

# CHECK LIST OF INFORMATION REQUIRED WHEN COMPLETING AN APPLICATION FOR TRANSPORT ASSISTANCE

## Parent / Carer

If you are applying for Transport Assistance for an Education Support student and a Mainstream student, you need to complete one application form for each student.

You must complete an Integrated Care Plan Request form, if a student has a medical condition, physical mobility issue or impairment.

Before you start to fill in the application form for Transport Assistance, we recommend that you have the following information available to you to complete the form:

- Family Identification Number - If you currently have a student receiving Transport Assistance, you would have been issued with this number by School Bus Services.
- Your contact details including your Date of Birth, Phone, Fax and Email Address.
- The student's details.
- The number of days per week the student will be travelling to school.
- Name of the school the student will be attending.
- The shortest practical distance in kilometres from your home address to the student's school.
- The shortest practical distance in kilometres from your home address to the student's closest existing bus stop.
- Details regarding any medical conditions, allergies, or disabilities that affect the student.
- If the student is in a wheelchair, please provide details of the make, model and whether it is powered or manual.

## Alternative Contacts for Students with a Medical Condition

Please provide at least two alternative contacts. These are the names and contact numbers of people who:

- will be within close proximity to the bus route at the times the student will be travelling; or
- would be able to take care of the student in the event he / she needs medical attention.

**Note:** You must get permission from the people you nominate as alternative contacts before you nominate them.



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