

CONVEYANCE ALLOWANCE CLAIM FORM

Effective September 2013

Information required to complete a Conveyance Allowance Claim Form

- Parents/carers must provide complete and accurate information on their **Conveyance Allowance Claim** Forms
- Distance provided by parent/carers must be accurate to within 100 metres (ie 0.1 km) and must be measured along the shortest practical road route.
- Parents/carers must submit a new application form for Transport Assistance if the student's circumstances change (eg if they change their residence, school, frequency of attendance at school, distance travelled or medical conditions).
- A parent/carer must submit a **Change of Details form** if the changes relate to their Bank Details, Contact Details or Alternative Contact Details.

Only Applicable to Mainstream Students

- To be entitled to a Conveyance Allowance, the student must reside more than 4.5km from their nearest appropriate school and more than 2.5km from the nearest appropriate bus route, as measured from the home gate of the student's residence
- If an appropriate bus service is available, a Conveyance Allowance will only be paid for travel to the nearest bus pick/drop-off location.
- The student is travelling to a bus service and the bus route is modified so that it comes within 2.5km of the student's residence

Payment of the Conveyance Allowance

- Parent/carer must complete a **Conveyance Allowance Claim** form and submit it at the end of each school term.
- The commencement date from which the Conveyance Allowance will be paid is subject to approval by School Bus Services (SBS).
- No Conveyance Allowance payment will be made for a period prior to the date of approval.
- Only one Conveyance Allowance payment will be paid per a family of eligible students.
- Conveyance Allowance payments are made in arrears as a lump sum at the end of each school term.
- Conveyance Allowance payments are made by electronic funds transfer into a bank account nominated by the parent/carer.
- Should an overpayment of a Conveyance Allowance occur for any reason, SBS will recover the amount that was overpaid.
- Conveyance Allowance claims will be audited by SBS on a regular basis.

Entitlement to a Conveyance may be withdraw if:

- Information provided by a parent/ carer on their Conveyance Allowance Application Form is false or misleading

For more Information on Conveyance Allowances, please contact School Bus services on 9326 2625 or www.schoolbuses.wa.gov.au

I. Family Details

Family Identification Number

Title Parent/Carer Family Name Given Names

Residential Address

Postcode

Postal Address

Please tick if postal address is same as residential

Phone No. (Home)

Phone No. (Work)

Phone No. (Mobile)

Student's Full Name Date of Birth / /

Have the student's circumstances changed in relation their residence, school, frequency of attendance at school, distance travelled and medical conditions)?

Yes

No

If YES you must submit a new application form for Transport Assistance.

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2. Term Details

Please list all trips being claimed for School Term--- (eg 1, 2, 3, 4) in Year --- (eg 2013, 2014)

You are required to keep a record of your travel throughout the school term. If you are unsure of the number of days your child/children attended school, you should confirm this with your respective school.

Week	Monday		Tuesday		Wednesday		Thursday		Friday	
	School	Bus	School	Bus	School	Bus	School	Bus	School	Bus
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										

3. Completing the Claim Form - Example of Log Details

Note: A 'trip' is a one-way journey between the student's home and school, or their home and the bus route.

Week	Monday		Tuesday		Wednesday		Thursday		Friday	
	School	Bus	School	Bus	School	Bus	School	Bus	School	Bus
1	4		2				4			

You travel from home to school and back home in the morning (2 trips), and again in the afternoon (2 trips).
[2 + 2 = 4]

You travel from home to school in the morning (1 trip), and then on to work. In the afternoon you travel from the school to home (1 trip). [1 + 1 = 2]

You travel from home to the bus route and back home in the morning (2 trips), and again in the afternoon (2 trips). [2 + 2 = 4]

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4. Claim Details

SBS conducts a number of random audits on claims submitted throughout the school year. If it is established that false or misleading information was provided by the parent/carer on the application form, the entitlement to a Conveyance Allowance may be withdrawn and repayment sought.

Destination	Kilometres	Number of Trips
	km	
	km	
	km	
	km	
	km	

5. Late Claim

You must complete a Conveyance Allowance Claim and submit it at the end of each school term.

If you are making a Late Claim please provide reason why here:

6. Declaration

I declare that I have provided all relevant information concerning my child.

Name (please print)

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



**Public Transport
Authority**

SBS
**SchoolBus
Services**