



The Department of Education and Training provides travel assistance in the form of a conveyance allowance to help families in rural and regional Victoria with the cost of transporting their children to their nearest appropriate school/campus.

The conveyance allowance is a contribution towards transport costs and is not intended to cover the full cost of transporting children to and from school.

Criteria 1 – Reside 4.8 km or more from the school

To be eligible for the conveyance allowance a student must reside 4.8 km or more from the school/campus they attend. This distance is measured as the shortest practicable route from the student's residence to the school/campus. The shortest practicable route is measured using all-weather public roads drivable by car. By using property coordinates and road information in a similar way to GPS devices, the Student Conveyance Allowance System (SCAS) determines a route between the student's address and the school/campus attended. SCAS uses the shortest distance between two points whereas other public mapping tools commonly use the shortest time. SCAS also produces a table showing distances to nearby like schools. The table assists schools to determine whether the student is attending their nearest school/campus. As with GPS devices, it is possible the route determined by SCAS cannot be driven or is inaccurate. If this occurs, families may apply through their school to have their child's application reviewed by the Department's Conveyance Allowance Unit (CAU). Supporting documentation of a revised route must be provided and attached to the student's application on SCAS by the school, or alternatively sent to conveyance@edumail.vic.gov.au. Note: The distance of the route does not include private driveways.

Criteria 2 – Be of school age and reside in Victoria School is compulsory for all Victorian children aged between six and 17 years of age.

Criteria 3 – Be enrolled in a school for three or more days per week Students who attend school for three or more days per week may be eligible to claim the conveyance allowance.

Criteria 4 – School/campus is located outside the metropolitan conveyance allowance boundary.

Non-government schools

To be eligible for the conveyance allowance a student must attend their nearest non- government school/campus appropriate to their year level. The distance by shortest practicable route from the student's residence to the school/campus is used to determine the nearest appropriate school/campus.

Responsibilities of parents/guardians

The process for parents/guardians to follow is:

- Request a conveyance allowance application from the school.
- Estimate travel distances using an online mapping tool. Be aware these public domain tools may not provide the shortest practicable route between home and the school/campus attended but give a good indication.
- Validate travel options online at PTV (www.ptv.vic.gov.au)

- Fill in, verify, and lodge the conveyance allowance application form with the school.
- Notify the school within seven (7) days if your child's residential or travel circumstances change during the year.

Late Payments

All claims must be submitted during the current calendar year. Late claims cannot be accepted after the Term 4 closing date.

Types of Assistance Available

Conveyance allowance for private car or private bus cannot be claimed if the journey to and from school can be made by public transport or a government funded school bus.

Public Transport - To verify that public transport is available please check the Public Transport Victoria (PTV) site at www.ptv.vic.gov.au. The CAU may contact PTV to determine whether the journey could be made using public transport. Public transport is considered available if PTV indicates the service is available in the hours before and after school i.e. 7–9am and 3–5pm. The Department will only pay an allowance for the most economical ticket available. Schools must sight confirmation of ticket/pass purchase before approving any application. Students who are privately transported 4.8km or more to a public transport or government funded school bus stop may be able to claim a private car conveyance allowance as well to cover this distance (see multi-mode allowances).

Private bus - Where schools assume responsibility for the provision of school buses for students, either by operating their own services or by organising charter services, an allowance can be claimed based on the distance from a student's residence to the school/campus attended. Rates are calculated using the shortest practicable route (measured in kilometres) from the student's residence to the school/campus attended.

Private car - Where parents/guardians drive their child to and from school, a private car allowance can be claimed based on the distance from a student's residence to the school/campus attended. Rates are calculated using the shortest practicable route (measured in kilometres) from the student's residence to the school/campus attended. Where there is more than one student in a vehicle, there are two rates claimable: 'furthest' and 'additional.' The student travelling the furthest distance to school is identified as the 'furthest' student. Any other students are identified as 'additional' students. Each student must submit an individual application.

Multimode conveyance allowance - Multimode conveyance allowance applies when a student uses more than one mode of transport (e.g. private car and public transport) for a journey between home and school. A conveyance allowance may be granted at the appropriate rate for private transport or public transport where the distance travelled is 4.8km or more for each leg of the journey. This provision does not apply if the journey could have been undertaken using a single mode transport or one leg of the journey is less than 4.8km.

Information from:-

www.education.vic.gov.au/studenttransport

Victorian State Government

Education and Training

Conveyance Allowance Program Policy and Procedures January 2017

Enrolment Information

Conveyance Allowance