

The Private Vehicle Conveyance (PVC) Subsidy is available for eligible school students, who are residents of NSW, where there is no public transport available for all or part of the journey. The PVC Subsidy is paid based on the distance between their home and the nearest transport pick up point or school. The PVC Subsidy may also be available on medical grounds.

1. ELIGIBILITY CRITERIA

- a) To be eligible for travel under the Private Vehicle Conveyance Subsidy (PVC Subsidy) students must be:
- I. a resident of NSW;
 - II. 4 years 6 months of age or older;
 - III. enrolled at a registered day, boarding or distance education school;
 - IV. either:
 - (1) an infant student (Year K-2) who resides more than 1.6 kilometres walking distance from the nearest existing transport pick up point (i.e. bus stop or railway station);
or
 - (2) an infant student who resides where no public transport is available between home and school (i.e. no distance criteria are applied);
or
 - (3) a primary student (Year 3-6) or a secondary student (Year 7-12) who resides more than 1.6 kilometres walking distance from the nearest transport pick up point, or more than 1.6 kilometres by the most direct practicable walking route to the nearest point of physical entry to school grounds;
or
 - (4) where the only means of travel for a student to the transport pick up point or school is by private boat. This is regardless of the distance between the residence and the transport pick up point or school, and their year in school;
 - V. eligible for free government education in NSW.
- b) The PVC subsidy is only available for approved travel segments between home and school.
- c) The PVC Subsidy is not available for journeys where public transport is available.
- d) Students who are not eligible for free government education are not eligible for the PVC Subsidy.

2. APPLICATIONS ON MEDICAL GROUNDS

- a) Students who are unable to travel to and from school on available public transport services due to a medical condition may apply for the PVC Subsidy on medical grounds.
- b) A completed SSTS and PVC Medical Report and Certificate must accompany all applications.
- c) The SSTS and PVC Medical Report and Certificate must be completed by the student's medical practitioner, and can be obtained from the Department of Transport website or by contacting the PVC Subsidy Team on the telephone numbers provided below.
- d) In assessing a PVC Subsidy application on Medical Grounds:
 - I. a General Practitioner report is sufficient for the initial application. A specialist report is required for any subsequent application;and

- II. The Department of Transport may contact the student's doctor(s) and/or school to obtain additional information relevant to the application and may also refer the application for an independent medical assessment of the student's condition.

- e) The Department of Transport will approve a student's eligibility for a specified period only. It is the responsibility of the parent/guardian to apply for a renewal to extend eligibility past the specified period.
- f) The Department of Transport may vary the duration for subsidised travel suggested by the treating medical practitioner.

3. JOINT CUSTODY

- a) For student(s) in a joint custody arrangement, eligibility for subsidised travel for both parents/guardians is subject to meeting the PVC Subsidy eligibility criteria from each residential address.
- b) Each parent/guardian involved in the joint custody arrangement must apply for the PVC Subsidy separately.
- c) A copy of the Family Court Residency Order should be provided, where available, for assessment along with the completed application form.
- d) If a copy of the Family Court Residency Order is not available a statutory declaration from each parent/guardian specifying the time share arrangements for the student residing at both residential addresses will need to be submitted along with the completed application form.
- e) Applications for subsidised travel under the PVC Subsidy only to cover weekend access visits (e.g. Friday afternoons and Monday mornings) are not eligible and will not be considered.

4. DUAL RESIDENCE

- a) The PVC Subsidy only covers travel to one residence (unless the application has been submitted under the provisions for joint custody). For example, the PVC Subsidy will not cover both the travel from a secondary (or boarding) residence on weekdays and the primary family residence on weekends. Applicants must select the residence that best supports their individual circumstances, as payment will only be made for the days where the eligible journey is associated with the nominated residence.

5. APPLICATIONS ON WALKING ROUTE GROUNDS

- a) The Department of Transport uses published guidelines to review the adequacy of pedestrian infrastructure on walking routes to and from the nearest transport pick up point or school. The guidelines can be found at:
www.transport.nsw.gov.au/ssts/guidelines-on-safe-walking.html
- b) Where a parent/guardian considers the walking route not to comply with these guidelines, they may apply for the PVC subsidy.
- c) Documentation supporting the identified reason must be provided from your local council.

6. TEMPORARY ELIGIBILITY

- a) Short term disruptions to scheduled public transport services, such as scheduled rail track work, are outside the scope of the PVC Subsidy and do not provide grounds for temporary eligibility.

7. APPLICATION

- a) The Department of Transport will provide written confirmation of the receipt of your PVC Subsidy application form within 6 weeks.
- b) If an acknowledgement is not received within 6 weeks, you should contact the PVC Subsidy Team on the telephone numbers provided below.
- c) Failure to contact The Department of Transport may affect the commencement date of your PVC Subsidy application.
- d) The Department of Transport reserves the right to review and validate all details supplied in your application form. Where inaccuracies are discovered you will be informed in writing of any amendments or corrections determined to be necessary.
- e) You agree to having The Department of Transport contact your school to confirm the details provided in this application and the number of school attendance days.

8. REJECTIONS AND SUSPENSIONS

- a) The Department of Transport reserves the right to reject an application or to immediately suspend current PVC Subsidy payments if:
 - I. the student's details cannot be verified;
or,
 - II. the student's personal details are not provided or cannot be used as described in the 'Privacy and Personal Information' statement;
or,
 - III. investigation shows the student to be ineligible;
or,
 - IV. public transportation is determined to be available (including an extension to a bus service);
or,
 - V. provided details are determined to be inaccurate, false or misleading;
or,
 - VI. eligibility has expired.
- b) Any subsidy paid as a consequence of inaccurate, false or misleading information will be required to be repaid.

9. CONDITIONS OF PAYMENT

- a) A special return journey must be made each morning and afternoon between the eligible student(s) residence and the nearest transport pick up point or school.
- b) No payment is made for students who drive themselves to school.
- c) Motorcycles are paid at half the established rate.
- d) The PVC Subsidy is not granted retrospectively. Payments will only be made from the semester in which the PVC Subsidy application is received by the Department of Transport.
- e) The Department of Transport reserves the right to reduce a PVC Subsidy payment where a student is conveyed to or from the transport pick up point or school by a third party provider.
- f) There are two scheduled PVC Subsidy payments per year, after term two and after term four. Payments are processed upon receipt of the student's attendance days from the school(s).
- g) PVC Subsidy overpayments are required to be repaid to the Department of Transport. The Department of Transport can seek reimbursement of the owed amount by withholding future PVC Subsidy payments until the debt is paid. Should circumstances change, which result in the applicant being ineligible to claim further PVC subsidy, the outstanding amount will be due immediately to the Department of Transport. The Department of Transport reserves the right to pursue all debt.

10. NOTIFICATION OF CHANGES

- a) You must submit a new application form immediately to notify the Department of Transport of changes to:
 - I. the student(s) permanent residential address;
 - II. the school attended or campus location;
 - III. the transport pick up point (bus stop or railway station).
- b) You must submit written notification of changes to postal address to the Department of Transport within 7 days (a new application form is not required).
- c) Notification of changes to bank account details must be submitted within 7 days to the Department of Transport using the Change of Bank Details Form. The Change of Bank Details Form can either be downloaded from the Department of Transport website or by contacting the Department of Transport on the phone numbers listed below. Please forward the completed form with your new bank account details to the address shown below or by facsimile.
- d) Failure to notify the Department of Transport of changes to your situation may result in suspension or termination of your entitlement.

11. PRIVACY AND PERSONAL INFORMATION

- a) The Department of Transport collects and holds personal information provided in connection with the Private Vehicle Conveyancing (PVC) Subsidy. The information may be used for the administration of the PVC Subsidy and, in particular, for verifying the details provided by those participating in the PVC Scheme. This information may also be used for future transport planning.
- b) Personal information may be disclosed to and exchanged with:
 - I. Schools and colleges;
 - II. Passenger service operators;
 - III. NSW Department of Education and Training (DET);
 - IV. NSW Board of Studies;
 - V. Government agencies of other States and Territories with whom the State of New South Wales has reciprocal student transport arrangements; and
 - VI. Contractors engaged to provide services for the administration of the PVC Subsidy.
- c) The information may also be disclosed as required by law.
- d) The Department of Transport will ensure that all personal information is held in a secure, confidential manner and managed in accordance with the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002.
- e) Parent and legal guardians may request access to information relating to PVC Subsidy applicants for whom they are legally responsible. Parents and legal guardians may also make requests to correct, amend, alter or annotate data or information held by the Department of Transport – or to which the agency has an immediate right of access. Requests should be made by contacting the Privacy Officer, as outlined below.
- f) For further information about our Privacy Policy contact: The Privacy Officer, Department of Transport, Telephone: (02) 8202 3768.

Note: PVC applications should not be sent to the Privacy Officer.