

## Terms and Conditions of Travel

### Travel by School Bus

- All students must obey the 'Code of Conduct' for travel on school buses.
- Where specific arrangements have not been made with the contractor/driver, parents/carers must accompany students to and from the bus stop.
- Parents/carers must notify the contractor/driver of any changes to a student's travel schedule.
- Students must use the bus service regularly, i.e. a minimum six trips per week.  
*Note: If the student does not use the service regularly, their entitlement will be handled as if they were a Complimentary Passenger.*
- Parents/carers must notify the Public Transport Authority (PTA) when a student's custodial circumstances change.

### *Transport Assistance may be suspended or withdrawn if:*

- the student or parent/carer does not comply with the conditions of travel including the 'Behaviour Management Guidelines';
- circumstances exist which make it unsafe or impractical for the student to travel on the school bus;
- the parent/carer regularly fails to accompany the student to and from the approved bus stop;
- the student requires any medical treatment during transportation;
- the parent/carer fails to advise the driver or Bus Aide when the student is not travelling; or
- the student fails to travel on a regular basis, i.e. a minimum of six trips per week (except kindergarten students).

### *Kindergarten Students*

- Students must be capable of travelling without assistance, including being able to get on and off the bus and get from the bus stop to their classroom or change buses, if required.
- Students must be toilet trained.
- Parents/carers must accompany students to the bus stop.

### *Route Modification and Spurs*

- Bus routes are not normally modified if it would mean the travelling time for any passenger would be greater than 90 minutes.
- Students may be entitled to a spur from the main route, if the distance from their home gate to the main route is more than 2.5 km.  
*Note: Spurs are deviations from the main bus route, where the bus travels up and returns along the same portion of the road.*
- A spur may extend to a maximum of 5 km (one way) for one student or 7.5 km (one way) for two or more students.
- Spurs are not permitted to be added to existing spurs.

### *Complimentary Passengers*

Students who are not eligible for Transport Assistance may be allowed to travel as Complimentary Passengers subject to the following conditions:

- students may travel as Complimentary Passengers with the approval of the PTA;
- there must be a seat available on the school bus the student wishes to travel on, i.e. no Eligible student who is entitled to travel on the bus will be denied travel because of the presence of Complimentary Passengers; and
- the bus stop for the student must be on the approved route. The provision of transport to Complimentary Passengers should not result in any additional cost to the PTA.

### *Medical Condition, Physical Mobility or Impairment*

If a student has a: medical condition, physical mobility issue or impairment, you must complete an **Integrated Care Plan Request form**.

### *Conveyance Allowance*

- The parent/carer must provide complete and accurate information on their Transport Application form and Conveyance Allowance claim forms.  
*Note: Conveyance Allowance claims are auditable. Fraudulent claims will be treated seriously and the PTA will recoup any overpaid monies.*
- Distances provided by parents/carers must be accurate to within 100 metres and must be measured along the shortest practical route.
- If an appropriate bus service is available, a Conveyance Allowance may be paid for travel to the nearest bus stop (Note: must reside more than 2.5 km from the bus route).
- Parents/carers must submit a new Application for Transport Assistance if the student's circumstances change, e.g. if they change: address or school.

### *Parent / Carer*

I agree to the Terms and Conditions of Travel.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Application for Transport Assistance

## 1. Eligibility Criteria

### (A) Students Attending Mainstream Schools

To receive Transport Assistance for travel to mainstream schools, you must answer 'yes' to all of the criteria below:

- |       |   |                              |                             |
|-------|---|------------------------------|-----------------------------|
| (i)   | Is the student enrolled at their Nearest Appropriate School?                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (ii)  | Does the student reside outside a designated Public Transport Area?         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (iii) | Is the student enrolled in a pre-compulsory or compulsory education period? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (iv)  | Will the student regularly use their approved school bus?                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (v)   | Does the student reside more than 4.5 km from their school?                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

### (B) Students Attending Education Support Facility

**Note: If the student attends an Education Support Facility, please complete an Integrated Care Plan Request form.**

To receive Transport Assistance for travel to an Education Support Facility, you must answer 'yes' to all of the criteria below:

- |       |  |                              |                             |
|-------|--|------------------------------|-----------------------------|
| (i)   | Is the student enrolled at a Government or non Government Education Support Facility?                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (ii)  | Is the student unable or not competent to make their own way to their Education Support Facility safely? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (iii) | Will the student be regularly attending the facility and using their approved transport service?         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

## 2. Complimentary Passenger

If you have answered 'No' to any of the above criteria or PTA determines the student is not eligible for Transport Assistance, do you wish to apply for the student to travel on a school bus as a Complimentary Passenger, subject to a seat being available?

Yes  No

*Note: If you have answered 'yes' you should be aware that complimentary travel is not an entitlement but may be offered where circumstances permit.*

## 3. Family Details

If you have an existing Family Identification Number; please provide: \_\_\_\_\_

*Note: You can proceed with this application if you don't know the number.*

## 4. Parent / Carer Details

First Name \_\_\_\_\_ (Mr / Mrs / Ms) Surname \_\_\_\_\_

Sex (M / F) M  F  Date of Birth / /

Phone Number (Home) \_\_\_\_\_ Phone Number (Work) \_\_\_\_\_

Phone Number (Mobile) \_\_\_\_\_ Email \_\_\_\_\_

Residential Address \_\_\_\_\_

Postcode \_\_\_\_\_

Postal Address (if not the same as your Residential Address) \_\_\_\_\_

Postcode \_\_\_\_\_

Nearest Intersection (*this information is required to assist with locating your property*) \_\_\_\_\_

# Application for Transport Assistance

## 5. Student's Details

Please note: If you are including more than one student in your application, please complete the Transport Assistance Appendix - Additional Student form for each additional student that requires Transport Assistance.

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Sex (M / F) M  F

Date of Birth / /

**Year of Study (please circle relevant year)**

Kindergarten	Pre Primary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
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Name of School \_\_\_\_\_

Name of bus service (if known) \_\_\_\_\_

When would you like the student to start using the bus service? Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

*Note: Manually lodged application forms will take longer to process than applications lodged online through the School Bus Services website.*

**Applicant's relationship to the student** Parent  Carer  Other \_\_\_\_\_

### Student's address

Is the student's address different from the Parent/Carer's address? Yes  No

If 'Yes' please provide Residential Address \_\_\_\_\_

### Bus Usage

To be eligible for Transport Assistance the student must travel to school a minimum of six trips per week, (except kindergarten students). Please tick the boxes below to indicate the days the student will be travelling on the bus.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (only required if travelling less than six trips per week) \_\_\_\_\_

### Transport Preference (Applicable for Education Support Students only)

Please indicate your preference (tick only one box)

- I prefer the student to travel on a school bus
- I prefer to be paid a Conveyance Allowance

Please provide a reason for your preference \_\_\_\_\_

### Pick-up/Drop-off Location (Applicable for Education Support Students only)

Is the pick-up and drop-off location the same as the residential address? Yes  No

If No, please provide details \_\_\_\_\_

# Application for Transport Assistance

## Morning Bus Stop (Applicable for Mainstream Students only)

I would like to use an existing bus stop

Yes  No

If 'No' provide details of alternative bus stop, e.g. road name, location number and description of the location including nearest intersection \_\_\_\_\_

## Afternoon Bus Stop (Applicable for Mainstream Students only)

I would like to use an existing bus stop

Yes  No

If Yes, please specify existing location \_\_\_\_\_

If No, please provide details of alternative bus stop, e.g. road name, location number and description of the location including nearest intersection \_\_\_\_\_

## Custodial Matters / Shared Care

Are there any custodial or shared care matters relating to the student?

Yes  No

If 'yes' please provide comments on what effect this could have on their travel arrangements. (Documentation maybe required to verify information) \_\_\_\_\_

## Medical Conditions, Physical Mobility or Impairment

Yes  No

Does the student have: a medical condition, physical mobility issue or any impairment?

If 'yes' please complete an **Integrated Care Plan Request form**.

## 6. Conveyance Allowance

What is the shortest practical distance from the student's home to the student's school (one way)? \_\_\_\_\_ km

### Applicable for Mainstream Students only

What is the shortest practical distance from the student's home to the bus stop (one way)? \_\_\_\_\_ km

Comments (optional) \_\_\_\_\_

## 7. Alternative Contacts

Please provide the name and contact details of at least two individuals who the PTA or the bus contractor/driver can contact in the unlikely event of an emergency.

### Contact 1

First Name \_\_\_\_\_ (Mr / Mrs / Ms) Surname \_\_\_\_\_

Phone/Mobile Number \_\_\_\_\_

Residential Address \_\_\_\_\_

Relationship to Student \_\_\_\_\_

# Application for Transport Assistance

## Contact 2

First Name \_\_\_\_\_ (Mr / Mrs / Ms) Surname \_\_\_\_\_

Phone/ Mobile Number \_\_\_\_\_

Residential Address \_\_\_\_\_

Relationship to Student \_\_\_\_\_

## Contact 3 (Optional)

First Name \_\_\_\_\_ (Mr / Mrs / Ms) Surname \_\_\_\_\_

Phone/ Mobile Number \_\_\_\_\_

Residential Address \_\_\_\_\_

Relationship to Student \_\_\_\_\_

## Third Party Declaration

Are you completing this form on behalf of the parent/carer? Yes  No

If 'yes', it is your responsibility to ensure the parent/carer of that family is fully aware of the Terms and Conditions of Travel on a school bus.

Have you ensured that the parent/carer is aware of the Terms and Conditions of Travel? Yes  No

Your School / Organisation's Name \_\_\_\_\_

First Name \_\_\_\_\_ (Mr / Mrs / Ms) Surname \_\_\_\_\_

Your Contact Phone Number \_\_\_\_\_

Your Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent / Carer Declaration

I declare that I have provided all the required information.

*Note: If all required information is not correctly provided, delays in processing this application may occur.*

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Once completed and signed, send to:

School Bus Services  
P.O. Box 8125  
Perth Business Centre  
Western Australia, 6849

Or fax to: 9326 2781

Or Email to: [Schoolbus@pta.wa.gov.au](mailto:Schoolbus@pta.wa.gov.au)



Public Transport  
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