

Students with Disabilities Transport Program: Application for Transport Assistance

PLEASE ENSURE ALL PAGES ARE READ, COMPLETED AND SIGNED

School enrolled	Application date
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STUDENT DETAILS

Student name		Date of birth		Age at time of travel	
Residential address				Postcode	
Name of parent/guardian				Phone	
Name of parent/guardian				Phone	
Emergency contacts	Name	Relationship		Phone	
	Name	Relationship		Phone	

Any medical conditions or requirements that should be notified of? If yes, please provide details.

TRAVEL DETAILS

Proposed travel start date											
Which days do you intend to use this service? (please use X to highlight)											
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>	ALL	<input type="checkbox"/>
Does the student reside within the designated transport area (DTA)?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, the student is not eligible for transport assistance			
Is the student on the PSD Program?			Yes	<input type="checkbox"/>	Funding level		No	<input type="checkbox"/>	If no, the student is not eligible for transport assistance		
Does the student require assisted mobility?			No	<input type="checkbox"/>	Walker	<input type="checkbox"/>	Wheelchair	<input type="checkbox"/>	Other		
How will the student travel to school?			DET Funded Service (includes bus or taxi)			<input type="checkbox"/>	Conveyance Allowance Prog (includes independent travel)			See note below	

Note: If a student is requesting transport assistance for a conveyance allowance, please complete forms at:
<http://www.education.vic.gov.au/school/teachers/management/finance/Pages/conveyance.aspx>

SCHOOL USE ONLY

Have you completed an individual student travel plan?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NB: Ensure the travel plan is kept with the student's application form and filed					
Can the student be accommodated on an existing route?			Yes (please specify)					No	<input type="checkbox"/>		
Distance by the shortest practicable route			From home to school (Km)					From home to pick up/drop off point			
Bus route					Bus operator						
Pick-up point	AM time				Drop off point	PM time					
Contract #											
Has this student been granted access to the SDTP on the basis of an exemption?		No	<input type="checkbox"/>	Yes (please specify)	<input type="checkbox"/>						

Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

Students must agree to the following:

- Obey instructions from the driver, supervisor, school staff or principal
- Be punctual at the pick-up or drop-off point (morning and afternoon)
- Wait at the stop in an orderly fashion and do not approach the vehicle until it has stopped
- Enter and leave the vehicle in an orderly manner
- Not move around the vehicle in transit but remain seated at all times
- Ensure they and any object in their possession remains in the vehicle and does not protrude out of windows or doors
- Not behave aggressively or endanger other students, driver, supervisor, school staff or principal
- Not engage in boisterous conduct, including the use of offensive language or any action that may cause distress to other students or distract the driver/supervisor
- Converse quietly and not call out to passing traffic or fellow students
- Store bags in accordance with advice from the supervisor
- Only use their allocated vehicle; this will not be changed to meet sporting or social arrangements
- Treat others with courtesy and consideration
- Not throw any object within or from a vehicle
- Not consume food or drink on/in a SDTP transport service
- Follow and abide by the school's code of conduct while travelling on a bus

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus
- The student's name and full details of the breach will be recorded
- The student will be transported to school or to their normal drop off
- The breach will be reported to the principal
- The principal will take disciplinary measures in accordance with the SDTP policy
- In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus

Following the report of a relevant incident, the principal may take the disciplinary action below:

- First offence – verbal warning to student.
- Second offence – written warning to parent/guardian.
- Third offence – one week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

A serious offence that endangers other students, transport service staff or property will result in immediate suspension.

Responsibilities of parents/guardians

- Parents/guardians are responsible for transporting their children to and from authorised stops and their safety at the stop while waiting for a service
- Parents/guardians waiting for students at stops should wait on the same side of the road as the transport service to prevent students from crossing the road unassisted
- Transport assistance is a privilege and not a right and consequences will follow a breach of these conditions
- It is understood that transport assistance is provided and accepted on these conditions
- Parent behaviour should mirror students conditions of travel

All those involved in providing school transport should understand the specialised educational needs of the student being transported. The following points will help parents/guardians/carers to understand their roles and responsibilities to ensure that the daily journey to and from school is as smooth and efficient as possible.

The following has been explained to me/us and I/we understand

Action	YES	NO	N/A
I/we have explained to the school and prepared a written note as appropriate any specific difficulties my/our child may have during the journey between home and school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I/we have provided any necessary approved restraint system or booster seat and advise both the school and the service provider on how it is used and secured safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I/we will ensure that if my/our child is travelling in a wheelchair they are seated correctly with the necessary harnesses fitted and secured.	<input type="checkbox"/>	/	<input type="checkbox"/>
I/we have been provided with school contact details and emergency management information in case need arises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I/we understand that I/we may use the individual education plan or behaviour management process to discuss any issues related to transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that:

1. All the above details are true and correct.
2. I/we will have my/our child ready in the morning at the agreed pick-up time and location.
3. I/we will ensure that an approved/ authorised adult/carer collects my/our child in the afternoon at the agreed drop-off location and time.
4. I/we am/are aware that if I/we fail to meet the transport service, the driver will continue on the bus's route and will contact the school. If this occurs I/we will be required to pick our child up at a point later in the route (at an authorised stop) or the school may make alternative arrangements to ensure our child is safe (return child to school, DHHS or Police Station).
5. I will notify the principal in writing within 7 days of any change of address or school. I understand I must reapply for transport and that it may take up to 15 business days for access to transport to be approved.
6. I agree to pay the costs of repairs or damage to the bus, or its replacement if totally destroyed, caused by the vandalism or deliberate act of my child (ren).
7. I consent to this information being released to service providers to assist with planning for transport services.
8. I acknowledge that my residential address may be disclosed to other families as a central transport pick-up point to facilitate the safe and effective transport of all students accessing the service.
9. I am aware that CCTV may be in operation on bus services

I/we accept the authority of the principal with regard to student discipline on the school transport service.

I/we agree to abide by the above Conditions of Travel.

I/we understand that if I/we or my child(ren) do not comply with the Conditions of Travel, it may result in my child(ren) not being permitted to travel on a school service.

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____

Discussed with parent/guardian and application accepted by principal or school delegate transport coordinator:

Name (please print) _____

Signature _____