



DTMR Code  
**SN**

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

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STIMS:

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

**1 Parent/guardian details** (Application must be in the name of the concession card holder\*)

\*In cases where the student has a card issued in their own name, the parent/guardian should apply as the applicant but the student must sign the cardholder certification at question 5.

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 no.  Registered Plan/Survey Plan no.

The above information is needed to assess eligibility for assistance. If you do not provide all information, it may delay approval for transport assistance. Your registered plan and lot number can be found on your rates notice. Alternatively you can phone your local council and ask for this information or log onto [www.information.qld.gov.au](http://www.information.qld.gov.au). More information about this website is on this form under *Applying for safety-net assistance*.

Postal address *Please tick if the same as above*

Home telephone number Work telephone number Mobile telephone number

**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  Name of previous school attended  Last date of enrolment

Change of school  Previous residential address  Last date at that address

Change of address  Previous assistance type (e.g. Health Care Card)  Date of change

Change of government assistance  Please provide details  Date of change

Other

**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

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Verification		Date	Initials
Map Info	On Road		
km	km	/ /	
km	km	/ /	
km	km	/ /	
km	km	/ /	

\*of the type attended.

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**4 Names of students applying for bus travel assistance**

Family name	Given name (as shown on card)	Other initials	Male/ Female (M/F)	Year (grade)	Date of birth	Name of the school they attend	Distance to this school
1.					/ /		km
2.					/ /		km
3.					/ /		km
4.					/ /		km

**5 Government assistance details**

Please provide details of the assistance type held by the applicant. Each student's individual reference number must be provided as well as the applicant's card number. If the student has a card in their own name and the parent/guardian has a card that also lists that student, please submit the application under the parent/guardian's concession card.

**You MUST supply a photocopy of current documentary evidence with your application (refer to section C).**

**If you don't it may delay approval of your assistance.**

**Assistance type\*** HCC - Health Care Card PCC - Pensioner Concession Card  
VA - Veterans' Affairs Pensioner Concession Card CPO - Care and Protection Order

Cardholder's name (as shown on card)	Assistance type* (please tick ✓)	CRN/Entitlement number (Not needed for Care and Protection Order)	Expiry date
	HCC <input type="checkbox"/> PCC <input type="checkbox"/> VA <input type="checkbox"/> CPO <input type="checkbox"/>		

Student's name (as shown on card)	Assistance type* (please tick ✓)	CRN/Entitlement number (Not needed for Care and Protection Order)	Expiry date
1.	HCC <input type="checkbox"/> PCC <input type="checkbox"/> VA <input type="checkbox"/> CPO <input type="checkbox"/>		
2.	HCC <input type="checkbox"/> PCC <input type="checkbox"/> VA <input type="checkbox"/> CPO <input type="checkbox"/>		
3.	HCC <input type="checkbox"/> PCC <input type="checkbox"/> VA <input type="checkbox"/> CPO <input type="checkbox"/>		
4.	HCC <input type="checkbox"/> PCC <input type="checkbox"/> VA <input type="checkbox"/> CPO <input type="checkbox"/>		

**Cardholder certification - Must be signed by the cardholder**

I authorise Centrelink to confirm with the Department of Transport and Main Roads the current status of my Commonwealth Benefit and other details as they pertain to my concessional entitlement. This involves electronically matching details I have provided to the Participant with Centrelink or Department of Veterans' Affairs (DVA) records to confirm whether or not I am currently receiving a Centrelink or DVA benefit.

I understand that this consent, once signed, is effective only for the period I am a customer of the Department of Transport and Main Roads. I also understand that this consent, which is ongoing, can be revoked any time by giving notice to the Department of Transport and Main Roads. I understand if I withdraw my consent, I will not be eligible for the assistance provided by the Department of Transport and Main Roads. A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices or on Centrelink's website at [www.centrelink.gov.au](http://www.centrelink.gov.au)

Signature of cardholder

Date

 / /

**6 On what days will the service be used?**

(Please tick (✓) the days travelled specifying am/pm - actual times are not needed)

Student's given name (as shown above)	First date of travel on this bus this year	Monday		Tuesday		Wednesday		Thursday		Friday		Total number of days (am)	Total number of days (pm)	Is more than one service used to get to school?
		am	pm	am	pm	am	pm	am	pm	am	pm			
1.														
2.														
3.														
4.														

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

(including rail travel assistance, bus travel assistance and conveyance allowance)

Note: Do not include students listed at question 4.

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

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**8 Certification by parent/guardian**

I certify that the above information provided is true and correct and I have read and agree to the conditions of travel as listed on the attachment of this application. I understand that I am required to complete a new application within seven (7) days should there be any change in the information contained in this application. It is further understood that the Department of Transport and Main Roads 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 \$6000 fine under Section 149 (3) of the *Transport Operations (Passenger Transport) Act*.

In order to assess an applicant's ongoing entitlement to assistance, the Department of Transport and Main Roads will verify the student's personal details with the school attended and schools will disclose to the Department of Transport and Main Roads updated information for that purpose.

By signing the certification below, I am authorising this exchange of information between the Department of Transport and Main Roads and schools.

Signature

Date

Ensure that the certification at question 5 has also been signed by the cardholder.

**Privacy statement:** The Department of Transport and Main Roads collects the information on this form as authorised under the *Transport Operations (Passenger Transport) Act* to assess eligibility for bus safety-net assistance. These details are accessible by authorised department staff and may also be provided to the bus operator, local conveyance committee and Education Queensland staff as required. Details on this form may also be given to Centrelink, the Department of Veterans' Affairs and Child Safety as required. Your and the student's personal details will not be disclosed by the department 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.

**Please give this completed application form to the operator providing the transport.**

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

Operator's name

Route number

**Fares-based service operators to complete** Note - Excess fares are to be paid directly to the operator.

Student name	Fare for journey travelled		TransLink Top Up Code		Notes
	Single	Weekly	Level	Application ID	
1.					
2.					
3.					
4.					

**Operator's certification**

I certify that the information provided in section B of this form is true and correct. I also certify that subject to the above student/s meeting the eligibility criteria for safety-net, they qualify for assistance on my services in accordance with the School Transport Assistance Scheme. I understand that persons who intentionally provide false information to obtain a benefit may be liable to a \$6000 fine under Section 149 (3) of the *Transport Operations (Passenger Transport) Act*.

Signed

Date

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Student's name	Data entry details	Initials	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

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## Section C - what supporting documentation do I need to supply?

**NOTE: A copy of supporting documentary evidence must accompany this application. If you do not supply current documentary evidence, processing of this application will be delayed. If the student has a card in their own name and the parent/guardian has a card that also lists that student, please submit the application under the parent/guardian's concession card.**

### Health Care Card

You are required to supply your CRN number and the CRN of each dependant you are wanting assistance for. This information is obtained from your Health Care Card (issued by Centrelink).

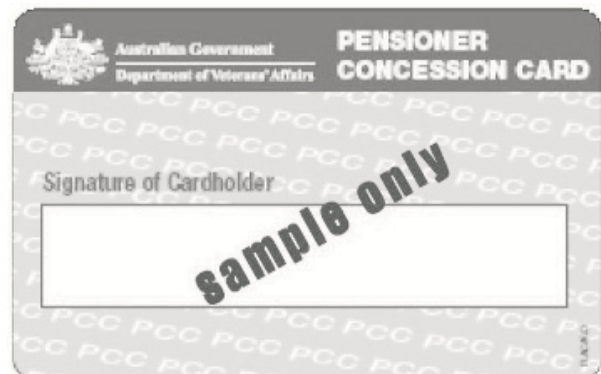


### Pensioner Concession Card

You are required to supply your CRN number and the CRN of each dependent you are wanting assistance for. This information is obtained from your Pensioner Concession Card (issued by Centrelink).

### Veterans' Affairs Pensioner Concession Card

You are required to supply your entitlement number and the entitlement number of each dependant you are wanting assistance for. This information is obtained from your Veterans' Affairs Card.



### Care and Protection Order

You are required to supply a copy of the 'Authority to Care For a Child' document issued by the Department of Communities (Child Safety Services). No additional supporting documentation will be required.



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

### **Applying for safety-net assistance**

Complete this form if you wish to apply for safety-net bus travel assistance.

Fill in all questions on the form and attach your documentary evidence. If you do not it may delay the processing of your form.

You can log onto [www.information.qld.gov.au](http://www.information.qld.gov.au) and click on 'start mapping here' to access your lot number and registered plan number. To do this click on 'property' under area of interest and then type in your address. Once you have located your residence, click on 'identify' and it will give you the lot and plan number. Alternatively, look at your rates notice or contact your local council to get your lot and plan number.

Return the completed form to your local bus operator. This must be done within seven (7) days of the student starting to travel on the bus.

Parents/guardians will be required to pay the full cost of travel until approval is granted by the Department of Transport and Main Roads. These fares are not refundable. The Department of Transport and Main Roads will advise successful applicants in writing.

Applications can only be accepted for the current school year.

If the student changes school or address during the year, or if the government assistance you receive changes, you will need to re-apply for assistance within seven (7) days of the change occurring. You must also tell the Department of Transport and Main Roads if the number of times the student catches the bus each week changes.

**Eligibility** This is only a brief summary. Contact your nearest office or go to [www.tmr.qld.gov.au/schooltransport](http://www.tmr.qld.gov.au/schooltransport) for full details.

To be eligible for safety-net assistance the student must be listed as a dependant on the applicant's:

- \* Health Care Card (issued by Centrelink)
- \* Pensioner Concession Card (issued by Centrelink) or
- \* Department of Veterans' Affairs Pensioner Concession Card.

Students who have a card issued in their own name, as well as students under a Care and Protection Order issued by the Department of Communities (Child Safety Services), may also qualify for safety-net assistance.

The following conditions also apply:

1. The student must not be in receipt of any other assistance from the School Transport Assistance Scheme.
2. Primary school students (years prep-7) must live 3.2 kilometres or less by the shortest trafficable route from the nearest state primary school or the nearest non-state school of the type attended.
3. Secondary school students (years 8-12) must live 4.8 kilometres or less by the shortest trafficable route from the nearest state secondary school or the nearest non-state school of the type attended.
4. Measuring: The distance from your residential property to the school is measured by the shortest trafficable route over roads open for public use. Distances are measured from the vehicle access point of your residential property alignment nearest to the school, to the closest entrance to the school. No measurements are made on private property. In calculating this distance the single journey is used. However, in cases where the distance to and from school varies because of different routes (e.g. one way roads), the average distance is taken.
5. Students must be enrolled at an approved school.
6. School transport assistance is available from only one address. This address must be the principal place of residence of the student's parent or guardian.
7. Students from overseas, interstate or on student exchange programs are not eligible to receive travel assistance.
8. Students attending TAFE colleges are not eligible to receive transport assistance.
9. Students are only eligible to receive assistance on the designated bus service for their area. Students living in an area serviced by a kilometre-based school bus service are not eligible for assistance on fares-based services.
10. Travel assistance is not available for travel to alternative addresses or for travel to more than one school facility.
11. In assessing eligibility of students, the minimum frequency of travel is 20%, that is, two trips per week.

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

### **Level of assistance**

The Department of Transport and Main Roads will pay a maximum amount for eligible students direct to bus operators. Parents/guardians are responsible for the payment of any excess fares that apply above this amount.

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## Bus passes

1. Where bus companies issue bus passes, the pass must be produced to the driver upon request.
2. Passes are not transferable.
3. Parents will be required to pay a replacement fee for lost passes.
4. Damaged passes will be replaced at a nominal fee provided the damaged pass is produced and identifiable.
5. When students cease using the bus service, passes must be returned to the bus company immediately.
6. Excess fares are to be paid directly to the transport operator.

## Code of Conduct for school bus travel

The Department of Transport and Main Roads has in place a Code of Conduct for School Students Travelling on Buses. The Code applies to all students attending primary and secondary school in Queensland who use buses either to travel to and from school or for other school-related activities such as excursions.

The Code sets out prescribed standards of behaviour and examples of how your child can meet these standards.

A brochure outlining the Code of Conduct and detailing students and parents' responsibilities is available from your local bus operator or nearest department office.

## Change of circumstances

A new application form needs to be completed within seven (7) days when a student changes school, address or government assistance.

Parents must notify the bus company and the Department of Transport and Main Roads within seven (7) days when a student no longer uses a particular service.

The Department of Transport and Main Roads 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 \$6000 fine under Section 149(3) of the *Transport Operations (Passenger Transport) Act 1994*.

## The Department of Transport and Main Roads offices

Please contact your nearest office for further information on the School Transport Assistance Scheme or log onto [www.tmr.qld.gov.au/schooltransport](http://www.tmr.qld.gov.au/schooltransport).

### Brisbane

(Brisbane north)  
Passenger Transport Unit  
PO Box 156  
Zillmere Qld 4034  
Phone 3863 9849

### Ipswich

(Including Brisbane south and west)  
Passenger Transport Unit  
PO Box 631  
Ipswich Qld 4305  
Phone 3813 8613

### Rockhampton

Passenger Transport Unit  
PO Box 5096  
Red Hill  
North Rockhampton Qld 4701  
Phone 4931 1539

### Toowoomba

Passenger Transport Unit  
PO Box 645  
Toowoomba Qld 4350  
Phone 4639 0854

### Cairns

Passenger Transport Unit  
PO Box 6542  
Cairns Qld 4870  
Phone 4040 6386

### Mackay

Passenger Transport Unit  
PO Box 62  
Mackay Qld 4740  
Phone 4951 8313

### Roma

Passenger Transport Unit  
PO Box 126  
Roma Qld 4455  
Phone 4622 9509

### Townsville

Passenger Transport Unit  
PO Box 7466  
Garbutt BC Qld 4814  
Phone 4758 7544

### Gold Coast

(Including Brisbane south-east)  
Passenger Transport Unit  
PO Box 10420  
Southport BC Qld 4215  
Phone 5630 8857

### Maryborough

Passenger Transport Unit  
PO Box 371  
Maryborough Qld 4650  
Phone 4121 8315

### Sunshine Coast

Passenger Transport Unit  
PO Box 111  
Mooloolaba Qld 4557  
Phone 5477 8400

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