

What is a Conveyance Allowance and who can receive it?

This fact sheet contains information about conveyance allowances. This information is current as at June 2010.

Overview

Conveyance allowances are designed to help caregivers of eligible students, including students eligible for special education school transport assistance, with the costs of transporting students to and from school when no other suitable form of transport is available. The conveyance allowance falls under the daily programme. For more information on types of assistance see **Fact Sheet 4: What types of assistance can a student get?**

School bus, conveyance allowance, or both?

New Zealand has a very good safety record for school buses, and for this reason the Ministry supports transport assistance in the form of school buses where possible. However, sometimes eligible students live a considerable distance from a Ministry bus route, or there is no Ministry bus route available. In such cases, the caregiver may be given a conveyance allowance to assist with the cost of transporting the student to a bus route (if there is one running in the area), or to the school. For more information, see **Fact Sheet 4: What types of assistance can a student get?**

What do caregivers need to do?

To apply for school transport assistance, parents need to fill out an application form – the *School Transport: application for assistance* or the *Special Education School Transport Assistance Form*. When filling in this form, caregivers need to complete bank account details and attach a pre-printed deposit slip or a deposit slip authorised by the bank. They must name one bank account only.

If the bank account changes, the caregiver who originally signed the application form needs to notify the service agent in writing, again with a pre-printed or bank-authorised deposit slip. If you don't know who your service agent is, ask your school.

Caregivers also need to notify the service agent, or school's principal or bus controller if they change address or the child leaves the school, so that the allowance can be reassessed.

The *School Transport: application for assistance* form or the *Special Education School Transport Assistance* form are available on the Ministry's website at: www.minedu.govt.nz/schooltransport

What if there is more than one student in a household eligible for a conveyance allowance?

Where there is more than one student in a household eligible for a conveyance allowance, only one conveyance allowance will be paid to that household. If the students are attending different schools, the amount paid will be based on the distance to the furthestmost school.

School Transport: What you need to know

The following fact sheets about school transport are available:

1. Who is eligible for school transport assistance?
2. What if a student doesn't attend the nearest school?
3. What if the nearest school doesn't offer education in the desired language?
4. What types of assistance can a student get?
5. How is transport assistance provided for students with special needs?
6. What should I know about school bus services?
7. Student behaviour on buses: What is expected?
8. What is good practice for school bus safety?
9. Who has a responsibility for school bus safety?
- 10. What is a Conveyance Allowance and who can receive it?**
11. Who can I contact about school transport?
12. How are bus routes designed?

For more information visit our website at:

www.minedu.govt.nz/schooltransport

How is the conveyance allowance calculated?

The conveyance allowance is based on a daily rate, and is calculated based on the following factors:

- ◆ the number of eligible students in a household. If more than one student is eligible, a family rate will apply
- ◆ the distance from the student's home or the Transport Entitlement Zone boundary - see Fact **Sheet 2 – What if a student doesn't attend the nearest school?**) to the school or the school bus stop. No allowance is paid for the first 2.4km. If caregivers travel to more than one place, the allowance is based on the most distant destination
- ◆ the number of school days in the quarter
- ◆ the number of daily trips: for example student drivers (driving with the school board or principal's written approval) receive half the allowance because they make only one return trip each day.

To find out the daily rates for the conveyance allowance, please contact your local service agent.

When is the conveyance allowance paid?

The conveyance allowance is paid in arrears four times a year, within four to five weeks following the end of each quarter. The quarters are 1 January to 31 March, 1 April to 30 June, 1 July to 30 September, and 1 October to 31 December. The Ministry of Education credits the caregivers' bank accounts.

The quarters are not the same as school terms. For example, if Term 1 runs from 29 January to 11 April, the first quarterly payment is for the school days from 29 January to 31 March. The second quarterly payment is for the school days between 1 April to 30 June; it may not cover the whole of Term 2.

Can the allowance be split and paid into more than one bank account?

No. Payments can not be split among different caregivers' bank accounts. For example, if two caregivers are separated or divorced and they transport their child on different days, it is up to the caregivers as to how they will share the allowance once it is paid to one account.

Can the allowance be paid to someone else?

Yes. Caregivers who arrange a car pool for students from more than one household can choose to have the allowance paid to someone else, for example to the driver of the car. In this case each family's allowance is calculated separately, and the person nominated receives the total. Each caregiver involved in this kind of agreement needs to notify the school's Service Agent in writing.

Looking for more information?

The Ministry of Education website has more information on school transport assistance.

You can visit our website at: www.minedu.govt.nz/schooltransport

Your local service agent can also help answer any questions you have about school transport. A list of their contact details can be found on the Ministry of Education's school transport website as shown above.