



DTMR Code

**BT**

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

TMR use only  
STIMS:

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

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

\* Where the student has a card in their own name, the parent/guardian should apply as the applicant but the person whose signature appears on the card must sign the cardholder certification at question 5.

**Only the parent/guardian shown here will be able to alter or amend details for students listed in this application.**

Title	Family name	Given name/s
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

<input type="text"/>	Postcode
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Postal address Please tick if the same as above

Home telephone number	Work telephone number	Mobile telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address

**IMPORTANT: For fast processing, these details should be the same as those held by the student's school.**

**2 Reason for making this application**

New application

Change of school <input type="checkbox"/>	Name of previous school attended	Last date of enrolment
	<input type="text"/>	<input type="text"/>

Change of address <input type="checkbox"/>	Previous residential address	Last date at that address
	<input type="text"/>	<input type="text"/>

Change of government assistance <input type="checkbox"/>	Previous assistance type (for example, Health Care Card)	Date of change
	<input type="text"/>	<input type="text"/>

Other <input type="checkbox"/>	Please provide details	Date of change
	<input type="text"/>	<input type="text"/>

**It is important to advise the school of any change of address. If you don't it may affect your assistance.**

**3 Distance to nearest school by the shortest trafficable route**

Please tick (✓) what type of school/s the student/s attend and complete the appropriate section/s below

State primary  Please complete section A below

Non-state primary  Please complete 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)	TMR use only		
				Verification	Date	Initials
A	Nearest state primary		km	km	/ /	
B	Nearest non-state primary*		km	km	/ /	
C	Nearest state secondary		km	km	/ /	
D	Nearest non-state secondary*		km	km	/ /	

\*of the type attended.

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

**IMPORTANT: Student details must match records held by the school attended.**

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

\*refer to point 4 under Eligibility section on tear off page for details on measuring

#### 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 B).**

**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 - Child Protection Order

Cardholder's name (as shown on card)	Assistance type* (please tick ✓)	CRN/Entitlement number (Not needed for Child 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 Child 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.

I also understand that this consent, which is ongoing, can be revoked any time by giving notice to the department.

I understand if I withdraw my consent, I will not be eligible for the assistance provided by the department. A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices or on the website humanservices.gov.au.

Signature of cardholder

Date

	/ /
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#### 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 school?
		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.			/ /		
3.			/ /		
4.			/ /		

## 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 days should there be any change in the information contained in this application. It is further understood that the department 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 \$6600 fine under Section 149 (3) of the *Transport Operations (Passenger Transport) Act 1994*.

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

By signing the certification below, I am authorising this exchange of information between the department and schools.

Signature

Date

 /  / 

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

**Privacy statement:** The department 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 Department of Education, Training and Employment 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 send completed form to your nearest departmental office.**

TMR use only							
Student's name	Data entry details	Initials	Approval		Notes	TransLink Top Up Code	
			Yes	No		Level	Application ID
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 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

 /  /

## Section B - 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.**

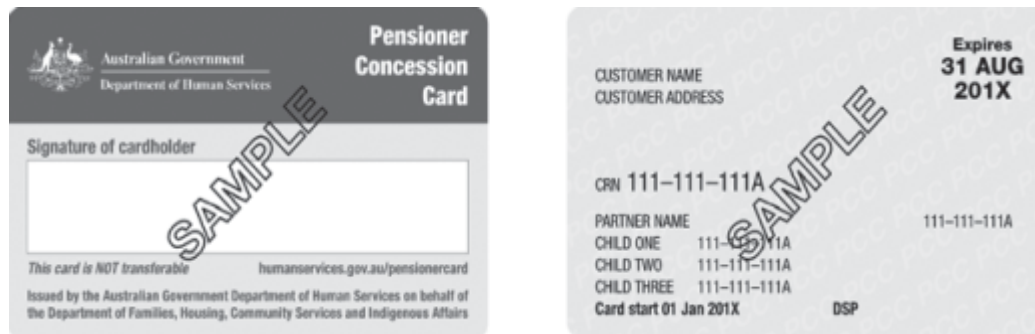
### Health Care Card

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 the Department of Human Services).



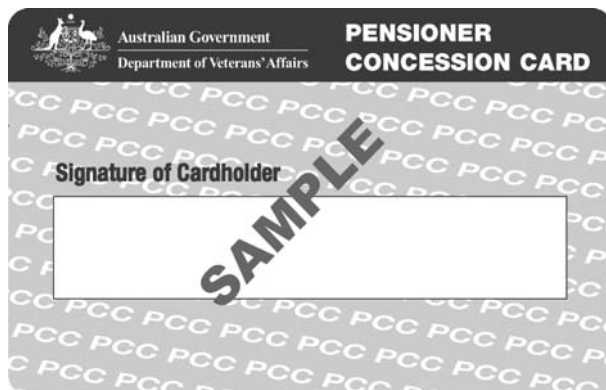
### Pensioner Concession Card

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 Pensioner Concession Card (issued by the Department of Human Services).



### 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.



### Child 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 and Disability Services. No additional supporting documentation will be required.



**The instructions must be read before completing this form.**

**Please keep these pages for your records.**

### Applying for safety-net assistance

Complete this form if you wish to apply for safety-net assistance on Brisbane City Council (TransLink) buses.

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

Post the completed form to the Department of Transport and Main Roads office nearest you. Addresses are shown overleaf.

Parents/guardians will be required to pay the full cost of travel until approval is granted by the department. These fares are not refundable.

Applications can only be accepted for the current school year.

You will be advised of the outcome of your application in writing. TransLink will also be advised of the start date of assistance.

Students will have to call in person to a **Brisbane City Council Regional Business Centre** for the issue of a photographic bus pass. Proof of identity (that is, current student ID card or birth certificate or current passport) and the approval letter from the department must be presented before the pass will be issued.

If the student changes school or address during the year, or if the government assistance you receive changes, you will need to reapply for assistance within seven days of the change occurring. You must also tell the department 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.translink.com.au/schooltransport](http://www.translink.com.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 the Department of Human Services)
- \* Pensioner Concession Card (issued by the Department of Human Services)
- \* Department of Veterans' Affairs Pensioner Concession Card.

Students who have a card issued in their own name, as well as students under a Child Protection Order issued by the Department of Communities, Child Safety and Disability 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-6) 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 7-12) 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 (that is, 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. For students under shared guardianship, parents must decide from which address they will apply for assistance.
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. Travel assistance is not available for travel to alternative addresses or for travel to more than one school facility.
10. In assessing eligibility of students, the minimum frequency of travel is 20%, that is, two trips per week.

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

**Note:** The above is a brief summary of eligibility and should only be used as a guide. Please contact your nearest departmental office for full details, or log onto [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport).

### Levels of assistance

Students travelling on Brisbane City Council buses may be eligible to receive a bus pass for travel based on the distance criteria, that is, 3.2km for primary students and 4.8km for secondary students.

The department will pay a maximum amount for eligible students travelling on Brisbane City Council bus services. Parents/guardians are responsible for the payment of any excess fares that apply above this amount.

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

## Bus passes

1. Passes must be produced to the driver when boarding a bus.
2. Any excess fare above the level of assistance is to be paid directly to the bus operator.
3. Passes are issued for travel to and from school Monday to Friday on school days only.
4. Passes are not valid for travel at other times or for school excursions, outings, vacations, etc.
5. Passes are not valid on special or tour bus services.
6. Passes will not be accepted in a mutilated condition.
7. If the pass is damaged, lost or stolen, a Statutory Declaration must be completed by the parent/guardian stating the circumstances and signed by a Justice of the Peace. A replacement fee will be charged, and once again identification is required. Damaged passes must also be returned at the time of replacement.

## Code of Conduct for school bus travel

The department 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.

Brochures outlining the code of conduct and detailing students and parents' responsibilities are available from your local bus operator or nearest departmental office as listed below.

## Brisbane City Council Regional Business Centres

Passes are issued at Brisbane City Council Regional Business Centres only after a student has received approval in writing from the department. The Regional Business Centres are pass issuing centres only, and cannot provide information to applicants on the bus safety-net scheme. Please refer to the departmental offices listed at the bottom of this page for any general enquiries.

Region	Location
North	960 Gympie Road, Chermside
South	681 Fairfield Road, Yeerongpilly, opposite the Yeerongpilly Railway Centre
East	Carindale Shopping Centre, 1151 Creek Road, Carindale
West	70 Station Road, Indooroopilly
Business lounge	Library and Customer Centre, 266 George Street, Brisbane

## Change of circumstances

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

The department 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 \$6600 fine under Section 149(3) of the *Transport Operations (Passenger Transport) Act 1994*.

## Departmental offices

Further information on the School Transport Assistance Scheme can be obtained from the following offices or online at [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport).

### TransLink SEQ South      TransLink SEQ North

#### Southport

PO Box 10420  
Southport BC Qld 4215  
Phone: 5585 1857

#### Carseldine

PO Box 156  
Zillmere Qld 4034  
Phone: 3863 9849

#### Ipswich

PO Box 631  
Ipswich Qld 4305  
Phone: 3813 8613

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