

Procedural Guidelines Student Transport

Conveyance Allowance 2012



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1. Introduction

1.1 These Guidelines

These guidelines replace all previous conveyance allowance guidelines and apply to the administration of conveyance allowance from the start of 2012. This document should be read in its entirety before a decision is made regarding school, campus and student eligibility.

1.2 Conveyance Allowance, the intent of the allowance

The transport of students to school is primarily the responsibility of students' families.

The Department of Education and Early Childhood Development provides financial support to some families to assist with the cost of transport to school.

Assistance in the form of a conveyance allowance is available to students residing in rural and remote areas who do not have access to a free school bus.



2. Conveyance Allowance – eligibility criteria

Conveyance allowance may be available to students who reside in Victoria and satisfy the eligibility criteria defined below. As the allowance focuses on students living in rural areas, the location of the school and its campus (or campuses) features significantly in determining eligibility. Eligibility is determined by assessing:

- School eligibility
- Campus eligibility
- Student eligibility

2.1 School eligibility

A school may be eligible to submit applications for conveyance allowance if it is located in a non-metropolitan Melbourne area – refer to item 8 for details.

Unless otherwise stated, ‘school’ refers to:

- government and non-government schools
- all specialist schools in Victoria (as registered by VRQA)
- approved special settings listed in item 9

2.2 Campus eligibility

The eligibility of a campus depends on:

- the eligibility of the school, and
- the location of the campus itself

Each campus is considered a separate entity, as far as eligibility is concerned. A campus will be eligible for conveyance if it is located in a non-metropolitan Melbourne area – refer to item 8 for details (note: closest school rule applies).

Note : the Metropolitan boundary will change when:

- *postcode boundaries change*
- *tram, train, bus or light rail services are introduced into a postcode*
- *public transport services operate before and after school hours.*

Schools should advise families new to the conveyance allowance program that the metropolitan boundary may change over time, as the metropolitan area grows. This may be important, particularly if a family expects to have a number of children receive a conveyance allowance for the duration of their school years.

2.3 Student eligibility

To be eligible to receive a conveyance allowance, a student must meet all the following criteria:

- reside in Victoria
- be of school age (between 5 and 18 years)
- be enrolled in an eligible school 3 days a week or more
- attend an eligible campus of the school
- reside 4.8 km or more by the shortest practicable route from the campus attended
- attend the nearest appropriate primary, secondary or specialist school (DTA).

In evaluating these criteria, the Department has established a consistent approach that can be applied to the circumstances of students attending both government and non-government schools. The Department will not make exceptions, which advantage some and disadvantage others at the request of individual students, families or schools. Details of the approach to evaluate the criteria for student eligibility are described in the next section.



3. Evaluating Student Eligibility

Education in Victoria is provided through government and non-government sectors. Details of the approach to be used in evaluating the student eligibility criteria is consequently organised along these lines, and presented separately for each sector.

Notes on terminology:

- Students are enrolled in a school, but attend a campus: the distance criterion – the requirement to reside 4.8km or more – is therefore based on attendance at a campus.
- Phrases such as ‘attend school’, ‘attending school’, ‘school attended’ and similar variations, should be read as: ‘enrolled in a school and attend a campus of that school’.
- Phrases such as ‘nearest school’ and ‘nearest appropriate school’ should be read as: ‘nearest appropriate campus of the nearest appropriate school’

For ease of reference, the student eligibility criteria are repeated in each sub-section below, with the inclusion of ‘government’ or ‘non-government’ as appropriate.

3.1 School students attending a government school

To be eligible to receive a conveyance allowance, a student must meet the following criteria:

- reside in Victoria
- be of school age (between 5 and 18 years)
- be enrolled in an eligible government school 3 days a week or more
- attend an eligible campus of the school
- reside 4.8 km or more by the shortest practicable route from the campus attended
- attend the nearest government primary, secondary or specialist school (as listed by VRQA).

Note:

- Students not attending the nearest school may qualify for a conveyance allowance in the following circumstances:
 - if they are attending their nearest single sex school
 - if enrolment at their nearest government school has been refused due to the nearest school not having sufficient capacity (evidence from the principals of both schools will be required)
 - if they are attending their nearest recognised special setting
 - if they have progressed from the junior campus to the senior campus, provided the senior campus is eligible for conveyance
 - if they are attending a select entry accelerated learning (SEAL) program listed on the Department’s website <http://www.education.vic.gov.au/studentlearning/programs/gifted/seal/>
 - if they are attending their next nearest school, and private transport is the only form of transport available to that school (ie. there is no public transport or free school buses available), and they reside 4.8km or more from the nearest school

- if they attend the next nearest school that can offer two or more subjects in years 11 and 12 that are not available at their closest school
- if enrolled in a school that ceases to be their closest school as a result of a school amalgamation
- A student who resides at more than one address, e.g. shared custody arrangements, will be assessed for eligibility from the address of their primary residence. Payment will be at a pro rata amount based on the number of days they reside at this address. If they are also eligible from the secondary address, the school will claim a full allowance from the one address and allocate appropriate amounts to the parents or guardians.

3.2 School students attending a non-government school

To be eligible to receive a conveyance allowance, a student must meet the following criteria:

- reside in Victoria
- be of school age (between 5 and 18 years)
- be enrolled in an eligible non-government school 3 days a week or more
- attend an eligible campus of the school
- reside 4.8 km or more by the shortest practicable route from the campus attended
- attend the nearest appropriate non-government primary, secondary or specialist school

Note:

- Students not attending the nearest appropriate school may qualify for a conveyance allowance in the following circumstances:
 - if they are attending their nearest single sex school
 - if enrolment at their nearest non-government school has been refused due to the nearest school not having sufficient capacity (evidence from the principals of both schools will be required)
 - if they are attending their nearest recognised special setting
 - if they have progressed from the junior campus to the senior campus provided the senior campus is eligible for conveyance
- A student who resides at more than one address, e.g. shared custody arrangements, will be assessed for eligibility from the address of their primary residence. Payment will be at a pro rata amount based on the number of days they reside at this address. If they are also eligible from the secondary address, the school will claim a full allowance from the one address and allocate appropriate amounts to the parents or guardians.
- Refer to paragraph 3.3 for a definition of nearest appropriate non-government school.

3.3 Definition of *nearest appropriate non-government school*

Under the policy which governs the conveyance allowance program the denomination of schools is used to determine the nearest appropriate non-government school.

The denomination of each school is determined by the details that the school has provided to the Victorian Registration and Qualifications Authority (VRQA). It is the school's responsibility to ensure that their registered denomination category is appropriate for their school.

In 2012 DEECD agreed with Independent Schools Victoria (ISV), the Catholic Education Victoria and the VRQA to adopt the Australian Bureau of Statistics (ABS) Australian Standard for Classification of Religious Groups 2011 to meet the requirements of the conveyance allowance program policy and regulations. The ABS updates the framework with each national census.

Item 9.1 provides the list of denominations that are used in assessing whether a non-government school of the same denomination is nearer to the child's residence.

In applying this list:

- a student is ineligible for a conveyance allowance if there is a nearer school of the same denomination as the school attended
- a student is ineligible for a conveyance allowance if there is a nearer non-denominational school than the non-denominational school attended.

3.4 Calculating the shortest practicable route

The Department has established a standard measurement method – the SCAS system – for calculating the shortest practicable route for the purpose of conveyance allowance. School will use the SCAS system to process applications for conveyance allowance.

The shortest practicable route is defined as the shortest distance by road from a student's house to the school gate.

The Department acknowledges that the technology used in the SCAS system cannot take into account all possible changes and events e.g. floods, road closures, new developments. The SCAS system allows schools to request a review of the distance calculated on behalf of parents. It is important that supporting documentation is provided to aid prompt consideration of any request.

4. Modes of Travel

4.1 Public Transport

Where public transport is available an allowance for private travel will not be paid.

To verify that public transport is available please check the Public Transport Victoria (PTV) site at <http://www.ptv.vic.gov.au>. The Department will use PTV to determine whether the journey could be made using public transport.

The Department will consider public transport is available if PTV indicates the service is available in the hours before and after school i.e. 7–9am and 3–5pm.

Students who are privately transported 4.8km or more to a public transport stop may be able to claim a private car conveyance allowance.

A public transport service is:

- any contracted transport service operating under a Public Transport Victoria (PTV) public transport contract and approved for conveyance allowance
- any historical public transport route service listed on the schedule of services operating under a Public Transport Victoria (PTV) public transport contract (refer to item 11) as prepared by the Public Transport Victoria (PTV) and approved by the Department of Education and Early Childhood Development (DEECD).

All transport other than the above will be considered private for the purpose of calculating any conveyance allowance.

Approved passes are fully refundable (excluding the cost of the concession fee). Schools must sight confirmation of ticket purchase before approving any application.

4.2 Private Car

A private car conveyance allowance is not available if the journey could have been made using a public transport service or free school bus.

- where there is more than one student in the vehicle, there are two rates claimable: 'furthermost' and 'additional'
- where there is more than one student in a vehicle, and they attend different schools, the amount claimable is based on the distance travelled to school by each student, i.e. each student must be the subject of a separate application: the student attending the furthestmost school is identified as the 'furthermost' student; each of the other students must be claimed as 'additional'
- rates are calculated according to the distance (measured in kilometres) from home to the campus attended using the Department's standard measurement method; for details of the rates claimable, refer to item 10.1, Conveyance Allowance Rates
- it is assumed that all students from the same family will travel in one car, therefore only one family member may claim furthermost student allowance.

4.3 Private Bus

A private bus conveyance allowance is not available if the journey could have been made using a public transport service or free school bus.

Where schools assume responsibility for the provision of school bus travel for students, either by operating their own services or by organising charter services:

- distance must be determined on the basis of the shortest practicable route from home to the campus attended
- rates are calculated according to the distance (measured in kilometres) from home to the campus attended using the Department's standard measurement method; for details of the rates claimable, refer to item 10.2, Conveyance Allowance Rates.

4.4 Other

Multi-mode

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

Where two modes of private travel are used (private car and private bus), the amount payable is based on the one way distance using the shortest practicable route from the student's residence to the campus attended, at the private bus rate.

Allowance for other modes of transport

An allowance is available where students choose to use other modes of transport, including bicycles and motorcycles.

A taxi rate is also available for students attending a school for the deaf or blind, or for severely physically disabled students attending a mainstream school.

For details of the rates claimable, refer to item 10, Conveyance Allowance Rates.

Off Campus Study

An allowance is available for students enrolled in years 11 and 12 who are required to travel 4.8km or more to a TAFE institute, Registered Training Organisation (RTO) or school to access part of their course of study. Rates are calculated according to number of days attended off campus; for details of the rates claimable, refer to item 10, Conveyance Allowance Rates. Student travel to work placement, work experience or distance education cannot be claimed.

Pro-rata adjustment of reimbursement (time fraction)

Where students change school, transport mode and/or address that affect the payment of conveyance allowance, pro-rata payments are made, having regard to the number of days of actual attendance. It is the responsibility of each school to report any mid-semester student changes and the required pro-rata adjustments that are required.

5. Administration

Schools are responsible for the day to day administration of conveyance allowance. Schools will rely on the information that is provided by parents or guardians of a student. In 2012 the Department is introducing an online conveyance allowance management system (the SCAS system) that will provide schools with a significantly improved method of recording applications received, uploading supporting documentation, submitting claims, tracking payments and obtaining reports. Schools can expect to receive training on the use of this system during 2012 as the Department manages a gradual introduction of this new technology.

Parents/guardians and schools need to be aware of the following responsibilities:

The process for parents/guardians:

- estimate travel distances using an available method, but be aware that public domain tools such as Bing Maps and Google Maps may not provide the shortest practicable route between your residence and the campus attended
- validate travel options on the internet using PTV (refer to item 12 for contact information for this website)
- fill in and lodge a conveyance allowance application form as part of the enrolment process (a form is available from your school)
- verify the information provided on the form
- sign the application form
- notify the school if your residential or travel circumstances change during the year
- claims can only be made for the current year

Your school will be able to assist you with most queries about the conveyance allowance program.

The process for schools:

- determine the eligibility of your school: refer to item 8
- determine the eligibility of each campus of your school: refer to item 8
- advise parents of the conveyance allowance and provide an application form to eligible students
- ensure that your school, and each campus and/or special setting is registered by the Victorian Registration and Qualification Authority
- sign each application confirming that the information provided by parents/guardians is correct
- check and verify all applications according to the Conveyance Allowance Guidelines
- lodge a claim with the Student Transport Unit. For the relevant dates, refer to <http://www.education.vic.gov.au/management/schooloperations/studenttransport.htm>
- respond to any queries from the Student Transport Unit and provide more information regarding individual applications within 7 days when requested
- on receipt of funds, distribute.

- audit process
 - as part of their audits, schools are to report on compliance with these guidelines and note any case of overpayment
 - auditors must report on a sample of twenty applications or 20 per cent of all applications, whichever is the greater. It is essential for audit purposes that schools retain the application forms signed by parents/guardians for a period of six years
 - there is no requirement to forward copies of the application forms to the Student Transport Unit
 - The Department will conduct a sample audit by randomly selecting school claims to be checked for compliance
 - schools may be asked to provide a certificate from the school's auditor or an extract from the school audit concerning compliance with these guidelines

Schools are required to provide this information on request.

Important additional information for schools

- schools are responsible for ensuring that the details provided in the conveyance allowance application are correct. This includes the completion of a check on whether public transport is available for the student trip, the residential address of the student and the distance recorded on applications for private conveyance allowance
- if incorrect information is identified, this may result in payment of the claim for conveyance being delayed until correct information is provided
- the Department reserves the right to decline applications and/or claims that contain incorrect information and/or ineligible students
- schools are responsible for the conveyance allowance that is received for a student who is eligible to receive conveyance allowance for travel from two residences (usually in cases of split custody arrangements). Schools should split the payment ensuring that parents or guardians receive the conveyance allowance that is provided to assist with the cost of travel whilst the child resides at their residence
- any school that retains conveyance allowance funds to procure private charter services on behalf of individual students must seek the approval for this arrangement from parents/guardians/caregivers prior to the lodgement of any associated applications
- in the event that a school retains funds and procures services, it must utilise the full conveyance allowance approved for each student for the benefit of this student
- schools must retain written evidence that there is a clear and transparent agreement regarding these funds between the school and the student's family
- schools also must provide families with the opportunity to 'opt out' of any such arrangement and to receive the conveyance allowance funds that will be provided for the student to the school by the Department
- conveyance allowance can only be claimed for the current school year. The Department is unable to provide any back payment of unclaimed allowances.

6. Other exceptional circumstances or appeals, special cases

If a parent/guardian wishes to apply for special consideration or appeal student transport policy, they must make application through their school. Government primary and secondary schools should forward the information to their regional office and seek their endorsement. Catholic and Independent schools should contact the Student Transport Unit (STU) of the Department of Education and Early Childhood Development directly.

This application and any supporting documentation should be sent to the STU for consideration, email to: student.transport@edumail.vic.gov.au

Special case approval can only be considered if the application falls into one of the following categories:

- students attending a special school can apply to the Department for conveyance allowance where their travel is less than 4.8kms, only if they are able to provide evidence that, due to the nature of their disability, they are unable to travel this distance with the support of their family; circumstances relating to financial, social or work choices cannot be considered grounds for this exemption
- the student has commenced their final year of primary or secondary schooling and changes residential address, providing there is a reasonable transport assistance solution available
- students who are the subject of court orders that stipulate the student must continue their education at a particular location, (a copy of the court order is required)
- in circumstances where a student has moved school for reasons of:
 - genuine concern for personal safety or for the safety of other students (documentation from the original school of enrolment and the student welfare coordinator will be required to support the exemption, information will be also accepted from external welfare agencies)
 - consistent with the staged approach recommended in the student engagement policy guidelines, the school has developed flexible learning options for the student, which may include transfer of a student to another school setting (this does not include intercampus movements). This recommendation must be supported by the two principals of the schools involved in the student transfer.

Further advice may be sought from the Regional Director where an application is lodged by a government primary or secondary school. If the arrangement is a result of a recommendation of a student support group, as defined by the student engagement guidelines, supporting documentation from this group can be provided. Engagement documentation must be provided to substantiate that the process of considering flexible learning options has taken place and that the transfer to another school is the most appropriate course of action for the student.

It must be noted that:

Transport assistance is not provided to students residing within 4.8kms of the school they attend. Requests for special case approval that are complex in nature may be reviewed by an independent panel (the Transport Special Case Consideration Panel) convened by the DEECD Chief Financial Officer and includes a representative from the Student Transport Unit, a practising Principal and when required, representation from the DEECD Student Wellbeing Branch. Transport assistance will not be available to a student until such time as the panel meets and considers their application.

The Panel may consider issues when:

- engagement issues have escalated to a point where the student support group is involved
- significant and complex circumstances are involved.

All recommendations of the panel will be forwarded to the Deputy Secretary, Infrastructure and Finance Services Group for final approval.

The following applies to Special Case Approval:

- special case approval is limited to the student and transport service involved in the application. Sibling rights do not apply.
- special case approval will cease if the student moves residential address, changes school or transport mode.
- special case approval is not automatic. Each case will be considered on merit, with reference to the transport infrastructure in the area and precedents established.



7. Schools seeking recognition as a unique denomination or special setting

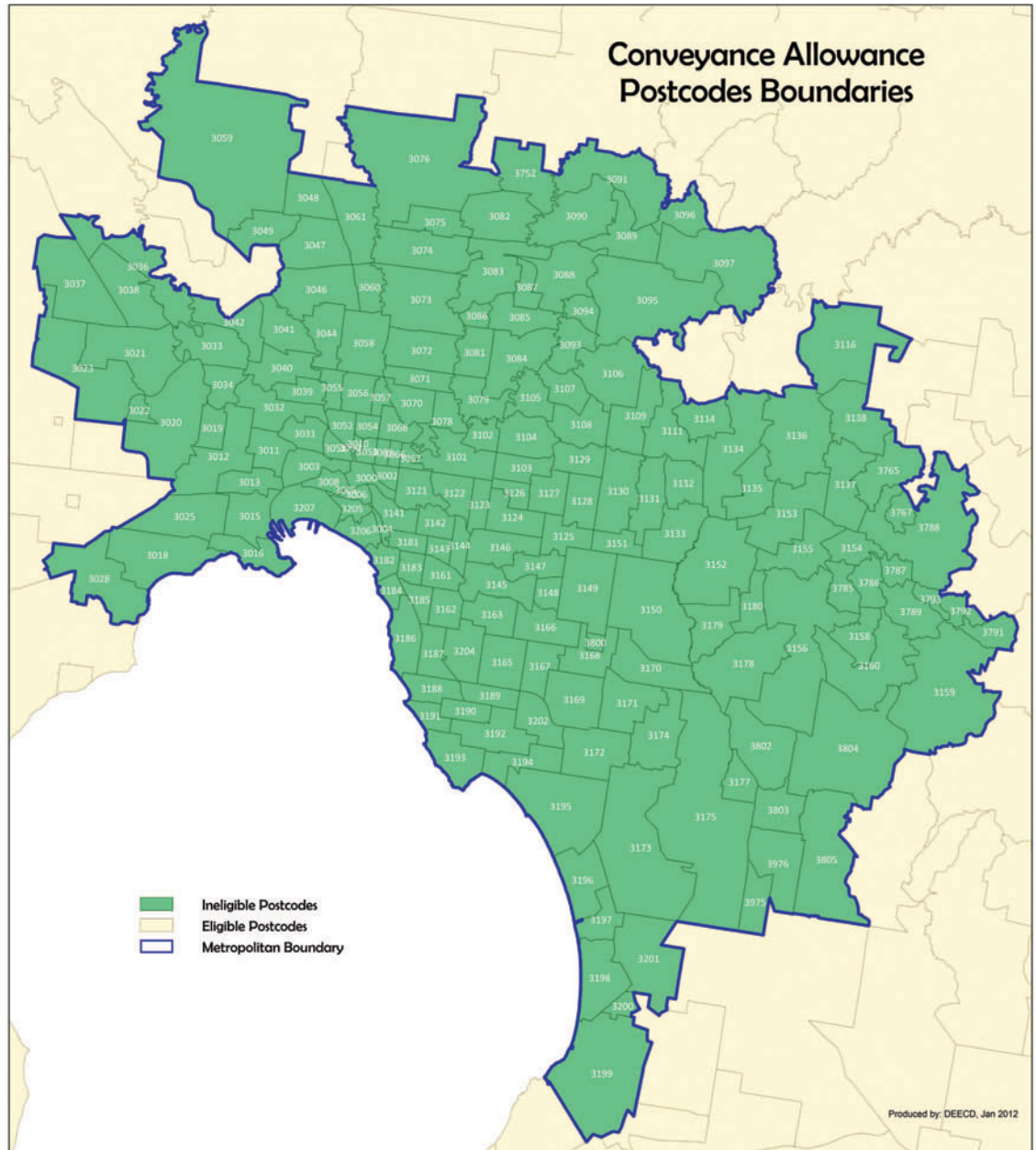
Any school that believes it offers education aligned to a unique denomination or setting that does not appear on the list of categories determined by the ABS can apply to the Transport Special Consideration Panel to seek recognition. If making an application, the following procedures will apply:

- Denominations: the school will be required to provide documentation illustrating that the religion, denomination or name in respect of which they are registered with the VRQA does not fit within the current categories, and is a religion according to Australian law or represents a genuinely held belief by its members which is substantially different from any other option currently listed (refer to item 9.1).
- Special settings: the school will be required to seek approval by the Panel under that category. The Panel will consider and then approve or not approve the inclusion of an additional option on the other setting list (refer to item 9.2).
- Specialist schools: the school will be required to seek approval by the Panel under that category. The Panel will consider and then approve or not approve the inclusion of an additional option on the other setting list (refer to item 9.2).



8. Conveyance Allowance area and Metropolitan Melbourne

Further information on the location of the conveyance allowance boundary can be provided by the school or the Student Transport Unit at the Department of Education and Early Childhood Development.



8.1 Determining School and Campus Eligibility

If your school or campus is in one of these non-metropolitan regions, it is eligible for conveyance:

Region
BARWON SOUTH WESTERN
GIPPSLAND
GRAMPIANS
HUME
LODDON MALLEE

If you are unsure of the region in which your school or campus is located, contact the Student Transport Unit (STU).

If your school or campus is in a metropolitan Melbourne region, it may be eligible: contact the STU for confirmation.

9. Categories that affect school eligibility

9.1 Denominations

All Independent schools must be categorised as below:

Anglican

Assyrian Apostolic

Baptist

Brethren

Buddhism

Catholic

Christian

Churches of Christ

Eastern Orthodox

Hinduism

Islam

Jehovah's Witnesses

Judaism

Latter-day Saints

Lutheran

Oriental Orthodox

Pentecostal

Presbyterian and Reformed

Protestant

Salvation Army

Seventh-day Adventist

Uniting Church

No Religion (non-denominational)

9.2 Other Settings

SPECIAL SETTING (combined with the denomination of the school, if one applies)

Deaf Facility

English Language Centre

Social Adjustment centre

Social Integration Centre

SPECIALIST SCHOOL (combined with the denomination of the school, if one applies)

Special School

Special Developmental School

School for Autism

School for the Deaf

School for students with a physical disability



10. Conveyance Allowance Rates

10.1 Private car conveyance allowance rates

Distance (kms)	Annual Conveyance Allowance for the furthestmost student
4.8 –10	\$439.20
>10–15	\$549.50
>15–20	\$658.70
>20–25	\$769.10
>25–30	\$878.30
>30–35	\$986.50
>35	\$1,098.90
Additional student	\$219.70
Next nearest school allowance (government school only)	\$329.50
Additional student next nearest	\$164.70

10.2 Private bus conveyance allowance rates

Distance (kms)	Annual Conveyance Allowance for the furthestmost student
4.8 –10	\$493.80
>10–15	\$604.20
>15–20	\$713.40
>20–25	\$823.60
>25–30	\$933.00
>30–35	\$1,043.20
>35	\$1,153.60

10.3 Other modes of transport

Transport Mode	Conveyance Allowance
Bicycles and Motorcycles	\$50.00 per annum
Taxi for deaf, blind, or for severely physically disabled	\$2,196.80 per annum
Students in Years 11/12 off-campus settings	\$2.10 per day

11. Route services approved as “public transport routes” for the purpose of conveyance allowances

Notes

1. Bus company names may alter as a result of company ownership changes.
2. Any bus service that does not genuinely operate the route (as has been documented) as listed below cannot be considered public transport.
3. At no time can a service provider or school nominate a service to this list without prior application and approval of the Department.
4. If a route changes, this approval will cease and a new application for approval to the list must be prepared by the Bus Company and/or school.

Service	Bus Company
Albury/Wodonga Town & School Service	Mylons Motorways P/L
Albury–Adelaide (Speedlink)	Hoyson Nominees P/L
Albury–Canberra	Mylons Motorways P/L
Ararat Town/School Service	Christians Coaches P/L
Bacchus Marsh to Melton	Bacchus Marsh Coaches P/L
Bacchus Marsh to Sydenham CRC	Bacchus Marsh Coaches P/L
Bacchus Marsh Town & School Services	Bacchus Marsh Coaches P/L
Bairnsdale–Sale	LC Dyson’s Bus Service P/L
Ballarat Transit Service	H. A. Davis Motor Service P/L
Ballarat–Bendigo–Donald	Wannon Holdings P/L
Ballarat–Castlemaine	Ballarat Coachlines P/L
Ballarat–Geelong	Wannon Holdings P/L
Ballarat–Hopetoun/Stawell	Wannon Holdings P/L
Ballarat–Horsham/Dimboola	Wannon Holdings P/L
Beechworth Town, Yackandandah, Stanley	Strathgen P/L
Beechworth–Albury	Wangaratta Coachlines
Bellarine Transit & Colac–Apollo Bay	McHarrys Bus Lines P/L
Benalla Town/School Service	Read & Brack P/L
Benalla–Mulwala	LC Dyson’s Bus Services P/L
Benalla–Yarrawonga–Shepparton	Arica P/L

Service	Bus Company
Bendigo Shepparton Service	EJ & TJ Bryan
Bendigo Transit Service	Christians Coaches P/L
Bendigo Transit Service	B M Walkers Bus Service P/L
Bendigo–Adelaide (Daylink)	Holidaymakers P/L
Bendigo–Charlton–Sea Lake	Christians Coaches P/L
Bendigo–Echuca	LC Dyson’s Bus Services P/L
Bendigo–Melbourne	LC Dyson’s Bus Service P/L
Bendigo–Swan Hill/Swan Hill–Mildura	Swan Hill Bus Lines P/L
Bendigo–Ultima/Swan Hill	Clockworld P/L
Castlemaine–Maldon	Castlemaine Bus Lines P/L
Castlemaine–Maryborough	Hollands Bus Lines P/L
Cobram Town Service	Arica P/L
Colac School/Town Service	NG King Coachlines P/L
Colac–Alvie	Coles Coaches Colac P/L
Corowa–Albury	MJ & CL Kelly
Corryong–Albury/Wodonga	Douglas George
Cranbourne–Narrewarren R.S.	Heath Sallwyn Investments P/L
Dandenong–Inverloch	WRL Management P/L
Dandenong–Lang Lang	WRL Management P/L
Daylesford–Hepburn Springs	KR Little P/L
Dimboola–Ararat	Wannon Holdings P/L
Dimboola–Horsham	Wannon Holdings P/L
Echuca/Rochester Town Service	FD & RG Ind
Flinders Shire Community Bus Service	Shire of Flinders
Frankston R/S to Flinders – Route 782	Imbiss P/L
Frankston R/S to Portsea – Route 788	Portsea Passenger Service P/L
Geelong & Bellarine Transit & Inverleigh Services	McHarry’s Bus Lines P/L

Service	Bus Company
Geelong Transit Service	Pivot Bus Services P/L
Gisborne–Essendon	Donric P/L
Hamilton School, Town & Casterton Services	MA & R Adams
Hamilton School/Town Service	G Steer
Hamilton School/Town Service	WR & SJ Tuffnell
Hamilton Town & School Service	GR & HJ Greaves
Hamilton Town/School Service	AG & MR Campe P/L
Hopetoun–Ouyen	Wannon Holdings P/L
Horsham Town Service	RW Krahe P/L
Horsham–Goroke–Naracoorte	CP & LL Bland
Humevale to Whittlesea – Route 562	LC Dyson’s Bus Services P/L
Inverloch–Leongatha–Wonthaggi	Bosica Dion Nominees P/L
Koo Wee Rup–Cranbourne	FA Phillips Bus Service P/L
Lakes Entrance–Bairnsdale	LC Dyson’s Bus Service P/L
Lancefield–Sunbury	AG Roberts P/L
LaTrobe Valley Transit Services	LaTrobe Valley Bus Lines P/L
Leongatha School/Town Service	Sunette P/L
Lutheran Jnr School/Town Service	KJ Crozier
Malmsbury–Kyneton	Organs Bus Service P/L
Melbourne to Eildon – Route 684	McKenzies Tourist Services P/L
Melbourne–Ballarat	Moreland Bus Lines P/L
Melbourne–Flowerdale–Mansfield	LC Dyson’s Bus Services P/L
Melbourne–Inverloch	WRL Management P/L
Melbourne–Mansfield	Mees Bus Lines P/L
Melbourne–Mildura	Broadmeadows Bus Charter P/L
Melbourne–Mildura	Donric P/L
Melbourne–Shepparton	LC Dyson’s Bus Services P/L



Service	Bus Company
Melbourne–Tocumwal	LC Dyson’s Bus Services P/L
Melbourne–Traralgon	WBL P/L (Warragul Bus)
Melbourne–Yarram	LC Dyson’s Bus Service P/L
Mildura Transit Services	Sunraysia Bus Lines P/L
Mildura–Horsham	I Janetski
Mildura–Swan Hill	Clockworld P/L
Mooroopna Town/School & Shepparton Route	Mooroopna Passenger Service P/L
Mt Beauty–Wodonga Service	TJ Pyle & Son P/L
Murchison East–Moama	LC Dyson’s Bus Services P/L
Omeo–Bairnsdale	TC & RJ Smith
Ouyen–Pinaroo	AJ & J Dowsley
Paynesville–Bairnsdale	LH & LM Crawford
Portland Town/School Service	Heywood Garage P/L
Rainbow–Horsham	Christians Coaches P/L
Sale School/Town, Sale/Stratford	Littles Gippsland Coaches P/L
Seymour Town, School & Puckapunyal Services	Seymour Passenger Services
Shepparton Transit Services	Shepparton Transit P/L
Stawell Town Service	GD Sandlant
Strathfieldsaye–Bendigo Service	IA & J Philpott
Swan Hill Town Service	Clockworld P/L
Swan Hill–Piangil–Tooleybuc	Clockworld P/L
Tallangatta–Albury/Wodonga	BJ & CE Cavanagh
Traralgon–Sale	LaTrobe Valley Bus Lines P/L
Ultima–Lake Boga–Swan Hill	BR & EM Balsarini
Upper Beaconsfield–Beaconsfield	BBL Management P/L

Service	Bus Company
Wangaratta Town Service	John M Cullen P/L
Warburton to Lilydale – Route 683	Mountjoy Public Transport P/L
Warragul Town & School Service	WBL P/L (Warragul Bus)
Warragul–Noojee Service	Carson Lakes PL
Warragul–Traralgon	WBL P/L (Warragul Bus)
Warrnambool Town & Intertown Services	South Western Roadways P/L
Warrnambool–Apollo Bay	South Western Roadways P/L
Warrnambool–Heywood	South Western Roadways P/L
Wodonga–Sydney Service	Wangaratta Coachlines P/L
Wonthaggi–Cape Patterson–Corinella	Holtham P/L
Woodend–Daylesford	KR Little P/L

Not subsidised by Public Transport Victoria	
Service	Operator
Albury–Corryong	J & S Sargeant
Bacchus Marsh–Ballarat	Bacchus Marsh Coaches P/L
Castlemaine–Bendigo, Castlemaine Town Service	Castlemaine Bus Lines P/L
Castlemaine–Campbell’s Creek, Castlemaine–Chewton	Castlemaine Bus Lines P/L
Corryong–Wangaratta	R & S Wilkinson P/L
Cowes–Fountain Gate	D & D Cleeland
Cowes–Wonthaggi	Phillip Island Bus Tours P/L
Heathcote–Bendigo	AR Pianta
Horsham–Hamilton	PG & PR Glaubitz
Kalimna–Lakes Entrance	M & U Carpenter
Kyabram School/Town Service	GE & NE Haw
Lake Bolac–Warrnambool	NM Blake
Maffra School/Town Service	Boyle’s Bus Service P/L
Melbourne–Falls Creek, Mt. Beauty–Falls Creek	TJ Pyle & Sons P/L
Melton–Bacchus Marsh–Ballarat	Ballarat Coachlines P/L
Mirboo North School/Town Service	EJ & J Pincini P/L
Nathalia–Shepparton	FP & MA Mortimer P/L
Stawell–Ballarat & Halls Gap, Ararat–Horsham	G Sandlant
Tallangatta–Albury/Wodonga	RB & EM Grant
Wangaratta–Benalla	Wangaratta Coachlines P/L
Warracknabeal School/Town Service	NE Daniels
Woodend, Gisborne–Melton	Bacchus Marsh Coaches P/L
Woods Point–Mansfield	L Stewart
Yarrowonga School Town Service	Arica P/L

12. Contact information

Contact Information	
<p>Department of Education and Early Childhood Development (DEECD)</p> <p>Conveyance Allowance Program advice and claim submission</p>	<p>Phone: 96372200</p> <p>Email: conveyance@edumail.vic.gov.au</p>
<p>Department of Education and Early Childhood Development (DEECD)</p> <p>General Student Transport Information</p>	<p>Phone: 96372200</p> <p>Email: student.transport@edumail.vic.gov.au</p>
<p>Public Transport Victoria Journey Planner</p> <p>Advice on the public transport options available for students.</p>	<p>Website: http://www.ptv.vic.gov.au/</p>
<p>Victorian Registration and Qualification Authority (VRQA)</p> <p>Advice on the registered denomination of schools and special school setting information.</p>	<p>Website: http://www.vrqa.vic.gov.au/</p>

