MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

Application for School Transport Conveyance Allowance

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

What is a conveyance allowance?

Caregivers are responsible for transporting students to and from school each day. However, the Ministry may provide assistance where distance 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**, and/or **a conveyance allowance.** A conveyance allowance is a payment made directly to a caregiver's nominated bank account to contribute to the cost of transporting a student to school, or in some instances a bus stop. Students may be eligible if:

- there isn't a school bus available, or
- they live more than 2.4km from the nearest school bus route.

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 child's school.

Who is eligible for school transport assistance?

To be eligible for school transport assistance students must meet all 3 eligibility criteria:

1. Be attending the closest school they can enrol at.
2. Be living over 3.2km (years 1-8) or 4.8km (years 9+) from the enrolling school.
3. Have **no** access to "suitable" public transport (defined on the Ministry website).

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
- Section B – to be completed by the school
- Section C – to be completed by the Ministry

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

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

New application or change to existing approval

Privacy Act 2020 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.	
Has the student previously received Conveyance Allowance?	□ Yes □ No
If yes, 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	
If student is not enrolled at their geographically closest school, what is the reason? (eg. Exclusion from closest school, Enrolment Zones, English/Māori medium)	
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 cod
Contact phone numbers (please provide area code)	Mobile ( ) Home ( ) Work ( )
Email address	
Date Student started at this 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: Student name: Student name:	School attending: School attending: School attending:

Caregiver's Declaration

□ I declare the information entered on this form is true and correct. I undertake to notify the school and Ministry 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	
Education Institution 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

Section C: to be completed by School Transport

Assessment outcome:

Student name:	
School attending:	
Outcome:	**Approved / Declined**
Comments:	

Eligibility check

**Please note: there is no need to continue with the check if you answer 'no' to questions 1, 2 or 3*

1	Is the student attending the closest school they can enrol at?	**Yes / No**
1.1	If 'No' what is the closest school the student can enrol at?	
2	Is the student's home over 3.2km (years 1-8) or 4.8km (years 9+) from this school?	**Yes / No**
3	Does the student have **no** access to suitable public transport?	**Yes / No**
4	Is a Ministry-funded bus available for student to board between home and school? *If yes, what is the route number?*	**Yes / No**
5	Total kms oneway (to closest bus route, or school if no bus is available)	**km**
6	Rate (to be entered by Transport Officer)	**$**