MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

Application for School Transport Assistance

Please read the information on this page before completing the application form.

What is School Transport Assistance?

Caregivers are responsible for transporting students to and from school each day. However, the Ministry may provide assistance where the Ministry deems that distance and/or accessibility may be a barrier for students attending the closest school they can enrol at.

School Transport Assistance is provided in the form of a **space on a school bus**, or **a conveyance allowance**. A conveyance allowance is a payment made directly to a caregiver's nominated bank account to subsidise the cost of transporting a student to a school, or in some instances a bus stop. Caregivers may be eligible for transport assistance to assist them getting to their closest bus route if they live more than 2.4km from the bus route.

Only caregivers requesting **a conveyance allowance** should complete this form. Caregivers do not need to complete this form to request a place on a bus. Any queries about children's eligibility to board a school bus should be directed to the bus controller of the attended school.

Who is eligible for school transport?

To be eligible for school transport assistance students must meet each of the following criteria:

A) Be attending the closest school they can enrol at AND

B) Be living over 3.2km (years 1-8) or 4.8km (years 9+) from this school, AND

C) Have **no** access to suitable public transport.

Applicants should ensure that they meet each of the above criteria before submitting an application.

For further information about how we determine the eligibility of applicants, please refer to our website.

How to apply

This form needs to be completed as early as possible for new applications and whenever there is:

a) a change of address; and/or
b) a change of school

This form is for one student only. Please fill out additional forms for each student applying for a conveyance allowance.

Which sections of the form should you fill out?

This form has the following sections:

- Section A – to be completed by the caregiver; and
- Section B – to be completed by the school; and
- Section C – to be completed by School Transport

Applications cannot be considered by School Transport until Section A and B of the application have been fully completed, and verified bank details have been provided.

Note: Pre-printed or bank verified account details must be provided in the form of a deposit slip, statement or screenshot from online banking.

Section A: to be completed by the Caregiver

Privacy Act 1993 Statement: The information on this form will be used by the Ministry of Education only for statistical information and the purpose of considering and providing school transport assistance.

Please complete all boxes. Clear printing will assist processing your application.

New application or change to existing approval

Is this a new application?	☐ Yes ☐ No
If no, please provide reason for application	☐ A change of address ☐ A change of school ☐ Change of circumstance

Student Details

Given name(s)		
Family name		
Date of birth and school year of student	DOB:	Enrolled school year level:
Gender	☐ Male ☐ Female	☐ Gender diverse
Students Primary Address (include RAPID number or map if required)		☐☐☐☐ (Post code)
Enrolling school and school address		
Is student unable to enrol at their geographically closest school? (eg. Exclusion from closest school, Enrolment Zones, English/Māori medium)	☐ Yes ☐ No *If yes, please provide details below*	
Date assistance is requested from	***Note:*** *payments will only be backdated to the beginning of the term prior to the term the application was received by National Office*	

Caregiver Details *(Add details for both caregivers if relevant)*

Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other:
Given name	
Family name	
Postal address (please provide postcode)	☐☐☐☐ (Post code)
Contact phone numbers (please provide area code)	Mobile ( ) Home ( ) Work ( )
Email address	
Date Student enrolled in present school	
Are there other students in your household applying for or already receiving School Transport Assistance?	☐ Yes ☐ No *If yes, please fill out the details below*
Student name:	School attending:
Student name:	School attending:
Student name:	School attending:

Caregiver's Declaration

☐ I declare the information entered on this form is true and correct. I undertake to notify the school and MOE School Transport of any changes to the information entered on this form.

☐ I have attached a verified proof of bank account (The Ministry cannot approve applications without this)

_____ _____

Caregiver name (please print) *Caregiver signature and date*

Please send completed form and bank account information to enrolling School to complete Section B

Section B: to be completed by the School

School Details

School name	
School MOE number	
Is the student enrolled in a Level 1 or Level 2 immersion unit?	☐ Yes ☐ No
Is this school the closest school student can enrol at?	☐ Yes ☐ No *If no, please provide details below*

School Declaration

I declare that (student name)

Is enrolled at (school name)

Signature: _____ Name: _____ Date: _____

Principal (or other authorised person) *please print*

Phone number: _____ Email: _____

Once Sections A and B have been completed, please send this form to school.transport@education.govt.nz