



**STUDENTS WITH DISABILITY
TRANSPORT ASSISTANCE
PROGRAM
GUIDELINES**

CONTENTS

ABBREVIATIONS	2
1 INTRODUCTION	3
2 STUDENTS WITH DISABILITY TRANSPORT ASSISTANCE	3
3 ELIGIBILITY GUIDELINES	3
3.1 For Applicants.....	3
3.2 For Students	4
3.2.1 Education Adjustment Plan.....	4
3.2.2 Student Travel Capability Rating.....	5
3.2.3 Travel Training	6
3.2.4 Exchange Students.....	6
3.2.5 Exceptional Circumstances	6
3.2.6 Dual Enrolment	6
4 FINANCIAL ASSISTANCE.....	6
4.1 Day Students.....	7
4.2 Boarding Students	7
4.3 Rebate Calculation.....	7
5 TRAVEL ASSISTANCE FROM DEPARTMENT OF TRANSPORT AND MAIN ROADS.....	8
6 APPLICATION PROCESS.....	8
7 PRIVACY.....	8
8 SWD FARE AUDITS.....	9
9 APPEAL PROCESS.....	9

ABBREVIATIONS

BFAP	Bus Fare Assistance Program
EAP	Education Adjustment Program
QED	Department of Education
DTMR	Department of Transport and Main Roads
FFPOS	Full Fee Paying Overseas Student
IEP	Individual Education Plan
ISQ	Independent Schools Queensland
NGSTAS	Non Government Schools Transport Assistance Scheme
NSSTAS	Non State Schools Transport Assistance Scheme
QCEC	Queensland Catholic Education Commission
SET (Plan)	Senior Education Training (Plan)
STMCFs	School Transport Maximum Cash Fare Schedule
SWD	Students With Disability

1 INTRODUCTION

The Queensland Government considers families have the prime responsibility for making suitable travel arrangements for their students to attend school. Since 1997 the Queensland Government has provided funding to enable the non-state school sector to administer a transport assistance scheme for students attending non-state schools.

The Scheme is known as the Non State Schools Transport Assistance Scheme (NSSTAS). The Scheme was originally known as Non Government Schools Transport Assistance Scheme (NGSTAS) until its name change in 2014. It is a joint initiative of the Queensland Catholic Education Commission (QCEC) and Independent Schools Queensland (ISQ). The Scheme is administered by QCEC on behalf of all non-state schools.

The NSSTAS consists of two programs:

- Bus Fare Assistance Program (BFAP), and
- Students With Disability Transport Assistance Program (SWD).

These guidelines address the Students With Disability Transport Assistance Program.

2 STUDENTS WITH DISABILITY TRANSPORT ASSISTANCE

The purpose of the program is to provide financial support to families of those students whose disability necessitates transport assistance to and from a non-state school by a means that takes into account their disability.

To qualify for travel assistance students must have transport needs, assessed by the school, that are demonstrably different to those of their typically developing same age peers by reason of their disability.

Funds are limited and the level of assistance provided to eligible applicants will depend on the program funds available in the relevant semester.

3 ELIGIBILITY GUIDELINES

3.1 FOR APPLICANTS

Applications for assistance will normally be accepted only from a parent or carer of eligible students. A family for the purposes of this Scheme is defined as: *A student or cluster of students at one address under the care of a responsible applicant.* In exceptional circumstances applications may be accepted from charitable organisations or government agencies acting on behalf of a student.

In special circumstances, some schools may elect to assist parents with the cost of fares by paying a proportion of the fares to the transport provider on behalf of the parent. These arrangements are at the discretion of the school principal.

Parents with shared custody arrangements are encouraged to liaise with each other to lodge only one application for the student concerned - using the address from which most travel cost is incurred during the school week (at the 'Student Home Address' question). The online application form has provision to advise a separate applicant address (at the 'Postal Address' question), where applicable. NSSTAS is only able to pay on one application.

3.2 FOR STUDENTS

To be **eligible** for travel assistance a student must:

- reside in Queensland,
- attend an accredited non-state school in Queensland,
- be eligible to attract the Australian Government General Recurrent Grant for the school attended,
- have been verified (or awaiting verification) through the school as eligible under Queensland criteria for the 'Students with Disability Program for Non-State Schools' - Education Adjustment Program (EAP) under one or more of the following impairments:
 - Autistic Spectrum Disorder
 - Hearing Impairment
 - Intellectual Disability
 - Physical Impairment
 - Social Emotional Disorder (non-state students only)
 - Speech Language Impairment
 - Vision Impairment
- have an Individual Education Plan (IEP), Support Plan or equivalent (or awaiting verification) which confirms transport needs, assessed by the school, that are demonstrably different to those of their same age peers by reason of their disability and a Travel Capability Rating (TCR) of C, D, E or F (see [Section 3.2.2](#)),
- or meet Exceptional Circumstances eligibility (see [Section 3.2.5](#)).

The following students are **not eligible** for travel assistance:

- Pre-preparatory year students,
- Full Fee Paying Overseas Students (FFPOS),
- Second and subsequent SWD student(s) travelling with an SWD sibling by private motor vehicle or taxi,
- Students conveyed only on the free school bus to an Autism Queensland school (parents can apply for other assistance e.g. car),
- Students attending an approved hospital school, and
- Students attending any form of 'work experience' program.

3.2.1 EDUCATION ADJUSTMENT PLAN

Students will be eligible for travel assistance when the Principal of the school, or his/her authorised representative, has confirmed their eligibility under the EAP.

Travel assistance will be available from the beginning of the semester in which the student is awaiting verification (e.g. If a student's verification process commences in May, the student would qualify for travel assistance from the start of semester one of that year).

A review of a student's transport assistance needs should occur at least annually and be conducted by the school's learning support team. A review may also be undertaken when a student's travel circumstances change.

Changes in the Travel Capability Rating may reflect the changes in the student's transport needs as they mature. As part of the IEP process, students' transport needs will be determined according to the Travel Capability Rating scale in [Section 3.2.2](#) below.

3.2.2 STUDENT TRAVEL CAPABILITY RATING

Students given a Travel Capability Rating of **A or B will NOT be eligible** for NSSTAS SWD assistance:

Category	Description	Eligibility
A	Adult Travel The student can negotiate all public transport services including change of buses, ferries and/or trains.	Students are not eligible for SWD travel assistance.
B	Independent The student is able to wait at the appropriate place for a bus, ferry and/or train and knows where/when to alight. The student is able to board the bus, ferry and/or train and travel safely to the destination.	Students are not eligible for SWD travel assistance.

Students given a Travel Capability Rating of **C, D, E or F will be eligible** for NSSTAS SWD assistance:

Category	Description	Eligibility
C	Semi-Independent The student is supervised while waiting at the appropriate place for a bus, ferry and/or train. Once on board, the student can ride unaccompanied but may be met at the destination by an adult or responsible person. The driver/conductor may assist the student to alight at the destination. This category includes students who are conveyed to and/or from school by private motor vehicle rather than being restricted to travelling by public transport.	Students conveyed by bus, ferry or train will be eligible for a refund of their fares. Students conveyed by private motor vehicle will be eligible for travel assistance at the current kilometric rate per private motor vehicle.
D	Travel Assisted The student can travel on public transport only when accompanied by a responsible adult. Where transport connections have to be made, the presence of an accompanying adult is needed. This category includes students who are conveyed to and/or from school by private motor vehicle rather than being restricted to travelling by public transport.	Students conveyed by bus, ferry or train will be eligible for a refund of their fares. The fares of an escort appointed by the school will be rebated to the school. Students conveyed by private motor vehicle will be eligible for travel assistance at the current kilometric rate per private motor vehicle.
E	Dependent The student is not able to use buses, ferries or trains to travel, due to their disability, but can travel in a vehicle (e.g. private motor vehicle or taxi) that does not require modification.	Students will be eligible for travel assistance at the current kilometric rate per private motor vehicle or per taxi.
F	Most Dependent The student has a severe physical disability and can only travel in a special purpose vehicle such as a private motor vehicle that has been modified to accommodate the student's travel needs or a Maxi taxi or mini bus.	Students conveyed in a modified private motor vehicle or special purpose vehicle will be eligible for travel assistance at the current kilometric rate per private motor vehicle. Students conveyed in a Maxi taxi will be eligible for travel assistance up to a maximum of \$300 per week, inclusive of any subsidy provided by the Department of Transport and Main Roads <i>Taxi Subsidy Scheme</i> .

3.2.3 TRAVEL TRAINING

Travel training refers to the development of skills designed to increase a student's ability for independent travel. At an appropriate age, students who do not currently possess the skills to travel alone and have the potential to develop these skills, are expected to have these addressed through the school's educational program. The training may be identified as a goal in the student's IEP.

Most students eligible for travel assistance through this program would be expected to be moving towards transport independence by the time they require a Senior Education Training (SET) Plan.

3.2.4 EXCHANGE STUDENTS

Exchange students participating in a Student Exchange Program with an exchange organisation that is registered by the Queensland Department of Education (QED) may be eligible for travel assistance.

3.2.5 EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances, some students may be eligible for financial support. This category is designed to cover students who may have a serious condition or disability not covered in the impairment categories and have transport needs like those outlined above. They must have their medical condition confirmed in writing by a medical practitioner and the report must be provided to the school's learning support team. The medical condition could include, but is not limited to, anorexia, cystic fibrosis, broken limbs or recovery from surgery. This support would be for a specified period of time, as defined in the medical practitioner's report.

3.2.6. DUAL ENROLMENT

It is acknowledged that in some circumstances a student may need to attend more than one school to access specialist support. These students may be eligible for travel assistance to access the schools, providing they are non-state schools. This arrangement is often referred to as a dual enrolment.

4 FINANCIAL ASSISTANCE

The financial support available through this program depends on how the student is transported to and from school. If government funds are limited in any given semester the level of assistance provided to eligible applicants will be a proportion of their normal entitlement.

Travel assistance will only be provided from a student's normal residential address to the school attended, via the shortest trafficable route. Distance is checked via *Google Maps* or *Whereis* if not available on *Google Maps*. An exception may be made if a student is required to reside in temporary accommodation.

4.1 DAY STUDENTS

Assistance will be provided in accordance with the following table:

Mode of Travel	Assistance Available
Bus, Ferry or Train/Rail	The travel costs for distance eligible students will be refunded based on one-way distance, by the shortest trafficable route, from the student's residence, or alternative accommodation, to the school attended, utilising the School Transport Maximum Cash Fare Schedule (STMCFs) provided by DTMR.
Private Motor Vehicle	A kilometric allowance will be provided. It will be based on the one-way distance, by the shortest trafficable route, from the student's residence, or alternative accommodation, to the school attended.
Taxi	<p>If a student has been rated '<i>E - Dependent</i>' in the Travel Capability Rating Scale, a taxi kilometric allowance will be provided. It will be based on the one-way distance, by the shortest trafficable route, from the student's residence, or alternative accommodation, to the school attended.</p> <p>If a student has been rated '<i>F - Most Dependent</i>' in the Travel Capability Rating Scale, the full cost of taxi fares will be refunded, up to a maximum of \$300 per week, inclusive of any assistance provided through the Taxi Subsidy Scheme referred to in Section 5, and upon the applicant providing all receipts as evidence of this expenditure.</p>

4.2 BOARDING STUDENTS

Eligible boarding school students who attend a boarding school on either a term or weekly basis may be eligible for transport assistance if they are conveyed to and/or from their school by public transport or private motor vehicle. Term boarding students will qualify for two trips per term when they travel from home to the school attended at the start of and the end of each term (i.e. four trips per semester). Weekly boarding students will qualify for two trips per week when they travel from home to the school attended at the start of the week, board at school or stay with a relative or friend during the school week (e.g. because the relative/friend resides closer to the student's school), and travel back to their home at the end of the week.

4.3 REBATE CALCULATION

It is essential that the public transport fares charged by the transport provider do not exceed those set by DTMR in its School Transport Maximum Cash Fare Schedule (STMCFs). If the transport provider charges greater than the fare schedule fee, NSSTAS will take into consideration only the costs up to the maximum fare as per the Schedule.

For a student travelling on a Translink service or other service with discounted fares, the rebate we pay you is based on Go Card concession fares or discounted fares (depending on the average weekly number of trips the student catches the service).

For a student travelling on a single/return/pay-as-you-go ticketed service, the rebate we pay you is based on the average weekly number of trips the student catches the service.

For a student travelling on a Weekly, Monthly, Term, Semester or Annual ticketed service, the rebate we pay you is based on the average weekly number of trips the student catches the service when we apply the STMCFs to cap your fares:

0-1 trips per week	Weekly fare we assess is zero
2 trips per week	Weekly fare we assess is calculated on 2 trips per week
3-5 trips per week	Weekly fare we assess is calculated on 5 trips per week
6-10 trips per week	Weekly fare we assess is calculated on the weekly rate of the ticket type purchased.

5 TRAVEL ASSISTANCE FROM DEPARTMENT OF TRANSPORT AND MAIN ROADS

Some students may be eligible for travel assistance through the DTMR *Taxi Subsidy Scheme*. To be eligible to participate in the Taxi Subsidy Scheme students must have a severe permanent or temporary disability. Further details about the Taxi Subsidy Scheme can be obtained from the Taxi Subsidy Section at DTMR on 1300 134 755 or from their website tmr.qld.gov.au.

Applicants are requested not to also apply for conveyance allowance through the DTMR for the same student's travel through our Scheme, as this would be considered as "double dipping" and therefore recovery of payments and penalties may apply.

6 APPLICATION PROCESS

Parents, guardians or carers applying for NSSTAS travel assistance may submit an online application form available during the month of May for Semester One and October for Semester Two on the NSSTAS website at SchoolTransport.com.au.

All applications must be received by the 31st of May or October (whichever applies) to be eligible for funding for that semester. Applications for SWD travel assistance cannot be accepted by NSSTAS after the closing date.

The Principal or authorised representative is required to complete a verification report for students, following communication from the School Transport Unit at NSSTAS.

Travel assistance rebates are normally deposited into the nominated bank accounts of eligible applicants by the end of August for Semester One and the end of January in the following year for Semester Two. All eligible applicants are advised via email that their entitlement has been deposited into their nominated bank account.

A small fee may be deducted from the entitlement of applicants who provide inaccurate bank account details or fail to advise NSSTAS of any changes to bank account details prior to rebates being paid.

7 PRIVACY

By submitting an application through NSSTAS, the parent consents to the disclosure of personal and sensitive information to QCEC and/or NSSTAS to enable the administration of NSSTAS. This information is collected through a standardised application form. This information may be shared with Government authorities, for example Centrelink (if concession card details are provided). If this information is not disclosed, full or partial payment by NSSTAS may not be possible. Further information is available in the QCEC Privacy Policy and Privacy Compliance Manual available by entering 'privacy' in the search field at qcec.catholic.edu.au.

8 SWD FARE AUDITS

Each semester a sample of applicants are selected to provide proof of the expenditure declared on their application form. The proof may be in the form of:

- (a) receipts from the transport provider
- (b) used bus/ferry tickets issued to student
- (c) a letter from the transport provider or the school attended, confirming fares and travel frequency
- (d) a transaction record from a registered Translink Go Card
- (e) a signed statutory declaration confirming expenditure (please note that should this form of evidence be submitted, NSSTAS will confirm as necessary, the expenditure with other parties).

It is recommended that applicants retain evidence of expenditure for three months from the date the NSSTAS payment was received for that semester (NSSTAS will not ask for these to be provided after three months from that date).

9 APPEAL PROCESS

Any appeal under these guidelines should be brought to the attention of the Reference Committee via email to: info@schooltransport.com.au or post to:

Executive Officer – School Transport
QCEC
GPO Box 2441
BRISBANE QLD 4001