

Conveyance Allowance is a program where the ACT Government partially reimburses parents for transporting their children to school or the nearest bus stop, whichever is closest to home, in areas where ACTION services are not available.

The subsidy is a partial payment for transportation of students from their property entrance to their nearest bus stop or school. The subsidy is calculated on a daily basis per vehicle for a single journey trip. The subsidy is not intended to cover all the costs of operating and maintaining the vehicle used for conveyance.

## Eligibility

The allowance is only available to students living in rural areas of the ACT where:

- no organised transport is available
- the student is attending an ACT school between Kindergarten and Year 12
- in the case of students 12 years of age or less they reside more than 1 km from school or the nearest bus stop
- in the case of students over 12 years of age they reside more than 2 km from school or the nearest bus stop.

Parents need to apply each term to remain eligible for the Conveyance Allowance.

Parents need to provide proof of residency to be eligible for the Conveyance Allowance. One of the below forms of proof of residency is accepted:

- Contract of purchase, current lease or rental document for relevant premises
- Current ACT Revenue Office rates notice
- Current Land Tax Valuation notice
- Current financial year Australian Taxation Office Assessment
- Current utility accounts
- Current bank statements

## Terms and Conditions

The subsidised journey must be for the sole purpose of conveying the student(s) from home to the nearest bus stop or school, whichever is closest. Parents dropping children off or picking children up from school on their way to work or other appointments are not eligible for the subsidy.

The subsidy is not paid for students who ride bicycles, drive themselves or are driven by other parents or students to school or the nearest bus stop.

## Payment Allowance

Payment will only be made after the end of term and when the claim form is completed and verified by the Principal/Bursar of the student's school.

## How to lodge this form

**Fax to:** 02 6207 8080

**Email to:** MyWay@act.gov.au

**Mail to:** Public Transport, GPO Box 158, Canberra ACT 2601

I \_\_\_\_\_ of \_\_\_\_\_  
 being a parent/guardian of the student(s) listed below being transported to \_\_\_\_\_  
 \_\_\_\_\_ (nearest bus stop or the school) hereby apply for payment of conveyance allowance.

Name/s of student(s)	School	Term, Year	Days Transported	Daily kms travelled	Total kms travelled

### Parent/Guardian's Certification

I certify that the above particulars are true and that:

- I transported the above student(s) to and from the property entrance to the nearest school or bus route on the number of days indicated for this term.
- Journeys were made solely for the purpose of transporting the above student(s) and were not incidental to any other purpose.
- I have not claimed for days when the above student(s) were transported by other means or did not attend school.
- I have attached proof of residency.

Signature of Parent/Guardian: \_\_\_\_\_ Date:     /     /

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### School Verification of Student Attendance

The student(s) listed above attended school this term on \_\_\_\_\_ days.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position Title: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Date:     /     /

<b>Office Use Only</b>				
Days:	KMs:	Rate:	Total Payment:	Payee:
Processing officer name:		Signature:		Date:
Approving officer name:		Signature:		Date:
Payment Code 100\10003\712101\99				