

How the School Drive Subsidy works

The School Drive Subsidy is available to NSW parents/guardians in areas where there is no public transport, to drive eligible students all or part of the way to school or TAFE. The subsidy is only intended to partly offset the cost of using a private vehicle to drive one or more eligible students and is not intended to cover all costs. Transport for NSW administers the School Drive Subsidy.

The subsidy is for driving school students to school or to the nearest transport pick up point, by car, motorcycle or boat.

To apply for the School Drive Subsidy, you simply need to give us details of your school journey (driving all your eligible students) on the application form. We will calculate for you the approved distance for travel from home to school (or to the nearest transport pick up point) and, if your students are eligible, the amounts you'll be paid.

School Drive Subsidy payments are calculated based on:

- the distance of your approved one-way daily school journey in kilometres for all your eligible students, **multiplied by**
- the School Drive Subsidy daily rate per kilometre*, **multiplied by**
- the number of days the student attends the school/TAFE during the semester (January to June or July to December).

*The rate for 2019 is \$0.68 per km for driving by car, or \$0.34 per km by motorcycle or boat.

Note: The per kilometre rate is based on a return journey being made each day. If the journey is only made one-way per day, then the per kilometre rate will be halved.

Example: Your approved one-way journey to school taking all your eligible students to school is 10km. They all attend for 80 days in the semester. The subsidy payment for the semester would be:

10km X \$0.68 X 80 days = \$544.

In cases of shared parental responsibility (e.g. joint custody) where a child lives alternately with both separated parents, the calculation is based on each parent's school journey at a pro-rata rate corresponding to the percentage of school days each parent has responsibility for the student.

Subsidy payments are made twice yearly after the end of the semester, usually around February and August, for the preceding semester. The amount paid per semester is based on the distance of your approved regular school trip for all of the eligible school students in your household and on each student's school attendance.

You can apply for the subsidy at any time during the school semester (January to June or July to December) for the current semester. You can't make new applications for previous semesters.

For day school or TAFE students, once your application is complete and has been accepted, there's nothing more to do, as long as your journey stays the same. If the student is eligible, you'll automatically receive a subsidy payment twice a year (based on school attendance) until they move up to Year 7 at high school and then you'll need to re-apply. For boarding school or mini-school students, you'll need to do an Update application for each journey.

Eligibility

To be eligible for the subsidy, minimum distance requirements apply as shown in the table below, as well as other criteria (see Terms and Conditions Page (i) for full details).

School year band	Minimum distance from home to school/TAFE		Minimum distance from home to the nearest transport pick up point (where available)
Infants and Primary students (Years K-6)	More than 1.6 km straight line distance OR at least 2.3 km walking distance	AND	More than 1.6 km straight line distance OR at least 2.3 km walking distance
Secondary students (Years 7-12)	More than 2.0 km straight line distance OR at least 2.9 km walking distance		More than 2.0 km straight line distance OR at least 2.9 km walking distance
TAFE	More than 3.2km walking distance		More than 2.0 km straight line distance OR at least 2.9 km walking distance

Temporary Eligibility

Short term disruptions to public transport services such as scheduled or limited duration emergency rail track or road works / detours are outside the scope of the School Drive Subsidy and do not provide grounds for temporary eligibility.

Other

In circumstances where applicants require extraordinary or ongoing special assistance from schools or community agencies to access School Drive Subsidy arrangements, the relevant agency should contact Transport for NSW.

Notes on how to complete the application form

Subsidy applications can be lodged online at www.transport.nsw.gov.au/schooldrive or using this paper application form.

The application form must be completed by the parent or guardian of the student(s), not the student(s) themselves, even if they are aged 16 or over. For students aged 16 and over, the parent or guardian must have authorisation from the student before sharing the student's personal information.

The application form must be completed in full. Failure to provide all requested information in the application form and/or supporting documentation will result in your application being declined.

Section 1

Tick 'New application' only if this is the very first application you have made for the School Drive Subsidy (not counting the former PVC subsidy). If this is not the first one, tick 'Update application'. An 'Update application' should also be made for each new trip to either boarding school or to mini-school.

New irregular journey (mini-school): the NSW Department of Education operates a number of distance education centres (mini-schools). Only those students who are full time, geographically isolated, distance education students are eligible for the School Drive Subsidy in this instance. A 'New application' form (for the first journey) or an 'Update application' form (for subsequent journeys) must be provided for each journey to mini-school. There is no limit on the number of journeys to mini-schools.

New irregular journey (boarding school): For weekly boarders the maximum number of journeys allowed is 22 per semester, and for term boarders 9 journeys per year.

New irregular journey (flood) is where there is a flood that disrupts your journey for 30 days or more. For the application to be considered, written evidence from your local council to support the claim must be included. You should indicate the start and end dates that the flood disrupted your regular journey.

New irregular journey (other reason) is where the normal transport of the student to the nearest transport pick up point or school is disrupted for 30 days or more due to an unplanned event such as damage to infrastructure. For the application to be considered, written evidence from your local council to support the claim must be included.

Exceptional circumstances on medical grounds is where the student cannot utilise the available public transport services for medical reasons or is unable to walk the required distance to the nearest transport pick up point (see Section 3 of the Terms and Conditions). In this case an SSTS Medical Report and Certificate completed by a doctor or specialist medical practitioner must accompany the application. This is available at <https://apps.transport.nsw.gov.au/ssts/assets/documents/ssts-medical-certificate-5379.pdf>

Exceptional circumstances on pedestrian infrastructure grounds is where a parent/guardian considers that the walking route does not comply with Transport for NSW's guidelines. The guidelines can be found at <https://apps.transport.nsw.gov.au/ssts/guidelinesForWalkingRouteToSchool>

Section 2 – If parents/guardians live separately

For a student in a shared parental responsibility situation (e.g. joint custody) the eligibility criteria apply to *each household address* where the student resides. Each parent/guardian involved in the shared parental responsibility arrangement must make a separate application.

You do not need to provide a copy of a court order or statutory declaration in the first instance for a shared parental responsibility situation. However Transport for NSW reserves the right, in its discretion, to request these or further evidence documents, if required, to determine the student's eligibility and Approved Planned Journeys from each parent's/guardian's household address.

Dual residence

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

Section 3

Complete this section for all eligible students. If you drive a student but you are not sure if they meet the eligibility criteria (e.g. you think their school might be too close to home), you can include them anyway and we will tell you if they are eligible.

NOTE: Only return the completed form

For new applications and the update of information previously provided. Please complete ALL sections of this form as indicated or your application cannot be processed.

Please PRINT CLEARLY in BLOCK LETTERS using a blue or black pen. Where boxes are provided, please tick "✓". For assistance, please first refer to the notes on Notes Pages (i) and (ii).

1. Type of application

- New application (first time only) ▶ *complete all sections*
- Update application (updated details) - *please indicate all the details that have changed by ticking the relevant boxes below, then complete all sections.*
- New irregular journey (flood) ▶ Start date: End date:
(attach supporting letter from council confirming details of the flood)
- New irregular journey (other reason) ▶ Start date: End date:
(attach supporting letter from council confirming details of the disruption or road closure)
- New irregular journey (mini-school journey or boarding school journey)
- Regular school journey has changed New bank details Change of applicant's name
- Adding student(s) Change of home address Change of postal address
- Change of school
- Exceptional circumstances on medical grounds *(attach a completed SSTS Medical Report and Certificate with this application - see Notes Page ii)*
- Exceptional circumstances on pedestrian infrastructure grounds *(attach supporting documents with this application)*

2. Parent or Guardian details

First name:

Last name:

Contact email:

Daytime phone number:

2a. Residential address *(This MUST be a street address, not a P.O. Box or Roadside Mail Box). Note: only NSW residents can apply.*

Address line 1 (or property name)

Address line 2

Suburb: NSW Postcode:

It is mandatory to complete the Lot number, Deposited Plan (DP) number and Section below. These can be found on your Council rates notice or obtained from your local Council. This information is essential for us to calculate the distance of your school journey.

Lot no.: Deposit Plan (DP) no.: Section:

2b. Postal address *(if different)*

Address line 1 (or property name)

Address line 2

Suburb: NSW Postcode:

2c. Do you have any students with an existing Private Vehicle Conveyance (PVC) entitlement?

- Yes *Please note: if you answer 'Yes' and you proceed with this application, any existing PVC students will also be transferred to the School Drive Subsidy and their existing PVC entitlements will be cancelled. It will not be possible to revert back to the old PVC entitlements.*
- No

2d. Your bank account details *This MUST be the parent or guardian's own account - it cannot be an account held by a third party (e.g. a bus operator or school)*

BSB: - Name of bank or financial institution:

Account name: Account no.:

2e. Which semester are you applying for?

- Current semester ▶ Start date for the subsidy:
- Next semester

3a. Student details Please include ALL eligible students driven by you on your school trip, based on the three examples below. You can include up to six students below. For any more, photocopy this page.

First name	Middle name	Family name	Date of birth	Gender (M/F)	Is student an Australian citizen or permanent resident? (Yes/No) If 'No', give visa subclass no.	Is student in a shared parental responsibility situation where the parents live separately (e.g. joint custody)? Note: if 'Yes', a separate application must be made by each parent	If you have answered 'Yes' in the previous column, how many single school trips do you make from or to this address per week? (max. 10 per week, i.e. 2 per day)	Type of student: (choose one) - Day student - TAFE student - Boarder (term) - Boarder (weekly) - Mini-school	School / TAFE attended	School/TAFE address	Student's School Year at the time the subsidy is to start. If at TAFE, enter the TAFE course number and the number of hours of study per week.
Example	JACK	WILLIAM	JONES	19/10/2010	M	YES	NO	N/A	DAY STUDENT	CNR JOHNSTON & TARCUTTA STREETS,WAGGA WAGGA NSW 2650	YEAR 3
Example	CHLOE	LOUISE	JONES-SMITH	02/12/2008	F	YES	YES	6	DAY STUDENT	140 EDWARD STREET WAGGA WAGGA NSW 2650	YEAR 5
Example	ZACARY	JAKE	NGUYEN	15/10/2000	M	NO - VISA SUBCLASS 216	NO	N/A	TAFE	CNR COLEMAN & MACLEAY STREETS, WAGGA WAGGA NSW 2650	TAFE COURSE NO. 235654 20 HRS/WEEK
Student 1											
Student 2											
Student 3											
Student 4											
Student 5											
Student 6											

3.b Vehicle type

Vehicle type used for the school journey (tick one only):

Car Motorcycle Boat

- 4a. Is the above journey one-way or return? One-way
 Return
- 4b. Are morning and afternoon journeys the same? Yes
 No

4c. Your journey towards school (with all eligible students)

Look at the example journey and in the grid below it, enter each leg of your school journey, mentioning where you drop off each student. The first leg will start at your home.

It is assumed that all students are driven in the same vehicle. If that is not the case, you will need to photocopy this page and add the details of the separate journey on a separate sheet.

Example of a journey towards school (in the example shown below there are 3 students being driven, Jack, Zacary and Chloe)

LEG	FROM	TO	STUDENT DROPPED OFF
1	HOME	JACK'S SCHOOL	JACK
2	JACK'S SCHOOL	BUS STOP AT INTERSECTION OF STURT HIGHWAY AND BLAXLAND RD, EAST WAGGA WAGGA (ZACARY'S BUS STOP)	ZACARY
3	ZACARY'S BUS STOP	CHLOE'S SCHOOL	CHLOE

Your journey towards school

LEG	FROM	TO (give details of transport pick up point if applicable)	STUDENT DROPPED OFF
1	HOME		
2			
3			
4			
5			
6			

4d. Your return journey home (with all eligible students)

Look at the example journey below and in the grid on the next page, enter each leg of your return journey home, mentioning where you pick up each student. The first leg will start with the first student picked up, and the last leg will be to return home.

Example of a return journey home

LEG	FROM	TO (give details of transport pick up point if applicable)	STUDENT PICKED UP
1			CHLOE
2	CHLOE'S SCHOOL	JACK'S SCHOOL	JACK
3	JACK'S SCHOOL	ZACARY'S BUS STOP	ZACARY
4	ZACARY'S BUS STOP	HOME	

Your return journey home

LEG	FROM	TO (give details of transport pick up point if applicable)	STUDENT PICKED UP
1			
2			
3			
4			
5			
6			
7			

5. Declaration

I confirm that I am applying for the School Drive Subsidy and am the parent or guardian of the student(s) listed in this application.

I have read and agree to the School Drive Subsidy Terms and Conditions (including the Privacy Notice) on the following three pages of this application.

By applying for the School Drive Subsidy (or by submitting updated details) I warrant that where I am the parent or guardian of a student 16 years or over, I am authorised by the student to provide their personal information as part of making this application.

I certify that the information supplied in this application is true and correct.

I understand that it is an offence under the Crimes Act 1900 (NSW) to:

- provide false or misleading information in this application; or
- omit any matter from this application, without which a statement would be misleading.

Signature:

Date:

CHECKLIST (please complete before sending)

- I have answered all the questions
- I have double-checked my bank account details
- If I have ticked 'Exceptional circumstances' at Section 1, I am attaching a completed an SSTS Medical Report and Certificate (for medical grounds) or supporting documentation (for pedestrian safety grounds)
- If I have ticked 'New irregular journey (flood)' or 'New irregular journey (other reason)' at Section 1, I am attaching a supporting letter from my council confirming details of the flood or other disruption or road closure
- I have signed and dated this form

POST THE COMPLETED FORM (only the 4-page form, not the Notes or the Terms and Conditions) together with any attachments requested to:

**Transport for NSW (School Drive Subsidy)
PO Box K659
Haymarket NSW 1240**

How to contact us:

Website: www.transport.nsw.gov.au/schooldrive

School Drive Subsidy enquiries or feedback: transportnsw.info/contact-us/feedback/passes-concessions-feedback

Terms and Conditions for the School Drive Subsidy

These terms and conditions apply to the School Drive Subsidy administered by Transport for NSW.

1. GENERAL

The School Drive Subsidy is available for parents or guardians in respect of eligible school and TAFE students, who are residents of NSW, where there is no public transport available for all or part of their journey to or from home and school.

The School Drive Subsidy is intended to offset part of the cost of a parent /guardian using a private vehicle to drive one or more eligible students, and is not intended to cover all costs.

The School Drive Subsidy will replace the Private Vehicle Conveyance Subsidy. A parent/guardian who is currently receiving the Private Vehicle Conveyance Subsidy can choose:

- to continue to claim the Private Vehicle Conveyance Subsidy for their eligible students until they are no longer eligible, or
- to apply for the School Drive Subsidy.

Note:

A parent/guardian cannot receive payments under both the Private Vehicle Conveyance Subsidy and the School Drive Subsidy arrangements concurrently. This means that a new application for the School Drive Subsidy will need to include all eligible students in the household.

Upon commencement of the School Drive Subsidy:

- new applications for the Private Vehicle Conveyance Subsidy will not be accepted.
- no indexing or other increases will be made to the Private Vehicle Conveyance Subsidy payment rates.

2. STUDENT ELIGIBILITY CRITERIA

- (a) The School Drive Subsidy is only available to parents/guardians where there is one or more eligible students within their household.
- (b) To be eligible for the School Drive Subsidy, a school student must be:
- (i) a resident of NSW; and
 - (ii) 4 years 6 months of age or older; and
 - (iii) enrolled at a registered day, boarding or distance education school; and either
 - I. is an infant student (i.e. Kindergarten, Year 1 or Year 2) or a primary student (Year 3-6) and;
 - resides more than 1.6 kilometres (straight line distance) from the school attended, measured on a radius from the centre of the school site or 2.3 kilometres or more by the most practicable walking route to the nearest point of physical entry to school; and
 - the distance to the nearest transport pick up point (where available) is more than 1.6 kilometres (straight line distance) or 2.3 kilometres or more (walking distance); or
 - II. is a secondary student (Year 7-12), and;
 - resides more than 2.0 kilometres (straight line distance) from the school attended, measured on a radius from the centre of the school site, or 2.9 kilometres or more by the most direct practicable walking route to the nearest point of physical entry to the school; and
 - the distance to the nearest transport pick up point (where available) is more than 2.0 kilometres (straight line distance) or 2.9 kilometres or more by the most direct practicable walking route to the nearest point of physical entry to the school; or
 - III. resides in a location where the only means of travel for the student to the school or transport pick up point is by private boat regardless of the distance between the student's residence and the school or transport pick up point and regardless of the student's year in the school; and
 - (iv) is eligible for free government education in NSW.

- (c) To be eligible for the School Drive Subsidy a TAFE student must:
- (i) be a resident of NSW; and
 - (ii) be under 18 years of age at 1 January of the year of application; and
 - (iii) reside more than:
 - A. 3.2 kilometres from the college by the most practicable walking route; and
 - B. the distance to the nearest transport pick up point (where available) is more than 2.0 kilometres (straight line distance) or 2.9 kilometres or more (walking distance); or
 - C. resides in a location where the only means of travel for the student to the TAFE college or transport pick up point is by private boat regardless of the distance between the student's residence and the college or transport pick up point; and
 - (iv) be enrolled in a full-time TAFE course, i.e. a course with a duration of 12 weeks or more requiring a minimum attendance of 16 hours per week; and
 - (v) not be employed; and
 - (vi) be attending the TAFE college nearest his/her home at which enrolment is available; and
 - (vii) be eligible for free government education.
- (d) **Overseas students:** Students who are not eligible for free government education in NSW are not eligible for the School Drive Subsidy.

Note: Further information on how the distance eligibility criteria are applied can be found on Transport for NSW's website.

3. SCHOOL DRIVE SUBSIDY OVERVIEW

- a) Parents/guardians must submit a School Drive Subsidy application in a form approved by TfNSW
- b) Provided student(s) eligibility criteria are met, Transport for NSW will confirm to the applicant parent/guardian which journeys are approved, and the kilometre distance of these journeys and legs of these journeys (Approved Planned Journey(s)).
- c) Transport for NSW will determine each application within 6 weeks from the date of application. If the determination is not received within 6 weeks, Transport for NSW is deemed to have rejected the application.
- d) The applicant agrees that Transport for NSW may request further information for the purpose of assessing applications.
- e) The applicant agrees to Transport for NSW contacting the student(s) school (or TAFE college) to confirm the details in the application and the student's enrolment status and attendance days.

School Drive Subsidy calculation

- a) A School Drive Subsidy is available for Approved Planned Journeys.
- b) The calculation of the School Drive Subsidy to be paid will be determined at the end of each Semester. See section 5 below for a description of Semesters.
- c) After the end of each Semester, the actual School Travel Subsidy payable for Approved Planned Journeys is calculated based on actual days where an eligible student(s) attended school (or TAFE college), based on the attendance records provided by the school (or TAFE college) to Transport for NSW.
- d) Where there is more than one eligible student on an Approved Planned Journey, Transport for NSW will use the attendance records for all of these students to determine whether all, part or no Approved Planned Journey is payable.
- e) Further details on the per kilometre rate and the process and timing of School Drive Subsidy calculations and payments are available on Transport for NSW's website: www.transport.nsw.gov.au/schooldrive.
- f) Further details on conditions of payment are set out in Section 5 below.

4. NOTIFICATION OF CHANGES

- a) The applicant must notify Transport for NSW immediately if there is a change which may affect the eligibility of any student(s) for the School Drive Subsidy or the amount of subsidy payable.
- b) If Transport for NSW is not notified of changes when they occur, the student(s)' eligibility may be suspended or cancelled, and the applicant might miss out on payment, have payments delayed or may incur a debt due to overpayment.
- c) The applicant can notify Transport for NSW of changes by submitting a change application in a form approved by Transport for NSW.
- d) The applicant must notify Transport for NSW of the following when they occur:
 - (i) changes to:
 - A. the student(s) household address;
 - B. the school, TAFE college or campus location the student(s) attend;
 - C. the student(s) transport pick up point.
 - (ii) when the eligible student(s):
 - A. is repeating or skipping a school Year, or
 - B. enters Year 7.
- e) The following events should be notified promptly:
 - (i) change of contact details including telephone number, postal or email address.
 - (ii) change of bank account details.
- f) Transport for NSW will notify applicants of events it believes impact on eligibility or on payments.

5. CONDITIONS OF PAYMENT

- a) Journeys made on a motorcycle or motor boat are paid at half rate.
- b) There are no payments for student(s) who ride bicycles to their school or TAFE college.
- c) Payments will only be made from the Semester in which the School Drive Subsidy application is received by Transport for NSW.
- d) Transport for NSW will remit approved School Drive Subsidy payments directly and only to the applicant's personal bank account. Where the applicant's personal details and bank account details cannot be matched Transport for NSW will deem the application incomplete and it will be declined.
- e) There are two scheduled School Drive Subsidy payments per year, after the end of term two (i.e. end of 'Semester 1') and after the end of term four (i.e. end of 'Semester 2') for schools or the end of Semester 1 and the end of Semester 2 for TAFE.
- f) Transport for NSW cannot process payments until it has received from the school(s) or TAFE college(s) all required details of the attendance days for the student or students with an Approved Planned Journey.
- g) Payments will not be made for periods where student(s) are deemed ineligible.
- h) Where Transport for NSW determines that eligibility requirements are no longer met Transport for NSW may cease payment from the date of ineligibility or such other date as notified by Transport for NSW in its discretion.
- i) Payment for an Approved Planned Journey up to the date of ineligibility as determined by Transport for NSW, will be remitted at the end of a Semester.
- j) Any subsidy paid as a consequence of inaccurate, false or misleading information will be required to be repaid.
- k) If an overpayment for the School Drive Subsidy has occurred (for instance, due to late notification of changes under section 5 above) the applicant must repay the overpaid amount. In these circumstances Transport for NSW may elect to offset the amount due against future School Drive Subsidy payments.

6. REVIEWS

- a) Parents/guardians of students who do not meet the eligibility criteria on straight line/ walking distance grounds may request a review of the decision in a form approved by Transport for NSW together with supporting documentation, under the following special circumstances:
 - (i) **Walking route:** The pedestrian infrastructure between the student's home and school and/or nearest transport pick-up point is unsuitable for safe walking (see the Guidelines for Determining the Safety of a walking Route to School at <https://apps.transport.nsw.gov.au/ssts/guidelinesForWalkingRouteToSchool>).
 - (ii) **Medical grounds:** As further described in section 7 below.
- b) Transport for NSW assesses each review request on a case by case basis taking into account, as applicable:
 - (i) The original assessment of the straight line/walking distances between the student's home and school or nearest public transport pick up point,
 - (ii) The walking route the student will take to travel between home and school, and between home and the nearest transport pickup point. This is assessed against the Guidelines for Determining the Safety of a Walking Route to School.
 - (iii) Any medical condition and supporting evidence.
- c) Transport for NSW will notify the applicant of the outcome of the review.
- d) If a student is accepted by TfNSW for the School Drive Subsidy on walking route or medical grounds, they are deemed to be eligible, subject to other eligibility criteria being met and any other conditions determined by Transport for NSW.

7. MEDICAL GROUNDS

- a) Parents/guardians can apply for the School Drive Subsidy on medical grounds where a student is ineligible because:
 - (i) the student does not meet the walking distance criteria but has a medical condition that restricts their ability to walk; or
 - (ii) there is an available public transport service but the student has a medical condition that precludes them travelling by public transport.
- b) Parents/guardians must submit an application for a review on medical grounds in a form approved by Transport for NSW.
- c) Transport for NSW will approve a student's eligibility on medical grounds for a specified period only, which may differ from that suggested by the medical practitioner. Parents/guardians must apply for a renewal to extend eligibility past the specified period, which may require a specialist report.

Note: Further information on medical applications can be found on Transport for NSW's website: www.transport.nsw.gov.au/schooldrive.

8. PRIVACY NOTICE

- a) By applying for the School Drive Subsidy, you are agreeing to provide your personal information, or the personal information of your child or a child for whom you are a parent/guardian or household representative for the purpose of making an application for your household, in accordance with the School Drive Subsidy Terms and Conditions. Under NSW privacy laws (i.e.: the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act (2002) (NSW)), personal information (including any health information) that is collected and held by Transport for NSW must be obtained directly from the person to whom the information relates, unless:
- where the person is under 16 years of age, the information is provided by a parent or guardian; or
 - where the person providing the information has been authorised to do so by the person to whom the information relates.
- b) Transport for NSW collects and holds personal information provided in connection with the School Drive Subsidy. The information may be used for the administration of the School Drive Subsidy and, in particular, for verifying the details provided by those participating in the School Drive Subsidy, both adult applicants receiving the subsidy and students on whose behalf the subsidy is paid. This information may also be used to assist Transport for NSW identify opportunities to improve the School Drive Subsidy, for the development of transport policy, and for transport planning.
- c) Supply of personal information in connection with an application for the School Drive Subsidy is voluntary, but failure to provide the personal information requested will result in Transport for NSW being unable to process the School Drive Subsidy application.
- d) Personal information collected in connection with the School Drive Subsidy may be disclosed to, and exchanged with:
- Schools and colleges (including TAFE colleges);
 - Passenger service operators;
 - NSW Department of Education and agencies within its cluster;
 - NSW Education Standards Authority
 - Government agencies of other States and Territories with whom the State of New South Wales has reciprocal student transport arrangements; and
 - Contractors engaged to provide services for the administration, improvement, planning or development of the School Drive Subsidy.
- e) The personal information collected in connection with the School Drive Subsidy may also be disclosed as required by law.
- f) By submitting your application for the School Drive Subsidy, you consent to:
- the disclosure of your personal information, or the personal information of your child or a child for whom you are a parent/guardian or authorised applicant by Transport for NSW to the entities mentioned in clause d) above; and
 - being contacted by Transport for NSW or an entity listed in clause d) above for a purpose consistent with the administration, improvement, planning or development of the School Drive Subsidy scheme.

- h) Transport for NSW 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 (NSW) and the Health Records and Information Privacy Act 2002 (NSW).
- i) A person who has provided personal information in connection with an application for a School Drive Subsidy may request access to the information provided to, and held by, Transport for NSW and may also make a request to correct, amend, alter or annotate the information. Requests should be made by contacting the Privacy Officer, as outlined below.
- j) For further information about our Privacy Policy, please contact:
Privacy Team
Transport for NSW
PO Box K659
Email: privacy@transport.nsw.gov.au

9. AMENDMENT TO THESE TERMS

- a) These terms and conditions may be amended from time to time. Any changes will take effect when they are published on our website at www.transport.nsw.gov.au/schooldrive (Website).
- b) If Transport for NSW makes any changes that it considers will adversely affect a student's eligibility for the School Drive Subsidy in a material way, it will take such steps to notify the applicant parent/guardian as Transport for NSW considers reasonably appropriate (for example by including a notice on the Website). By continuing to participate in the School Drive Subsidy after any changes are published on the Website, the applicant parent/guardian agrees to be bound to those changes. If the applicant parent/guardian does not agree to any such changes they must notify Transport for NSW that they no longer wish to participate in or receive the School Drive Subsidy.

NOTE: Only return the completed form