



GENERAL BUS INFORMATION

GEELONG REGION AREAS OUTSIDE 4.8km – INCLUDING BELLARINE AND THE SURFCOAST

If your son lives in one of the following suburbs AND the address is further than 4.8km (shortest practical route Bing Maps) from St Joseph's College, you may be eligible to claim a conveyance refund from the Department of Education. The process to purchase a claimable Geelong Regional Student Pass (MYKI) for travel is outlined below.

1. Current students all receive a PTV approved student ID card, please take this with you when you purchase your sons Geelong Regional Student Pass.
2. If you are a new student to the College and do not have your PTV approved student ID card, a Public Transport Student Concession Form will be required to be completed. Public Transport Students Concession forms are available via the College office, train stations and www.ptv.vic.gov.au from around mid-January. Cost of the concession card is approximately \$10, requires 2 passport sized photos and must be verified by College Reception prior to your Geelong Regional Student Pass purchase.
3. Purchase a Geelong Regional Student Pass – (Yearly or Half Yearly MYKI) from any train station. Cost of a yearly Geelong Regional Student Pass is approximately \$360.
4. Complete a Student Conveyance Allowance Application. Conveyance Allowance Application forms can be downloaded from the College Website

<https://www.sjc.vic.edu.au/uploads/CONVEYANCE-ALLOWANCE-APPLICATION-FORM.pdf>

The receipt of the Geelong Regional Student Pass (MYKI) and a Student Conveyance Allowance Application must be submitted to the College before a claim can be made. Funds received will be reimbursed to you via your school fee account. Claims cannot be made for the top up or replacement of the MYKI.

Examples of Geelong Region areas:

Armstrong Creek	Indented Head	Ocean Grove
Barwon Heads	Jan Juc	Portarlington
Bell Park	Grovedale	Pt Lonsdale
Bell Post Hill	Lara	Queenscliff
Charlemont	Leopold	St Albans Park
Clifton Springs	Lovely Banks *	Torquay
Connewarre	Moolap	Wandana Heights *
Corio	Mt Duneed	Wallington
Curlewis	Newcomb	Waurnd Ponds
Drysdale	Norlane	Whittington

**only some areas*

AREAS WITHIN 4.8km

If your son will be travelling on the bus to school, you can purchase a yearly or half yearly MYKI, as explained above. Unfortunately, there is no reimbursement available for travellers who reside within 4.8kms.

Alternatively, you may obtain a MYKI card and load money onto this card as needed.

If your son is 17 years or over he will also need to carry his student ID card or if new to the College, complete and purchase a Public Transport Student Concession card, in order for him to travel at a concession rate.

For information on the whereabouts of your nearest bus stop and pick-up/drop-off times, please contact the bus company which services your area:

McHarry's Buslines

www.mcharrys.com.au or call 5223 2111

CDC Victoria (formally Benders Buslines) www.cdcvictoria.com.au or call 5240 5000

COUNTRY AREAS

If your son lives in one of the following suburbs, you may be entitled to receive bus travel on a Government Contract Bus to and from school at no cost. A PVT Application for Permission to Travel – Eligible Students form must be completed and returned to the College. PVT Application for Permission to Travel on the Country bus link following <https://www.sjc.vic.edu.au/uploads/PTV-APPLICATION-FOR-PERMISSION-TO-TRAVEL-FORM.pdf>

Bus passes are not issued for this travel.

Parents receive information about bus routes and times by email, from the regional co-ordinating school after their application for travel is processed.

Examples of country areas are:

Aireys Inlet	Fairhaven	Lovely Banks (some areas)
Anglesea	Freshwater Creek	Meredith
Bannockburn	Fyansford	Modewarre
Barrabool	Gheringhap	Moriac
Batesford	Gnarwarre	Stonehaven
Bellbrae	Inverleigh	Teesdale
Bells Beach	Lethbridge	Winchelsea
Buckley	Little River	Wurdibolic

If at any stage during your son's enrolment at the College you have a change of address, the College must be notified immediately. New bus or conveyance forms will then need to be completed in order for your son to travel on the bus or claim conveyancing.

Please direct any further queries about bus conveyance to Lisa McDine at St Joseph's on 5226 8124 or email lmcdine@sjc.vic.edu.au.

*Please note that the information provided is a guide only.

Form 3: Conveyance Allowance application - Public transport travel

Year		Term		PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED				
APPLICANT DETAILS								
RESIDENTIAL STREET ADDRESS								
Unit #		Street #		Address				
Town/Suburb				State		Postcode		
Exact distance (in km) by the shortest practicable route				From home to school	km	From home to bus stop	km	
PARENT/GUARDIAN DETAILS								
First Name			Surname			Telephone		
First Name			Surname			Telephone		
Email								
TRAVELLER DETAILS								
Student one								
First Name			Surname			Date of birth		
School enrolled					Year level			
VSN					FTE (must be 3 days or more attendance):			
Student claiming (please use X to highlight)								
To/from school			<input type="checkbox"/>	To/From School and off campus				<input type="checkbox"/>
Single mode (One mode of transport only)			<input type="checkbox"/>	Multi mode* Must be 4.8km or more to Bus Stop				<input type="checkbox"/>
Student two								
First Name			Surname			Date of birth		
School enrolled					Year level			
VSN					FTE (must be 3 days or more attendance):			
Student claiming (please use X to highlight)								
To/from school			<input type="checkbox"/>	To/From School and off campus				<input type="checkbox"/>
Single mode (One mode of transport only)			<input type="checkbox"/>	Multi mode* Must be 4.8km or more to Bus Stop				<input type="checkbox"/>
Student three								
First Name			Surname			Date of birth		
School enrolled					Year level			
VSN					FTE (must be 3 days or more attendance):			
Student claiming (please use X to highlight)								
To/from school			<input type="checkbox"/>	To/From School and off campus				<input type="checkbox"/>
Single mode (One mode of transport only)			<input type="checkbox"/>	Multi mode* Must be 4.8km or more to Bus Stop				<input type="checkbox"/>
<p><i>Note:</i> An eligible student may be granted an allowance based on the least expensive public transport fares only. A copy of your ticket/fare purchase should be attached to this form e.g. Victorian Student Pass, Transit Student Pass.</p> <p>If there are more than three students claiming from this home residence, please complete another Form 3 and attach together.</p> <p>*Multi mode 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. If multi mode includes private travel, complete Form 1 (private car) or Form 2 (private bus) to accompany this public travel application.</p>								

OFFICE USE ONLY

Date Form Submitted		Form Signed - Yes/No – if no, return to Parent/Guardian for signature					
Copy of ticket/fare purchase attached?		Proof of fare/ticket - Yes/No – if no, return to Parent/Guardian for copy to attach					
Parent/Guardian signed?		Date entered/assessed on SCAS			Eligible on SCAS - Y/N?		
Ticket Frequency (circle):	Daily	Weekly	Fortnightly	Monthly	Term	Half Yearly	Yearly
Ticket Amount:							
Service Operator (if known)							
Service Route (if known):							
<p>Have any of these students been granted eligibility on the basis of an exemption? If yes, specify exemption from policy e.g. lack of available spaces at nearest school/s, Special Case Panel Approval. Attach proof for this application e.g. Letter(s) confirming refused entry from all nearer schools is required to be submitted with the application. The letter(s) should be dated prior to the commencement date of the student at the school applying for the conveyance allowance.</p>							
Student one							
Student two							
Student three							
<p><i>Note:</i> Students not attending their nearest school/campus may qualify for a conveyance allowance in some circumstances only. Sibling rights do not apply in any of these circumstances. Further information regarding these circumstances can be found in the Conveyance Allowance Program policy available online at: www.education.vic.gov.au/travellingtoschool or by contacting your school.</p>							

OFFICE USE ONLY

School SCAS Coordinator Name (please print): _____

School Signature – Principal / Delegate signature: _____

Date _____

Eligibility

An application on behalf of a student may be submitted if the student is:

- a Victorian resident;
- school aged and enrolled (3) three or more days per week at a school; and
- attending a school/campus located outside the Melbourne metropolitan conveyance boundary

A student who meets the above requirements may be eligible if they:

- attend their nearest or designated neighbourhood government school/campus appropriate to their year level, at which admission is permissible, or
- attend their nearest appropriate non-government school/campus appropriate to their year level, at which admission is permissible, and
- reside 4.8km or more by the shortest practicable route from the campus attended

Note: Eligibility is assessed when the School completes your child's application on the Student Conveyance Allowance System (SCAS). If approved, the allowance payable will be based on the least expensive public transport fares. Generally, where public transport is available an allowance for private travel will not be paid. Students who are privately transported 4.8km or more to meet public transport services may be able to claim a private car conveyance allowance as well (multi mode). No public transport allowance is payable if the journey to and from school could be made using a contract school bus. For further information regarding the Conveyance Allowance Program see: www.education.vic.gov.au/travellingtoschool

***Multi mode conveyance allowances**

Multi mode 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.

Where two modes of private transport are used (private car and private bus), the amount payable is based on the distance from the student's residence to the school/campus at the private bus rate.

Rates are calculated using the shortest practicable route (measured in kilometres) from the student's residence to the school/campus attended.

Multimode is not applicable under the 'next nearest' school allowance or to attend a more distant school.

PARENT/GUARDIAN TO COMPLETE:

I certify that:

1. All the above details are true and correct to my knowledge.
2. I will notify the principal/delegate in writing within 7 days of any change of address or school.
3. The school will use personal information I have provided such as my address, child's enrolment details to assess and confirm their eligibility for the Conveyance Allowance Program using the Student Conveyance Allowance System (SCAS).
4. I consent to release this information to Department of Education (DET) representatives to assist with assessing my application on SCAS.
5. I understand the conveyance allowance is for the student/s named on the application form/s and cannot be withheld by the school in lieu of fees or late payments.
6. I understand my signed consent is required with this application form for the school to keep the conveyance allowance as a contribution towards school purchased tickets/fares to and from school only (*if you agree to give consent, please complete/sign consent below*).

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____

PARENT/GUARDIAN CONSENT FOR SCHOOL TO WITHHOLD CONVEYANCE ALLOWANCE:

I consent that:

1. The conveyance allowance payable to the student/s named on this application form will be withheld by the school as a contribution towards school purchased tickets/fares to and from school only.
2. I understand there may be additional costs incurred which the school may request that I cover.
3. I understand the conveyance allowance cannot be withheld or contribute towards procured bus services for school excursions.
4. I will notify the principal/delegate in writing if I wish to withdraw my consent to withhold my child's conveyance payments.
5. I understand withdrawal of my consent may not be effective until the next term claim period.

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____