



MINISTRY OF TRANSPORT



Application Form

for Subsidised Travel and Update of Student Details

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Enquiries

Local School Transport Services
Contact your local transport operator

Tcard Information
Phone 131 500 or visit
www.tcard.com.au

Application Forms
Contact your local school
or TAFE College

For more information visit ...
www.transport.nsw.gov.au/concess_grants/ssts.html

Offices

Parramatta Office
Locked Bag 5085
Parramatta NSW 2124
Level 6, 16-18 Wentworth St
Parramatta NSW 2150
Telephone: 02 9891 8900
Toll free: 1800 227 774

Newcastle Office
PO Box 871
Ground Floor,
239 King Street
Newcastle NSW 2300
Telephone: 02 4929 7006
Toll free: 1800 049 983

Wollongong Office
PO Box 5215
NRMA Building
Level 6, 221-229 Crown Street
Wollongong NSW 2500
Telephone: 02 4224 3333
Toll free: 1800 049 961

How to complete the Application Form for Subsidised Travel and Update of Student Details

Please read these instructions carefully.

1 Please tick the reason for completing this form. A new application is required for students attending years K, 3 or 7.

2 Please complete all details. You have been asked to provide details of the student's mothers maiden/ family/ unmarried name as a security measure to assist in positively identifying a student, should there be a need to contact the 131 500 number to discuss a Tcard matter.

3 Please circle the class the student will be entering and tick whether the application is for travel this year or next year.

4 If known, please provide the student's Tcard number as it quickly identifies the student and enables us to update the student's details efficiently.

5 Only complete this section if the student already has a travel pass and you need to update the student's personal details.

If the application is for a change of address or change of school, you must surrender the old travel pass to the school. The student should keep any Tcard that may have been issued and use it together with a new travel pass, if the student is eligible and is issued a pass for the new address or school.

If you wish to correct name or date of birth details printed on the student's pass or Tcard, you must return the pass and/or Tcard with the completed form. A new pass or Tcard will be issued (no fee is charged for corrections).

If the student holds more than one pass with different transport operators and more than one of these needs to be corrected, you need to send a separate form to each operator. Return the Tcard to the operator who provides the service nearest to the student's home.

6 In this question you need to provide details of the students journey to school. Please note, a new form must be completed for each operator the student uses to travel to school.

Identifying the start and end point of the trip

You must identify the start and end point of the student's trip by identifying the nearest cross street, railway station, ferry wharf, property etc. You must also tell us who the transport operator is and select the correct mode code.

The mode codes A, B, C and D refer to the four different modes of public transport. Please write the appropriate mode code in the box provided.

Additional trips

If the student uses more than one transport operator to get to school, it is important for the other operator/s to know where the student is coming from or going to. Please provide details of any additional trips that the student makes with any other operators. (Remember that a new application form must be filled in for every new operator the student travels with).

7 It is very important that before signing the Certification you have carefully read and understood the document, Conditions of Issue and Code of Conduct. If the student is 16 years or under, the Conditions of Issue and Code of Conduct must be explained to and understood by the student.


8 Parents/Legal Guardians please disregard this section as it is for School use only.

9 Parents/Legal Guardians please disregard this section as it is for Operator use only.

Additional Instructions - Joint/Dual Custody

In a joint/dual custody situation, a student is eligible for subsidised travel from both the parents addresses, subject to meeting the normal eligibility criteria. A copy of the Family Law Court ruling should be forwarded to the nearest Ministry of Transport Office for assessment along with the application form. If the matter has not gone to the Family Law Court, a statutory declaration from each parent specifying the time share arrangements for the student residing at both addresses should be submitted. Applications for subsidised travel for Friday afternoons and Monday mornings only (to cover weekend access visits) are not eligible under the Scheme.

If one of the parents in a joint/dual custody situation changes their address, you must indicate in Q5, which parent, ie mother or father, has moved and provide details of their previous address.



Application Form

MINISTRY OF TRANSPORT for Subsidised Travel and Update of Student Details **PART A**

Operator Copy

PLEASE NOTE This form is to be completed by the student, if 16 years of age or older, or otherwise by the parent/legal guardian of the student. Please PRINT CLEARLY in BLOCK LETTERS and PRESS FIRMLY using a BLACK or BLUE ballpoint pen. Please read the section on "How to Complete the Application Form" before beginning to answer the questions. For further assistance, contact your nearest Ministry of Transport office in Newcastle (02) 4929 7886, Wollongong (02) 4224 3333 or Parramatta (02) 9691 8909. Where boxes are provided, please tick "X".

IMPORTANT NOTE TO PARENTS - BOTH PARTS A & B OF THIS FORM MUST BE SENT TO THE SCHOOL

1 Reason for completing this form. If joint custody please see additional instructions.
 New application (including students entering years K, 3 or 7) Joint custody Change of address Change of school Change of name Correct student details Other (give details at Q5)

2 Student Details If the student is not an Australian Citizen or Permanent Resident, please provide student's visa category.
 Family Name: JENNINGS First and Given Names (no initials): MEGAN KATHERINE
 Sex M/F: F Date of Birth (dd/mm/yyyy): 14 07 1992 Daytime Parent/Guardian Phone: 0295550000 Mother's Maiden/Family/Unmarried Name: TURNBULL
 Home Address: 43 EDWARD STREET ST IVES Postcode: 2075
 Postal Address (if different from Home Address): Postcode:

3 School Details Application for Travel THIS year? Please tick (X) one only. Application for Travel NEXT year? Class student is in or will be entering (please circle): K 1 2 3 4 5 6 7 8 9 10 11 12
 Name and address of school that student will attend: SYDNEY GIRLS HIGH ANZAC PDE SURRY HILLS Postcode: 2010

4 Tcard Details (if known) Have you been issued with a Tcard? If yes, please provide your Tcard number. If no, go to Question 5. Students living outside the greater Sydney area will not be issued with a Tcard. Tcard No: 3 0 8 5 2 2 0 0 0 0 9 9 9 9 1

5 Information Update Is this the first time the student has applied for subsidised travel? If yes, please go to section 6. Are you updating or correcting the student's personal information? If yes, please provide details of the previous information, (eg student's previous school, name and address etc) in the space below.

6 Details of Journey If the student travels with more than one transport operator to get to school, a separate form must be filled out for each operator the student uses. In all sections please include "nearest cross street/intersection/railway station or property".
 Mode Code: A Private Bus or Private Ferry B STA (Govt) Bus or Sydney Ferries C Cityrail D CountryLink, Rural Coach (Boarder) A Mode Code
 *Place This Trip Starts: KILLEATON ST NEAR MEMORIAL AVE ST IVES Name of Transport Operator for this trip: SHORE LINK
 *Place This Trip Ends: GORDON RAILWAY STATION
 Additional Trips: Does the student need to travel with different transport operator(s) to get from home to school? If No, please go to Q7. If Yes, please provide details of the trip(s) with the other operator(s) below. Remember, a new Application Form must be completed for every operator the student travels with.
 *Place This Trip Starts: GORDON RAILWAY STATION *Place This Trip Ends: CENTRAL STATION C Mode Code
 *Place This Trip Starts: EDDY AVE OPPOSITE CENTRAL STATION *Place This Trip Ends: ANZAC PDE NEAR LANG RD SURRY HILLS B Mode Code

7 Certification (The following must be signed by the student if 16 years or over, or otherwise by the parent or legal guardian.)
 I, NICOLE JENNINGS (Parent) (Print Full Name) certify that the information supplied in this form is true and correct. I have read the Code of Conduct and the Conditions of Issue and I understand and agree to abide by them. If I am signing this form as a parent/guardian, I have explained the Code of Conduct and the Conditions of Issue to my son/daughter and he/she understands and agrees to abide by them. I understand that the travel pass and/or Tcard may be suspended or withdrawn for serious breaches of the Code of Conduct or the Conditions of Issue. I consent to the collection, disclosure and use of personal information regarding myself/daughter/son, as described in the section headed "Privacy and Personal Information" in the Conditions of Issue, attached to this form.
 Signature: N Jennings Date: 23/08/2005

8 Validation (School Use Only) This student appears to meet the eligibility conditions for which this application is made. The student is enrolled in this school and their details accord with those held by the school.
 Principal or Delegate Signature: School stamp/date:

9 Transport Summary (Transport Operator Use Only) Sections travelled: Route number: Boarding point: Form SSTS 1 08/05

CONDITIONS OF ISSUE

1. ELIGIBILITY CONDITIONS

To be eligible for subsidised travel under the School Student Transport Scheme (SSTS) students should:

- (1) be a resident of NSW;
- (2) be 4 years 6 months of age or older;
- (3) be an infant student; ie attending Kindergarten, Year 1 or Year 2 classes, irrespective of the distance from home to school;
- (4) be a primary student (Year 3-6), and reside more than 1.6 kilometres (radial distance) from the school attended, measured on a radius from the centre of the school site, or 2.3 kilometres or more by the most direct practicable walking route to the nearest point of physical entry to the school;
- (5) be a secondary student (Year 7-12), and reside more than 2.0 kilometres (radial distance) from the school attended, measured on a radius from the centre of the school site, or 2.9 kilometres or more by the most direct practicable walking route to the nearest point of physical entry to the school;
- (6) be enrolled at a registered day or boarding school;
- (7) be eligible for free government education.

Overseas Students

Students who are not eligible for free government education are not eligible for subsidised travel.

2. APPEALS PROCESS

- (1) Parents/legal guardians of students deemed ineligible by their school or local transport operator on radial distance grounds may apply to the Ministry of Transport for a review of the determination on walking distance or safety grounds.
- (2) Should the Ministry of Transport not approve subsidised travel and the applicant(s) considers that there are special circumstances, such as safety and/or hardship issues associated with their case, they may appeal the Ministry's decision. Appeals are heard by an independent SSTS Appeals Panel which considers each case on its individual merits.

3. DEFINITIONS

- (1) **Sydney Integrated Ticketing System**
The contact-less smartcard-based ticketing technology being implemented across all public transport services in the Greater Sydney Area.
- (2) **Pass**
The "Pass" is comprised of both the Bus Pass and the Tcard presented together where both printed Bus Passes and Tcards are in use on private buses in the Greater Sydney Area. On all other modes of transport and in areas outside the Greater Sydney Area, the Pass is the printed bus, rail or ferry pass (the travel pass) alone.
- (3) **Tcard**
The single identifying brand name for the "Sydney Integrated Ticketing System" - also "Tcard Ticketing System" or "Tcard system".
- (4) **TAC**
Transport Administration Corporation (TAC) or any successor entity given responsibility for the Tcard Ticketing System (the "Tcard administering entity").

4. USE OF PASS ISSUED TO ELIGIBLE STUDENTS

- (1) The student must abide by the 'Code of Conduct for School Students on Buses' and/or the 'Code of Conduct for School Students on CityRail Trains and Stations' and the regulations governing passenger conduct when travelling by rail.
- (2) School travel is only available between home and the school for school attendance and is available on school days (Monday to Friday) only for travel commencing between 6.30 am and 6.30 pm.
- (3) The journey between the student's home and school must commence and finish only at the points nominated on this

application. The journey may consist of one or more connected trips. An individual trip must not be broken.

- (4) The Pass may be used for only one forward and one return journey per school day.
- (5) The Pass is not transferable to another person.
- (6) The Pass must be presented on boarding the transport service and on demand.
- (7) On a private bus fitted with a Tcard Fare Payment Device (FPD) the Pass must be presented so that the driver can see the Bus Pass and the Tcard is read by (tagged at) the FPD.
- (8) If the Pass is not presented, the transport operator may refuse travel unless the student pays the required fare.
- (9) Travel by bus is subject to the conditions specified in the Passenger Transport (Bus Services) Regulation 2000.
- (10) The Pass holder must not remain seated while an adult stands.

5. REFUSAL OR WITHDRAWAL OF SUBSIDISED TRAVEL

- (1) The NSW Ministry of Transport may verify the personal details of the student relevant to the student's eligibility at any time and may contact the applicant to do this. These details include the student's name, date of birth, school year, residential address or addresses and school attended.
- (2) The NSW Ministry of Transport may refuse or withdraw subsidised travel if:
 - (a) the student's personal details cannot be verified, or
 - (b) the student's personal details are not provided or cannot be exchanged and used as described in the 'Privacy and Personal Information' statement, or
 - (c) investigation shows the student to be ineligible, or
 - (d) the student is found to have breached the 'Code of Conduct for School Students on Buses' and/or the 'Code of Conduct for School Students on CityRail Trains and Stations', or
 - (e) the student is found to have breached the 'Conditions of Issue' or the 'Tcard Terms and Conditions'.

Following notification of withdrawal, subsidised travel would cease forthwith and the student or parent/legal guardian must surrender any issued Pass to the School Principal or to the transport operator or to the NSW Ministry of Transport.

6. REPLACEMENT OF LOST, STOLEN, FAULTY OR DAMAGED PASSES

- (1) A lost, stolen, faulty or damaged Pass will be replaced on completion of an application and the payment of any fee or fees that may apply.

Where a Pass (including a Tcard) is lost, stolen or damaged beyond recognition or if a Tcard ceases to operate reliably, you should call the Transport Infoline for assistance on 131 500.

7. FEES FOR REPLACEMENT PASSES

- (1) A fee must be paid for the replacement of a lost or stolen pass. A fee must be paid for the replacement of Tcards (for example when they are lost or stolen) from 1 January 2005.
- (2) The fee may be waived for the replacement of a faulty or accidentally damaged Tcard.

8. TCARD TERMS AND CONDITIONS

These Terms and Conditions are provided by the NSW Ministry of Transport (MoT) and Transport Administration Corporation (TAC). You should read these Terms and Conditions carefully and together with the Conditions of Issue of a Pass under the SSTS. Breach of these Terms and Conditions or the Conditions of Issue may affect a student's entitlement to hold an SSTS Pass.

- (1) Your Tcard is issued to you and is owned by TAC.
- (2) Either TAC or the Ministry of Transport, or their authorised agents, may retain or require you to return your Tcard at any time. If TAC or the Ministry of Transport or their authorised agent asks you to return a Tcard, you must do so immediately.
- (3) You can only use your Tcard for purposes of subsidised travel under the SSTS or for any other purpose authorised in writing by

TAC. You must not deface, intentionally damage, tamper with or copy the card or any part of it.

- (4) You should retain the Tcard while attending school or until advised in writing by TAC.
- (5) First use of your Tcard by you constitutes acceptance of these Terms and Conditions.
- (6) TAC and the Ministry of Transport can amend these Terms and Conditions at any time.

9. PRIVACY AND PERSONAL INFORMATION

- (1) Personal information given on this form is collected and held by and on behalf of the NSW Ministry of Transport and any Tcard administering entity - currently the Transport Administration Corporation - for the purposes of administering the School Student Transport Scheme (SSTS) and the Tcard system. The information is used to issue travel passes and Tcards.
- (2) Personal information is collected by and/or disclosed to schools and colleges, passenger service operators, the NSW Department of Education and Training (DET), the NSW Board of Studies, any successor Tcard administering entity and contractors engaged to provide services, for the administration of the SSTS and the Tcard Ticketing System. This includes exchange of information for verification of details provided by individuals.
- (3) Information about the use of passes and Tcards, including details of specific journeys, will be collected by operators and held by the Ministry of Transport and/or the Tcard administering entity or their contractors. This information will be used for the administration of the SSTS and for planning the future use of the SSTS and the Tcard Ticketing System.
- (4) Personal information held in connection with the SSTS and the Tcard Ticketing System may be disclosed as necessary for the administration and planning of the SSTS and the Tcard Ticketing System, or as required by law.
- (5) The student's name and date of birth will be printed on any Tcard issued, and the student's name, date of birth, home address and school or college details may be printed on a travel pass.
- (6) If this information cannot be collected, held, used and disclosed as described above, the student may be refused subsidised travel under the SSTS. If you believe that any of this information needs to be kept confidential, please contact your nearest Ministry of Transport office on the number provided on the back of this form.
- (7) Individuals generally have the rights of access and correction to any personal information held. If you wish to access or correct information, or have any queries about privacy protection and the handling of personal information in connection with the SSTS or the Tcard Ticketing System, contact:

The Privacy Officer:

NSW Ministry of Transport
GPO Box 1620
Sydney NSW 2001
Tel: 02 9268 2800

Transport Administration Corporation
PO Box Q1016 - QVB Post Office
Sydney NSW 1230
Tel: 02 9268 2800

Other NSW agencies collecting information can be contacted at:

NSW Department of Education and Training
GPO Box 33
Sydney NSW 2001

NSW Board of Studies
117 Clarence Street
Sydney NSW 2000

CODE OF CONDUCT

CODE OF CONDUCT FOR SCHOOL STUDENTS ON BUSES

To ensure your safety and the comfort of other passengers, students will:

- Behave safely at all times.
- Respect the needs and comfort of other passengers.
- Behave appropriately at all times (eg no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus).
- Protect bus property and report any vandalism.
- Show their travel passes or tickets to the driver on boarding and when requested.
- Only use the travel pass for its intended purpose.
- Maintain possession of the travel pass at all times.
- Follow the driver's instructions about safety on the bus (eg instructions on where to sit).
- Adhere to the law that bans smoking on buses.
- Only eat or drink (other than water) on the bus with the written permission of the operator.
- Keep arms, legs and other parts of their bodies inside the bus.
- Only attract the attention of the driver in the case of an emergency.

A full copy of the Code of Conduct can be found on the Ministry of Transport web site at www.transport.nsw.gov.au

CODE OF CONDUCT FOR SCHOOL STUDENTS ON CITYRAIL TRAINS AND STATIONS

Student Responsibilities

All students are to behave in a manner that ensures both their comfort and safety and that of other passengers in order to retain their free school rail pass.

Students will:

- Obey all signage instructions on stations and trains.
- Respect the needs and comfort of other passengers.
- Behave safely at all times (eg. avoid running or riding bikes, scooters or roller blades on stations and trains, keep off the train lines, keep arms, legs and other body parts inside the train, refrain from touching train doors, safety equipment or any part of a moving train).
- Use non offensive language and behave appropriately at all times on rail property (eg. avoid swearing, spitting, fighting, throwing items, keep feet off seats).
- Protect rail property and report graffiti and vandalism.
- Keep yourself and anything you are carrying clear of aisles, steps, thoroughfares and behind the yellow line on platforms.
- Take your rubbish with you and dispose of it thoughtfully.
- Follow the instructions of station staff, drivers, guards and transit officers.
- Carry your school rail pass during all travel.
- Spread out along the platform so as not to overcrowd one carriage. Avoid boarding carriages which are already overcrowded.
- Allow other passengers to alight before boarding and board the train without delay.
- Move inside the carriage and stand away from the doors during travel.
- Adhere to the rail safety act that bans all commuters from carrying knives, spray cans and permanent marker pens.
- Adhere to the law that bans smoking and drinking alcohol on trains.

A full copy of RailCorp's Code of Conduct, Offences and Penalties may be found on the CityRail website at:
www.cityrail.info/schoolgroups/conduct.jsp

