each application form is accurate
- ensure that each application form identifies additional students travelling in the same vehicle (including those who attend other schools)
- ensure that the parent/guardian has identified one student as the furthestmost student for the purpose of identifying the appropriate distance based allowance
- ensure that no student is included in a claim for more than one vehicle
- verify that the student named in the claim is unable to access free school bus travel for all or some of his/her journey
- submit a claim for conveyance allowance form for terms 1 and 2, and a claim for conveyance allowance form for terms 3 and 4, and
- identify the status of each student as a furthestmost or additional student and identify the amount of the allowance.

(see attachments for submission timelines)

Payment of private car conveyance allowances to schools will be made to schools once per term. Schools are then responsible for forwarding payment to the student's parent/guardian.

5.2.3 Private bus travel

Schools and special settings are required to perform the following tasks to ensure the effective administration of private bus travel conveyance allowances:

- ensure that parents/guardians accurately complete a conveyance allowance application form for each student
- verify that the distance identified on each application form is accurate
- verify that the students named in each claim are unable to access free school bus travel for all or part of the journey, or unable to access public transport, and
- submit a claim for conveyance allowance form for terms 1 and 2, and a claim for conveyance allowance form for terms 3 and 4.

(see attachments for submission timelines)

Payment of private bus conveyance allowances will be made to schools once per term.

6. ACCOUNTABILITY REQUIREMENTS

As part of their audits, schools are to report on compliance with these guidelines and note any case of overpayment. Auditors must report on a sample of twenty applications or 20 per cent of all applications, whichever is the greater.

It is essential for audit purposes that schools retain the application forms signed by parents/guardians for a period of six years. *There is no requirement to forward copies of the application forms along with the school's claim form to receive reimbursement.*

Schools affiliated with the Catholic school system are to forward a certificate from the school's auditor or an extract from the school audit concerning compliance with these guidelines to the Catholic Education Commission of Victoria.

Other non-government schools are to forward a certificate from the school's auditor or an extract from the school audit concerning compliance with these guidelines to the Manager, Student Transport, Department of Education and Training, GPO Box 4367, Melbourne 3001.

Failure to provide such information can result in a school's claim for reimbursement being deferred until adequate information is provided.

Department of Education and Training transport officers will undertake a sample audit of school claims each year. Schools will be randomly selected in order that individual claim forms can be checked for compliance.

7. ATTACHMENTS

Additional information:

List of all country and urban route services considered public transport routes for the purpose of conveyance allowances

Timeline for the administration of conveyance allowances

Regional contact numbers

Application forms:

Public transport/other conveyance allowance for primary or secondary school students

Private car conveyance allowance application for primary or secondary school students

Private bus travel conveyance allowance for primary or secondary school students

Special settings conveyance allowance for students attending a special setting school, centre or unit

School claim forms:

Conveyance allowance school claim – terms 1 and 2

Conveyance allowance school claim – terms 3 and 4

List of all country and urban route services considered public transport routes for the purpose of conveyance allowances

SERVICE TYPE	OPERATOR	SERVICE
URBAN	Pivot Bus Services P/L	Geelong Transit Service
	Christians Coaches P/L	Bendigo Transit Service
	H. A. Davis Motor Service P/L	Ballarat Transit Service
	LaTrobe Valley Bus Lines P/L	LaTrobe Valley Transit Services
	McHarry's Bus Lines P/L	Geelong & Bellarine Transit & Inverleigh Services
	B M Walkers Bus Service P/L	Bendigo Transit Service
COUNTRY	Arica P/L	Cobram Town Service
	Bacchus Marsh Coaches P/L	Bacchus Marsh Town & School Services
	BR & EM Balsarini	Ultima-Lake Boga-Swan Hill
	CP & LL Bland	Horsham-Goroke-Naracoorte
	Bosica Dion Nominees P/L	Inverloch-Leongatha-Wonthaggi
	McHarrys Bus Lines P/L	Bellarine Transit & Colac-Apollo Bay
	IA & J Philpott	Strathfieldsaye-Bendigo Service
	EJ & TJ Bryan	Bendigo Shepparton Service
	AG & MR Campe P/L	Hamilton Town/School Service
	Carson Lakes PL	Warragul-Noojee Service
	Castlemaine Bus Lines P/L	Castlemaine-Maldon
	BJ & CE Cavanagh	Tallangatta-Albury/Wodonga
	Clockworld P/L	Swan Hill Town Service
	LH & LM Crawford	Paynesville-Bairnsdale
	KJ Crozier	Lutheran Jnr School/Town Service
	John M Cullen P/L	Wangaratta Town Service
	Coles Coaches Colac P/L	Colac-Alvie
	AJ & J Dowsley	Ouyen-Pinaroo
	LC Dyson's Bus Service P/L	Lakes Entrance-Bairnsdale
	GR & HJ Greaves	Hamilton Town & School Service
	FD & RG Ind	Echuca/Rochester Town Service
	I Janetski	Mildura-Horsham
	Heywood Garage P/L	Portland Town/School Service
	MJ & CL Kelly	Corowa-Albury
	NG King Coachlines P/L	Colac School/Town Service
	RW Krahe P/L	Horsham Town Service
	KR Little P/L	Daylesford-Hepburn Springs
	Littles Gippsland Coaches P/L	Sale School/Town, Sale/Stratford
	MA & R Adams	Hamilton School, Town & Casterton Services
	Christians Coaches P/L	Rainbow-Horsham
	Christians Coaches P/L	Ararat Town/School Service
	Mooroopna Passenger Service P/L	Mooroopna Town/School & Shepparton Route
Mylons Motorways P/L	Albury/Wodonga Town & School Service	

List of all country and urban route services considered public transport routes for the purpose of conveyance allowances *(continued)*

SERVICE TYPE	OPERATOR	SERVICE
COUNTRY (cont)	Organs Bus Service P/L	Malmsbury-Kyneton
	TJ Pyle & Son P/L	Mt Beauty-Wodonga Service
	Read & Brack P/L	Benalla Town/School Service
	AG Roberts P/L	Lancefield-Sunbury
	Douglas George	Corryong-Albury/Wodonga
	GD Sandlant	Stawell Town Service
	Strathgen P/L	Beechworth Town, Yackandandah, Stanley
	Seymour Passenger Services	Seymour Town, School & Puckapunyal Services
	Shepparton Transit P/L	Shepparton Transit Services
	Holtham P/L	Wonthaggi-Cape Patterson-Corinella
	TC & RJ Smith	Omeo-Bairnsdale
	South Western Roadways P/L	Warrnambool Town & Intertown Services
	G Steer	Hamilton School/Town Service
	Sunette P/L	Leongatha School/Town Service
	Sunraysia Bus Lines P/L	Mildura Transit Services
	WR & SJ Tuffnell	Hamilton School/Town Service
	Wangaratta Coachlines	Beechworth-Albury
	WBL P/L (Warragul Bus)	Warragul Town & School Service
METROPOLITAN	Mountjoy Public Transport P/L	Route 683-Warburton to Lilydale
	McKenzies Tourist Services P/L	Route 684-Melbourne to Eildon
	BBL Management P/L	Upper Beaconsfield-Beaconsfield
	LC Dyson's Bus Services P/L	Route 562-Humevale to Whittlesea
	Portsea Passenger Service P/L	Route 788-Frankston R/S to Portsea
	Imbiss P/L	Route 782-Frankston R/S to Flinders
	Bacchus Marsh Coaches P/L	Bacchus Marsh to Melton
	Bacchus Marsh Coaches P/L	Bacchus Marsh to Sydenham CRC
	Donric P/L	Gisborne-Essendon
Shire of Flinders	Flinders Shire Community Bus Service	
V/LINE COACH SERVICES	Arica P/L	Benalla-Yarrawonga-Shepparton
	Ballarat Coachlines P/L	Ballarat-Castlemaine
	LC Dyson's Bus Services P/L	Melbourne-Tocumwal
	LC Dyson's Bus Services P/L	Benalla-Mulwala
	LC Dyson's Bus Services P/L	Melbourne-Flowerdale-Mansfield
	LC Dyson's Bus Services P/L	Melbourne-Shepparton
	LC Dyson's Bus Services P/L	Bendigo-Echuca
	LC Dyson's Bus Services P/L	Murchison East-Moama
	Broadmeadows Bus Charter P/L	Melbourne-Mildura
	Hollands Bus Lines P/L	Castlemaine-Maryborough
	Clockworld P/L	Swan Hill-Piangil-Tooleybuc
	Clockworld P/L	Mildura-Swan Hill
	Clockworld P/L	Bendigo-Ultima/Swan Hill

List of all country and urban route services considered public transport routes for the purpose of conveyance allowances *(continued)*

SERVICE TYPE	OPERATOR	SERVICE
V/LINE COACH SERVICES (cont)	Christians Coaches P/L	Bendigo–Charlton-Sea Lake
	Donric P/L	Melbourne–Mildura
	LC Dyson’s Bus Service P/L	Bendigo–Melbourne
	LC Dyson’s Bus Service P/L	Bairnsdale–Sale
	LC Dyson’s Bus Service P/L	Melbourne–Yarram
	WRL Management P/L	Dandenong–Inverloch
	WRL Management P/L	Melbourne–Inverloch
	Holidaymakers P/L	Bendigo–Adelaide (Daylink)
	Hoyson Nominees P/L	Albury–Adelaide (Speedlink)
	LaTrobe Valley Bus Lines P/L	Traralgon–Sale
	KR Little P/L	Woodend–Daylesford
	Mees Bus Lines P/L	Melbourne–Mansfield
	Moreland Bus Lines P/L	Melbourne–Ballarat
	Mylons Motorways P/L	Albury–Canberra
	FA Phillips Bus Service P/L	Koo Wee Rup–Cranbourne
	South Western Roadways P/L	Warrnambool–Heywood
	South Western Roadways P/L	Warrnambool–Apollo Bay
	Swan Hill Bus Lines P/L	Bendigo–Swan Hill/Swan Hill–Mildura
	Wangaratta Coachlines P/L	Wodonga–Sydney Service
	Wannon Holdings P/L	Dimboola–Ararat
	Wannon Holdings P/L	Ballarat–Geelong
	Wannon Holdings P/L	Ballarat–Hopetoun/Stawell
	Wannon Holdings P/L	Ballarat–Bendigo–Donald
	Wannon Holdings P/L	Dimboola–Horsham
	Wannon Holdings P/L	Ballarat–Horsham/Dimboola
	Wannon Holdings P/L	Hopetoun–Ouyen
	WBL P/L (Warragul Bus)	Warragul–Traralgon
	WBL P/L (Warragul Bus)	Melbourne–Traralgon
	WRL Management P/L	Dandenong–Lang Lang
	Heath Sallwyn Investments P/L	Cranbourne–Narrewarren R.S.

List of all country and urban route services considered public transport routes for the purpose of conveyance allowances *(continued)*

SERVICE TYPE	OPERATOR	SERVICE
PRIVATE COACH SERVICES	McHarrys Bus Lines P/L	Apollo Bay–Geelong Service
	Christians Coaches P/L	Geelong–Ballarat–Bendigo
	LC Dyson’s Bus Service P/L	Albury–Mildura
	LC Dyson’s Bus Service P/L	Melbourne–Echuca–Moama–Deniliquin
	LC Dyson’s Bus Service P/L	Melbourne–Rochester–Cohuna–Barham
	LC Dyson’s Bus Service P/L	Melbourne–Shepparton–Echuca–Moama
	LC Dyson’s Bus Service P/L	Melbourne–Kyabram–Nathalia–Barmah
	LC Dyson’s Bus Service P/L	Bairnsdale–Orbost
	LC Dyson’s Bus Service P/L	Bairnsdale–Bega/Canberra Service
	LC Dyson’s Bus Service P/L	Bairnsdale–Sale Service
	Fords Shepparton Bus Service P/L	Melbourne–Shepparton
	Grenda Nominees P/L	Dandenong–Cowes Service
	Mees Bus Lines P/L	Melbourne–Yarra Glen–Mansfield
	KP Parkinson	Wangaratta–Springhurst Service
	Wangaratta Coachlines P/L	Wangaratta–Corowa/Bright/Bendigo
	NON-SUBSIDISED SERVICES	Arica P/L
NM Blake		Lake Bolac –Warrnambool
Bacchus Marsh Coaches P/L		Woodend, Gisborne–Melton
Bacchus Marsh Coaches P/L		Bacchus Marsh–Ballarat
Ballarat Coachlines P/L		Melton–Bacchus Marsh–Ballarat
Boyle’s Bus Service P/L		Maffra School/Town Service
Castlemaine Bus Lines P/L		Castlemaine–Bendigo, Castlemaine Town Service
Castlemaine Bus Lines P/L		Castlemaine–Campbell’s Creek, Castlemaine–Chewton
M & U Carpenter		Kalimna–Lakes Entrance
D & D Cleland		Cowes–Fountain Gate
NE Daniels		Warracknabeal School/Town Service
PG & PR Glaubitz		Horsham–Hamilton
RB & EM Grant		Tallangatta–Albury/Wodonga
L & E Gutteridge		Sale Town Service
GE & NE Haw		Kyabram School/Town Service
FP & MA Mortimer P/L		Nathalia–Shepparton
Phillip Island Bus Tours P/L		Cowes–Wonthaggi
AR Pianta		Heathcote–Bendigo
EJ & J Pincini P/L		Mirboo North School/Town Service
G Sandlant		Stawell–Ballarat and Halls Gap, Ararat–Horsham
J & S Sargeant		Albury–Corryong
L Stewart		Woods Point–Mansfield
TJ Pyle & Sons P/L		Melbourne–Falls Creek, Mt. Beauty–Falls Creek
Wangaratta Coachlines P/L		Wangaratta–Benalla
R & S Wilkinson P/L		Corryong–Wangaratta

Note: Operator names may alter as a result of company ownership changes.

Timeline for the administration of conveyance allowances

Action	Date
<ul style="list-style-type: none"> * Parent/guardian to complete conveyance allowance application form for endorsement by principal. * The application form from a preceding year can be reused where there has been no change in a student's eligibility or travel arrangements. Previous form to be initialled by principal or bursar for each year of use. * The conveyance allowance application forms are to be retained by the school for audit and accountability purposes. 	The end of the second week in February
<p>School to forward first claim form for terms 1 and 2 to:</p> <p>Manager, Student Transport Department of Education and Training GPO Box 4367 MELBOURNE VIC 3001 Facsimile: 9637 2190</p>	To be received no later than the end of February
<p>School to be reimbursed by the Department:</p> <p>(a) where payment is to be used to pay for tickets provided by bus company</p> <p>(b) where payment is direct to parent/guardian</p>	<p>(a) Three monthly payments—April, May and June</p> <p>(b) One each term</p>
<p>School to forward second claim form for terms 3 and 4 to:</p> <p>Manager, Student Transport Department of Education and Training GPO Box 4367 MELBOURNE VIC 3001 Facsimile: 9637 2190</p> <p>Second claim to include adjustments resulting from enrolments that occurred after forwarding first claim</p>	To be received no later than the second week in June
<p>School to be reimbursed by the Department:</p> <p>(a) where payment is to be used to pay for tickets provided by bus company</p> <p>(b) where payment is direct to parent/guardian</p>	<p>(a) Monthly (August to December inclusive)</p> <p>(b) One each term</p>
<p>Special settings:</p> <ul style="list-style-type: none"> • Special settings, other than special schools and special developmental schools, are to forward a claim no later than the second week of each term, if a half-year claim is not appropriate. • School/setting to be reimbursed by the Department. 	Each term

Regional contact numbers

Any queries should in the first instance be directed to the appropriate school bus coordinator or regional officer responsible for transport matters.

Region	Contact person	Telephone
Barwon South Western	Anke Aston	5272 8310
Central Highlands Wimmera	Leo Styles	5337 8423
Gippsland	Brian Quigley	5127 0400
Goulburn North Eastern	Wendy Fletcher	5761 2100
Loddon Campaspe Mallee	Graeme Swatton	5440 3179
Eastern Metropolitan	Warren St Clair	9881 0216
Northern Metropolitan	Alan Brown	9488 9493
Southern Metropolitan	Otto Van de Velde	9794 3561
Western Metropolitan	Ray Sampson	9291 6534

Public Transport/Other Conveyance Allowance Application

Students Attending a Primary or Secondary School

1. Conveyance allowance guidelines are available from the school.
2. Complete the form except sections F, G, I and J and return to the principal of the school attended by your child.
3. Attach additional documentation where applicable.
4. Identify travel cost in section H.

NOTE: This form, if initialled by the school principal or bursar, can be used in subsequent years if there has been no change in a student's travel arrangements or address.

A STUDENT INFORMATION: please print in BLOCK LETTERS

Student Name:		Date of Birth:	
Residential Address:		Postcode:	
		Telephone No.:	
Date student is to commence travel:			

B APPLICANT INFORMATION:

Name Parent/Guardian:	Mr/Mrs/Ms	Postcode:	
Residential Address:		Telephone No.:	

C SCHOOL FOR WHICH CONVEYANCE ALLOWANCE IS TO APPLY:

School Name:		School No.:	
School Address:		Postcode:	
		Telephone No.:	
Distance from place of residence to school for which conveyance allowance is to apply Km:			
School attended is: (please tick appropriate box)	Nearest government primary, secondary or P-12 school:		
	Nearest denominational school:		
	Nearest multi/inter denominational or Christian school:		
	Nearest non-denominational school:		

D TRAVEL INFORMATION:

Mode of Travel	Km travelled (one way)	Journey start – home, street names, station etc:	Journey end – school, transit location etc:
Public Transport Bus			
Train			
Private Bus	Fill in Private Bus Conveyance Allowance form		
Private Car	Fill in Private Car Conveyance Allowance form		
Other			

E ELIGIBILITY FOR ALLOWANCE DECLARATION:

<ul style="list-style-type: none"> ➤ The above particulars are true and correct. ➤ The school attended is the nearest appropriate school. ➤ The student resides more than 4.8 km from the school or nearest contract bus service. ➤ The principal will be notified in writing by the applicant within seven days of any changed circumstances. 	<p style="text-align: right;">Signed Parent/Guardian:</p> <p style="text-align: right;">Date:</p>
Signed Principal:	Date:
<i>Applications for a Conveyance Allowance are subject to audit</i>	

Public Transport/Other Conveyance Allowance Application (continued)
Students Attending a Primary or Secondary School

F SPECIAL FACTORS:	
SPECIAL FACTORS (TO BE COMPLETED BY SCHOOL)	
Approved by Regional Director:	Date:

G SUBSEQUENT YEARS:					
Subsequent years – initial and date if no change to above (TO BE COMPLETED BY SCHOOL)					

H PUBLIC TRANSPORT FARE COST: (TO BE COMPLETED BY PARENT OR GUARDIAN)		I PUBLIC TRANSPORT FARE ENTITLEMENT: (TO BE COMPLETED BY SCHOOL)	
Half-year or year ticket cost (\$)		Public Transport reimbursement (\$)	
Fare cost per year (\$)			

J PAYMENT RECORD: (TO BE COMPLETED BY SCHOOL)

Amount	Cheque number	Date	Amount	Cheque number	Date	Amount	Cheque number	Date	Total payment

Private Car Conveyance Allowance Application Students Attending a Primary or Secondary School

1. Conveyance allowance guidelines are available from the school.
2. Complete the form except sections E, F and G.
3. Attach additional documentation if applicable then return to the principal of the school attended by your child.

NOTE: This form, if initialled by the school principal or bursar, can be used in subsequent years if there has been no change in a student's travel arrangements or address.

A STUDENT INFORMATION: please print in BLOCK LETTERS

Student Name:		Date of Birth:	
Residential Address:		Postcode:	
		Telephone No.:	
Date student is to commence travel:	If previously approved, year approved:		

B APPLICANT INFORMATION:

Name Parent/Guardian:	Mr/Mrs/Ms	Postcode:	
Residential Address: (see point 1 in G)		Postcode:	
		Telephone No.:	
Vehicle Registration:			

C SCHOOL FOR WHICH CONVEYANCE ALLOWANCE IS TO APPLY:

School Name:		School No.:	
School Address:		Postcode:	
		Telephone No.:	
Distance from place of residence to school for which conveyance allowance is to apply		Km:	
School attended is: (please tick appropriate box)	Nearest government primary, secondary or P-12 school:		
	Next nearest government school (**see declaration in D):		
	Nearest denominational school:		
	Nearest multi/inter denominational or Christian school:		
	Nearest non-denominational school:		
Names of all the students travelling in this nominated vehicle (including this student). One student travelling the longest distance should be identified as the furthestmost student. Note: This student must be identified as the furthestmost student on any other applications relating to this vehicle/family.			
<i>Student Name</i>	<i>School</i>	<i>Kilometres</i>	
			<i>Furthestmost</i>
			<i>Additional</i>
			<i>Additional</i>
			<i>Additional</i>
			<i>Additional</i>
			<i>Additional</i>

D ELIGIBILITY FOR ALLOWANCE DECLARATION:

<ul style="list-style-type: none"> ➤ <i>The above particulars are true and correct.</i> ➤ <i>The school attended is the nearest appropriate school or next nearest government school.</i> ➤ <i>**The student resides more than 4.8 km from the nearest school or nearest free school bus service.</i> ➤ <i>The principal will be notified in writing within seven days of any changed circumstances for this student.</i> 	<p>Signed Parent/Guardian:</p> <p>Date:</p>
Signed Principal:	Date:

Conveyance Allowance payments are subject to audit

Note: This application is to be lodged at this student's school. Only one application per student will be accepted.

Private Car Conveyance Allowance Application (continued)
Students Attending a Primary or Secondary School

E SPECIAL FACTORS:	
SPECIAL FACTORS (TO BE COMPLETED BY SCHOOL)	
Approved by Regional Director:	Date:

F SUBSEQUENT YEARS:					
Subsequent years – initial and date if no change to above (TO BE COMPLETED BY SCHOOL)					

G INFORMATION FOR APPLICANT:

<p>1. Residential address For the purpose of distance verification, the residential address should be based on the Rural Road Numbering System. Mailbox addresses should not be used.</p> <p>2. Reimbursement Reimbursement for private car travel to the nearest school is made on the basis of the one-way distance travelled per vehicle and the number of students in that vehicle. Payment is made to the family operating the vehicle.</p> <p>3. Distance Distance is measured by the shortest practicable route between the student's place of residence and their school, one way.</p>	<p>4. Vehicle rate The vehicle rate is determined by the distance between a student's place of residence and their school. Where there is more than one student in a vehicle and the students attend different schools, the vehicle rate is based on the distance travelled to the furthestmost school. In this case, one student attending the furthestmost school is identified on the application form as the 'furthestmost student'.</p> <p>5. Additional students payment Each extra student travelling in the vehicle will attract the 'additional student' rate of \$200.</p> <p>6. Schedule of rates:</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <thead> <tr> <th style="text-align: left;">Distance kms</th> <th style="text-align: left;">Amount per vehicle</th> </tr> </thead> <tbody> <tr><td>4.8–10</td><td>\$400</td></tr> <tr><td>>10–15</td><td>\$500</td></tr> <tr><td>>15–20</td><td>\$600</td></tr> <tr><td>>20–25</td><td>\$700</td></tr> <tr><td>>25–30</td><td>\$800</td></tr> <tr><td>>30–35</td><td>\$900</td></tr> <tr><td>>35</td><td>\$1000</td></tr> </tbody> </table>	Distance kms	Amount per vehicle	4.8–10	\$400	>10–15	\$500	>15–20	\$600	>20–25	\$700	>25–30	\$800	>30–35	\$900	>35	\$1000
Distance kms	Amount per vehicle																
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>20–25	\$700																
>25–30	\$800																
>30–35	\$900																
>35	\$1000																

Private Bus Travel Student Conveyance Allowance Application Students Attending a Primary or Secondary School

1. **Conveyance allowance guidelines are available from the school.**
 2. **Complete the form except sections E and F and return to the principal of the school attended by your child.**
 3. **Attach additional documentation where applicable.**
- NOTE:** This form, if initialled by the school principal or bursar, can be used in subsequent years if there has been no change in a student's travel arrangements.

A STUDENT INFORMATION: please print in BLOCK LETTERS

Student Name:		Date of Birth:	
Residential Address:		Postcode:	
		Telephone No.:	
Parent/Guardian Name:		Telephone No.:	(if different from above)

B SCHOOL FOR WHICH CONVEYANCE ALLOWANCE IS TO APPLY:

School Name:		School No.:	
School Address:		Postcode:	
		Telephone No.:	
Distance of shortest practicable route from the bus stop or bus pick up point nearest the student's residence to the student's school. This may not be the actual distance travelled in the bus.			Km:
School attended is: (please tick appropriate box)	Nearest government primary, secondary or P-12 school:		
	Nearest denominational school:		
	Nearest multi/inter denominational or Christian school:		
	Nearest non-denominational school:		
Date student is to commence travel:			

C TRAVEL INFORMATION:

Private Bus Operator (school owned, chartered, other)	Km travelled one way	Journey start – home, street name, bus stop etc:	Journey end – school, transit location etc:

D ELIGIBILITY TO ALLOWANCE DECLARATION:

<ul style="list-style-type: none"> The above particulars are true and correct. The school attended is the nearest appropriate school. The student resides more than 4.8 km from the school. There is no public transport or free school bus service within 4.8 km of the student's residence. The principal will be notified in writing by the applicant within seven days of any changed circumstances. 	<p>Signed Parent/Guardian:</p> <p>Date:</p>
Signed Principal:	Date:
<i>Conveyance Allowance payments are subject to audit</i>	

Private Bus Travel Student Conveyance Allowance Application (continued)
Students Attending a Primary or Secondary School

E SPECIAL FACTORS:	
SPECIAL FACTORS (TO BE COMPLETED BY SCHOOL)	
Approved by Regional Director:	Date:

F SUBSEQUENT YEARS:					
Subsequent years – initial and date if no change to above (TO BE COMPLETED BY SCHOOL)					

G INFORMATION FOR APPLICANT:																	
<p>1. The schedule of rates</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Distance kilometres</th> <th style="text-align: left;">Rate per student per annum</th> </tr> </thead> <tbody> <tr> <td>4.8–10</td> <td>\$450</td> </tr> <tr> <td>>10–15</td> <td>\$550</td> </tr> <tr> <td>>15–20</td> <td>\$650</td> </tr> <tr> <td>>20–25</td> <td>\$750</td> </tr> <tr> <td>>25–30</td> <td>\$850</td> </tr> <tr> <td>>30–35</td> <td>\$950</td> </tr> <tr> <td>>35</td> <td>\$1050</td> </tr> </tbody> </table>	Distance kilometres	Rate per student per annum	4.8–10	\$450	>10–15	\$550	>15–20	\$650	>20–25	\$750	>25–30	\$850	>30–35	\$950	>35	\$1050	
Distance kilometres	Rate per student per annum																
4.8–10	\$450																
>10–15	\$550																
>15–20	\$650																
>20–25	\$750																
>25–30	\$850																
>30–35	\$950																
>35	\$1050																

Special Settings Conveyance Allowance Application Students Attending a Special Setting School, Centre or Unit

1. Conveyance allowance guidelines are available from the school.
2. Complete the form except sections E, F, H, I and J and return to the principal of the school/centre/unit attended by your child.
3. Attach additional documentation where applicable.
4. Identify public transport travel cost calculations in section G.

NOTE: To be eligible for a conveyance allowance a student must attend the area designated special setting or statewide/regional provider for which travel has been approved by the regional director. There are no distance requirements for the use of **public** transport or private transport to a special school or special developmental school. A distance requirement of 4.8 km applies for **private** transport to all other special settings. Full advantage must be taken of fare concessions that are available when using public transport. The school/centre/unit is to retain all documentation for a minimum period of six years. This form, if initialled by the school principal or bursar, can be used in subsequent years if there has been no change in a student's travel arrangements.

A STUDENT INFORMATION: please print in BLOCK LETTERS

Student Name:		Date of Birth:	
Residential Address:		Postcode:	
		Telephone No.:	
	Date student is to commence travel:		
	Date student is to complete travel:		

B APPLICANT INFORMATION:

Name Parent/Guardian:	Mr/Mrs/Ms		
Residential Address:		Postcode:	
		Telephone No.:	

C SCHOOL FOR WHICH CONVEYANCE ALLOWANCE IS TO APPLY:

School/Centre/Unit Name:		School/Centre No.:	
School/Centre/Unit Address:		Postcode:	
		Telephone No.:	
Distance from place of residence to school/centre/unit		Km:	

D ELIGIBILITY FOR ALLOWANCE DECLARATION:

<ul style="list-style-type: none"> ➤ The particulars noted on this form are true and correct. ➤ The special setting attended is the area designated setting or statewide/regional provider for which travel has been approved by the regional director. ➤ The principal will be notified in writing by the applicant within seven days of any changed circumstances. 	Signed Parent/Guardian: Date:
Signed Head of School/Centre/Unit:	Date:
<i>Applications for a Conveyance Allowance are subject to audit</i>	

Special Settings Conveyance Allowance Application (continued)

Students Attending a Special Setting School, Centre or Unit

E SPECIAL FACTORS:	
SPECIAL FACTORS (TO BE COMPLETED BY SCHOOL)	
Approved by Regional Director:	Date:

F SUBSEQUENT YEARS:					
Subsequent years – initial and date if no change to above (TO BE COMPLETED BY SCHOOL)					

G TRANSPORT DETAILS: (TO BE COMPLETED BY PARENT OR GUARDIAN)			H CONVEYANCE ALLOWANCE ENTITLEMENT: (TO BE COMPLETED BY SCHOOL)		
Half-year or year ticket cost (\$)			Public transport reimbursement (\$)		
Fare cost per year (\$)			Private car allowance Maximum allowance (\$300)		
Private car distance/km			Total reimbursement due (\$)		

I PAYMENT RECORD: (TO BE COMPLETED BY SCHOOL)									
Amount	Cheque number	Date	Amount	Cheque number	Date	Amount	Cheque number	Date	Total payment

J INFORMATION FOR APPLICANT:																	
<p>1. School location There are no locational requirements for the provision of a conveyance allowance to attend a special setting.</p> <p>2. Age range The student must be aged between five years (by 30 April in the year that the allowance is sought) and eighteen years.</p> <p>3. Distance from nearest school The student must reside more than 4.8 km by the shortest practicable route from the special setting (excluding special schools and special developmental schools) for the purpose of receiving a conveyance allowance for private travel.</p> <p>4. Special rates A taxi rate of up to \$2000 per year is available for students attending a school for deaf or blind students or for severely physically disabled students attending a mainstream school. A pro rata payment will be made where attendance is less than a full school year. The standard private car conveyance allowance applies where these students are transported to school in private vehicles. The 4.8 km distance requirement does not apply in either of the above cases.</p>	<p>5. Pro rata adjustment of reimbursement (time fraction) Where appropriate, pro rata payments are to be made having regard to the number of days of actual attendance.</p> <p>6. Vehicle rate The vehicle rate is determined by the distance between a student's place of residence and their school. Where there is more than one student in a vehicle and the students attend different schools, the vehicle rate is based on the distance travelled to the furthestmost school. In this case, one student attending the furthestmost school is identified on the application form as the 'furthestmost student'.</p> <p>7. Schedule of rates</p> <table style="margin-left: 20px;"> <thead> <tr> <th style="text-align: left;">Distance kms per vehicle</th> <th style="text-align: left;">Furthermost student</th> </tr> </thead> <tbody> <tr><td>4.8–10</td><td>\$400</td></tr> <tr><td>>10–15</td><td>\$500</td></tr> <tr><td>>15–20</td><td>\$600</td></tr> <tr><td>>20–25</td><td>\$700</td></tr> <tr><td>>25–30</td><td>\$800</td></tr> <tr><td>>30–35</td><td>\$900</td></tr> <tr><td>>35</td><td>\$1000</td></tr> </tbody> </table>	Distance kms per vehicle	Furthermost student	4.8–10	\$400	>10–15	\$500	>15–20	\$600	>20–25	\$700	>25–30	\$800	>30–35	\$900	>35	\$1000
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DEPARTMENT OF EDUCATION AND TRAINING
Conveyance Allowance School Claim – Terms 1 and 2
Primary, Secondary and Special Settings

SCHOOL YEAR: 2_____

TERMS: 1 2

Note: Only language centres, language schools, secondary teaching units, social adjustment and social integration units to circle appropriate term.

SCHOOL NAME:			
ADDRESS:			
POSTCODE:	TELEPHONE NO:	FAX NO:	
SCHOOL NUMBER:			
ENROLMENT:			
MODE OF TRAVEL	NUMBER OF STUDENTS	CLAIM	
PUBLIC TRANSPORT (SERVICES NOTED IN GUIDELINES):		\$	
PRIVATE TRANSPORT:			
Private/Charter Bus		\$	
Private Car		\$	
Other, e.g. bicycle		\$	
TOTAL		\$	

Note: Count each mode of travel as a separate entity for multi-mode travellers. Therefore, a student can be recorded as both a public and private transport user.

I certify that the information supplied is true and correct:

PRINCIPAL'S SIGNATURE: _____ **DATE:** / / 2

Forward this claim to:

Manager, Student Transport
 Department of Education and Training
 GPO Box 4367
 Melbourne Vic 3001 Fax: 03 9637 2190

DEPARTMENT OF EDUCATION AND TRAINING
Conveyance Allowance School Claim – Terms 3 and 4
Primary, Secondary and Special Settings

SCHOOL YEAR: 2 _____

TERMS: 3 4

Note: Only language centres, language schools, secondary teaching units, social adjustment and social integration units to circle appropriate term.

SCHOOL NAME:			
ADDRESS:			
POSTCODE:	TELEPHONE NO:	FAX NO:	
SCHOOL NUMBER:			
ENROLMENT:			
MODE OF TRAVEL	NUMBER OF STUDENTS	CLAIM	
PUBLIC TRANSPORT (SERVICES NOTED IN GUIDELINES):		\$	
PRIVATE TRANSPORT:			
Private/Charter Bus		\$	
Private Car		\$	
Other, e.g. bicycle		\$	
ANY STUDENTS OMITTED FROM TERMS 1 and 2 CLAIM		\$	
TOTAL		\$	

Note: Count each mode of travel as a separate entity for multi-mode travellers. Therefore, a student can be recorded as both a public and private transport user.

I certify that the information supplied is true and correct:

PRINCIPAL'S SIGNATURE: _____ **DATE:** / / 2

Forward this claim to:

Manager, Student Transport
 Department of Education and Training
 GPO Box 4367
 Melbourne Vic 3001 Fax: 03 9637 2190

**Department of Education and Training
Guidelines for the administration of
conveyance allowances for student travel
2003**

Conveyance allowances are available to assist eligible students with the cost of travel to school. These allowances are available to eligible students attending government and non-government schools in all country and designated outer metropolitan areas and apply to travel by public transport, private bus and private car.

Further information is available from www.sofweb.vic.edu.au/scln/