



DTMR Code  
**BTA**

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

<b>Operator to complete</b> Route Number:
<b>TMR use only</b> STIMS:

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

The following information will be used to determine eligibility in accordance with the policy of STAS.

**1 Parent/guardian details**

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

Your principal place of residence\* (include property name and rural number if applicable)

.....

.....

Postcode

\* refer to point 13 under Eligibility on tear off page

Please also provide your registered plan and lot number. This information is needed to assess eligibility.

Lot number	Registered plan/Survey plan number
<input type="text"/>	<input type="text"/>

**Note:** 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.qspatial.information.qld.gov.au/IQAtlas](http://www.qspatial.information.qld.gov.au/IQAtlas). For more information on this website please refer to the tear off page of this application under Applying for bus travel assistance.

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" value="/ /"/>

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

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

**It is important to notify the school of any address change and the bus company of any change to travel patterns. If you don't it may affect your assistance.**

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

This information is used to assess eligibility. Assistance will be provided on the designated service for the area. In some circumstances, this service may not operate to the nearest school.

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

TMR use only			
Verification		Date	Initials
Map Info	On Road		
km	km	/ /	
km	km	/ /	
km	km	/ /	
km	km	/ /	

\* of type attended

### 4 Names of student/s 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
1.					/ /
2.					/ /
3.					/ /
4.					/ /

### 5 School details of student/s applying for assistance

Student's given name (as shown above)	Exchange/overseas student <sup>^</sup> (Y/N)	Name of school they attend	Distance to this school*
1.			km
2.			km
3.			km
4.			km

\*refer to point 4 under Eligibility on tear off page for details on measuring. <sup>^</sup>refer to point 11 under Eligibility on tear off page

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

Please specify a start date for travel and 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

Do not include students listed at question 4

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

## 8 Certification by parent/guardian

I certify that the 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 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 \$7068 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 student's personal details with the school attended and schools will disclose to the department updated information for that purpose.

Signature

Date

 /  / 

**Privacy statement:** The department collects the information on this form as authorised under the *Transport Operations (Passenger Transport) Act*. When submitted to the bus operator, these details will be used to provide a preliminary assessment of your eligibility for school transport assistance before being forwarded to the department. These details are accessible by authorised departmental staff and may also be provided to the local conveyance committee and the Department of Education and Training staff 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 the *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 submit completed form with the operator providing the transport within seven days**

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

Operator's name

Route number/s

### Kilometre operators to note

An increase in payment category will only be considered after an *Increase in Payment Category Application* (form F3731) has been completed. These forms are available from your nearest departmental office.

### Fares-based operators to complete\* Note - excess fares are to be paid directly to the operator

Student's given name (from previous page)	Date government funded travel began on this service/section	Section number	Description	Fare to the nearest school		TransLink Top Up Code	
				Single	Weekly	Level	Application ID
1.							
2.							
3.							
4.							

\*Notes section provided on back of form for any additional information or attach documentation if required

### Operator's certification

I certify I have assessed this/these student/s as eligible under the STAS and have issued interim approval based on the information provided.

I agree to advise the department of any local circumstances which may affect the eligibility of the/these student/s. I understand that this approval is subject to final approval of the department. It is further understood that if I wrongfully certify a student/s as being eligible, I will have no entitlement whatsoever to payment for transporting the student/s.

I understand that persons who intentionally provide false information to obtain a benefit may be liable to a \$7068 fine under Section 149 (3) of the *Transport Operations (Passenger Transport) Act*.

Signature

Date

 /  / 

### TMR use only

Student's name	Approval		Data entry details	Travel %	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

 /  /

# Notes

A large rectangular area with a solid border, containing 25 horizontal dashed lines for writing notes.



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

## Conditions of travel

The School Transport Assistance Scheme (STAS) provides assistance to enable eligible school students to attend education facilities. Travel on school transport services is subject to requirements of the *Transport Operations (Passenger Transport) Act 1994*. Parents are asked to note the following conditions and ensure their children are also made aware of these conditions. Further information on the STAS and additional application forms are available at [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport).

## Applying for bus travel assistance

Complete this form if you wish to apply for distance-based travel assistance. Fill in all questions on the form. If you do not it may delay the processing of your form.

You can log onto [www.qspatial.information.qld.gov.au/IQAtlas](http://www.qspatial.information.qld.gov.au/IQAtlas) and click on the image Queensland Atlas to access your lot and registered plan number. Once in the atlas, under the search tab on the left hand side of the screen at point 2 enter your address and click Find. The lot and plan number will display at point 3. 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 days of the student starting to travel on the bus.

Applications can only be accepted for the current school year.

If the student catches more than one bus to get to school, an application form must be completed for each bus service.

If the student changes school or address during the year you will need to reapply for assistance. You must also inform the department if the number of times the student catches the bus each week changes.

The bus operator will issue interim approval only. Final approval for assistance can only be granted by the department.

The department will advise successful applicants in writing. If your application is unsuccessful, you will be advised by your local bus operator.

## 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.**

Eligibility for STAS is dependent on the applicant meeting all relevant criteria of the scheme. The distance criteria must be met and the student must travel on the designated service for the area in which they reside in order to qualify for government funded travel. This assistance cannot be transferred to another operator. Other general conditions must also be met before assistance can be approved. Full details can be found at [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport).

The following conditions apply under the STAS:

1. Students must be enrolled at an approved school.
2. State primary school students (years prep-6) must live more than 3.2km by the shortest trafficable route from the nearest state primary school. Non-state primary students (years prep-6) must live more than 3.2km from both the nearest state school and non-state school of the type attended.
3. State secondary school students (years 7-12) must live more than 4.8km by the shortest trafficable route from the nearest state secondary school. Non-state secondary students (years 7-12) must live more than 4.8km from both the nearest state school and 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, for example one way roads, the average distance is taken.
5. Students are only eligible to receive assistance on the designated bus service for their area. This service is determined by the department. In some circumstances, the designated service will transport students to other than the nearest school, due to historical or practical reasons.
6. Financial assistance may be available under the provisions of the safety-net scheme for financially disadvantaged students residing close to their nearest school.
7. Financial assistance may also be available for those parents who choose to transport their children by private motor vehicle. Conveyance allowance may also be available to parents who drive their child/children to the bus service.
8. In assessing eligibility of students, the minimum frequency of travel is 20% that is, two trips per week.
9. In some circumstances, eligible students who do not attend their nearest state school may receive travel assistance based on the distance to the nearest state school. Parents are then responsible for payment of any excess fares to the school attended.
10. Students living in an area serviced by a kilometre-based school bus service are not eligible for assistance on fares-based services.
11. Students from overseas, interstate or on student exchange programs are not eligible to receive travel assistance.
12. Students attending TAFE colleges are not eligible to receive transport assistance.
13. Travel assistance is only available from one address and to one school facility. 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.

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

## Bus passes

If bus passes are issued to students, these passes must be produced to the driver upon request.

Passes are not transferable. Bus passes must be returned to the bus company immediately upon the students ceasing to use the bus.

A replacement fee will be charged for all lost passes. Damaged passes will be replaced at a nominal fee provided the damaged pass is produced and identifiable.

Any excess fares for a student's travel are to be paid directly to the bus operator.

## 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.

## Change of circumstances

It is a parental/guardian responsibility to advise the department within seven days when there is a change to a student's personal circumstances that would affect their eligibility for school transport assistance.

Parents must:

1. Complete and submit a new application form when a student changes school or address.
2. Complete and submit a new application form when a student goes from primary level (years prep-6) to secondary level (years 7-12), even if the student is remaining at the same school.
3. Notify the department if the number of times the student uses the bus service changes during the year.
4. Advise the bus company and the department when a student no longer travels on a particular service.

Circumstances may also change during a student's schooling which make a student ineligible to continue to receive assistance. These can include, but are not limited to, a new school built in a local area, or a new road network.

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 \$7068 fine under Section 149 (3) of the *Transport Operations (Passenger Transport) Act*.

## Departmental offices

Please contact your nearest office for further information on the STAS or go to [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport).

### TransLink SEQ South

#### Southport

PO Box 10420  
Southport BC Qld 4215  
Ph: 5585 1857  
Fax: 5585 1858

#### Ipswich

PO Box 631  
Ipswich Qld 4305  
Ph: 3813 8613  
Fax: 3813 8605

### TransLink SEQ North

#### Carseldine

GPO Box 1412  
Brisbane Qld 4001  
Ph: 3863 9849  
Fax: 3863 9812

#### Mooloolaba

PO Box 111  
Mooloolaba Qld 4557  
Ph: 5452 1800  
Fax: 5452 1818

### TransLink Southern

#### Toowoomba (Darling Downs)

PO Box 629  
Toowoomba Qld 4350  
Ph: 4639 0727  
Fax: 4639 0719

#### Roma (South West)

PO Box 126  
Roma Qld 4455  
Ph: 4622 9509  
Fax: 4622 9533

#### Maryborough (Wide Bay Burnett)

PO Box 371  
Maryborough Qld 4650  
Ph: 4122 6115  
Fax: 4122 6150

### TransLink Central

#### Mackay

PO Box 62  
Mackay Qld 4740  
Ph: 4951 8673  
Fax: 4951 8678

#### Rockhampton

PO Box 5096  
Red Hill  
Rockhampton Qld 4701  
Ph: 4931 1539  
Fax: 4922 8253

### TransLink Northern

#### Cairns

PO Box 6542  
Cairns Qld 4870  
Ph: 4045 7085  
Fax: 40457080

#### Townsville

PO Box 7466  
Garbutt BC 4814  
Ph: 4758 7544  
Fax: 4758 7511

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