|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COVER SHEET** | | | | | | | | | | | | | | | |
| School name |  | | | | | | | | | | | | | | |
| School address |  | | | | | | | | | | | Postcode | |  | |
| Principal |  | | | | | | | | | | | Telephone | |  | |
| Transport coordinator |  | | | | | | | | | | | Telephone | |  | |
| Region |  | | | | | | | | | | | | | | |
| Is the school’s student travel database up to date? | | | | | | Yes | | | |  | No | (update the school’s travel database) | | | |
| **Only schools with up-to-date travel databases will have their extension or variation requests considered.** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Evidence of endorsement from the following parties must be provided with this application. | | | | | | | | | | | | | | | |
| School council endorsement |  | For any changes to student travel time greater than 10 minutes, please attach a copy of the school council resolution endorsing the extension or variation of the route. | | | | | | | | | | | | | |
| Bus Operator |  | Letter of endorsement from the operator including any increase to kilometers and staff hours. Relevent service information (road suitability, stop safety etc.) | | | | | | | | | | | | | |
| Approval from the relevant road authority engineer is required. Some cases require approval from both VicRoads and the LGA. | | | | | | | | | | | | | | | |
| Municipal engineer endorsement | Yes |  | N/A | |  | |  | | Where necessary, please attach a certificate stating the roads to be used are suitable and safe to operate a school bus in all weather conditions. (regional/ rural schools) | | | | | | |
| VicRoads engineer endorsement | Yes |  | N/A | |  | |
| School acknowledgement | | | | | | | | | | | | | | | |
| I/we acknowledge that upon approval of extension/variation it is the school’s responsibility to liaise with and inform parents of any changes | | | | | | | | | Principal Signature: | | | | | | |
| Please attach a proposal to a completed cover sheet ensuring ALL the information listed in the guidelines for completion has been provided. (Note that 2 maps are required: current and proposed) | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **OFFICE USE ONLY** | | | | | | | | | | | | | | | |
| Department of Education and Training (DET) Step 1 | | | |  | | | | Date received | | |  | | Endorsed | |  |
| Name (STU Officer) | | | |  | | | | Date submitted to STU manager | | |  | | Declined | |  |
| Signed | | | | Yes/No | | | | Requested from school | | | Yes/No | | Returned - Yes/No | |  |
| Additional information required – | | | | Yes/No | | | | Feedback provided to School | | | Yes/No | |  | |  |
| Proposal meets policy requirements – | | | | | | | | | | | | | | | |
| Manager (DET) (Step 2) | | | |  | | | | Date received | | |  | | Approved | |  |
| Name (STU Manager) | | | |  | | | | Date reviewed | | |  | | Not approved | |  |
| Signed | | | | | | | | | | | | | | | |
| Student Transport Officer (Step 3) | | | |  | | | | School informed – Yes/No | | | | |  | | |
| Date received by STO | | | |  | | | | Operator informed – Yes/No | | | | |  | | |
| Date of implementation | | | |  | | | |  | | | | |  | | |



Students with Disabilities Transport Program: Form X - Application for Extension or Variation of an Existing Route

# Guidelines for completing an application

All proposals should include all of the following details.

### Section 1 –Current Service

* Bus Contract Number, Bus Route/Name
* Current timetable
* Current bus list

### Section 2 – Student Details

* Reason for extension/variation
* Student Name
* DOB
* Residential Address
* Accessibility/ Suitability to;
  + Independent travel
  + School Bus Program
  + Conveyance Allowance
  + Public Transport

### Section 3 – Proposed Service

1.1 Outline of proposed service

Include details of:

* What is the closest existing stop
* Current route distance and time (from first pick-up point to school) and how it has been verified (e.g. online mapping or driving the route)
* What is the proposed stop/route
* Proposed route distance and time (from first pick-up point to school) and how it has been verified (e.g. online mapping or driving the route)
* Adequacy of the existing vehicle to service the needs of students (if applicable)
* Is there time on the run/space available on the service?
* Proposed timetable
* Proposed bus list
* Benefits of the proposed service (including the nature of the benefits and the names of students who will benefit)
* Drawbacks of the proposed service (including the nature of the drawbacks and the names of students who will be disadvantaged)

1.2 Special Requirements

Include (where appropriate) details of:

* Special requirements (including conversion for transport of physically disabled students/ wheelchair requirements)
* Any special reasons why the normal standard for service provision should not apply.

### Section 4 - Map

Details of Proposed Service

Enclose two maps: one map is to show the existing services and, a second map indicating:

* Proposed route variation (coloured RED)
* Present route servicing the school (coloured BLUE)
* School bus route(s) servicing nearby schools in the vicinity of the proposed route variation (regional and rural where appropriate) (coloured GREEN)
* Place of residence of each student to benefit from the proposed route variation (YELLOW dots numbered according to the requirements of Section 3).

Note: the proposed map, unless provided with student addresses will not be processed and will be returned to the school for further work.