

How to complete the application form for subsidised travel and update of student details

Important – who should fill in the form

The application form is to be completed by a student's parent or guardian for students under 16 years of age. If the student is aged 16 years or over, the student must complete the application form.

All information included in the application form must be true and correct.

If the student is under 16 years of age, the School Pass Terms including the Codes of Conduct must be explained to the student and the student must agree to and abide by them.

For students aged 16 years or older, the student must have read and agreed to the School Pass Terms and Codes of Conduct and sign the form.

Eligibility for subsidised travel

Only school and TAFE students who are eligible for free government education are eligible for subsidised travel. This does not preclude students who attend fee paying schools or non-government schools from being eligible for subsidised travel so long as they are eligible for free government education.

Other eligibility criteria for subsidised travel also apply. Please refer to the eligibility criteria in section 1 of the School Pass Terms.

Do **not** use this form if you are applying for a school Term Bus Pass or the School Drive Subsidy. See the bottom of this page for details.

Notes on how to complete this application form

Section 1 - Please advise the reason for completing this form: new application or change of details. A new application is required for students entering years K, 3 or 7. A new application is required if other details change, for instance if a student moves to a different school/TAFE or changes address.

Section 2 - Student details. Please complete this section in full. Tick only **one** of the choices 'Day school student', 'TAFE student', 'Boarding school student (*daily travel*)' or 'Boarding school student (*weekend and vacation travel*)'.

If the student is not an Australian citizen or permanent resident, you will need to provide the student's visa subclass number where asked. This number can be found on the student's Visa Grant Notice or on the visa inside their passport.

If parents live separately

In a shared parental responsibility situation, a student is eligible for subsidised travel from both the parents' addresses, subject to meeting the normal eligibility criteria. Applications for subsidised travel for Friday afternoons and Monday mornings only (to cover weekend access visits) are not eligible under the Scheme.

You do not in the first instance need to provide a court order or statutory declaration to Transport for NSW (TfNSW) for shared parental responsibility situations. However, TfNSW in its discretion reserves the right to request these or further evidence documents if required for the purposes of determining eligibility for subsidised travel from both parents' addresses.

Each parent must submit an application form for subsidised travel, on behalf of a student under 16 years of age, stating that parent's address. Where a student is aged 16 years or over, they must submit a separate application form for each address.

If you are in a shared parental responsibility situation where a School Pass has been approved and you change your address, you must indicate this at section 7 and provide details of your previous address.

Applying on medical grounds

You will need to attach to the application form a completed medical report and certificate. This is a specific form available at <https://apps.transport.nsw.gov.au/ssts/usefulFormsAndInformation>. The form needs to be completed by the treating general practitioner or specialist medical practitioner.

Section 4 - Parent or guardian details

This section should only be filled in if the student is aged under 16 at the time of application.

Section 6 - Student's journey

Indicate the name of the preferred transport operators (up to three) for the journey between home and school. If you don't know the names of the transport operators, enquire at your school or go the trip planner at www.transportnsw.info.

The journey must be the same in both directions each school day, using the same service(s). More than one transport operator may be required for discrete segments of the journey, e.g. bus to rail to join the train to school. However, additional operators cannot be nominated for the convenience of access to alternative services, e.g. bus and rail in parallel. Transport for NSW may nominate alternative transport operators in its discretion at any time.

Section 7 - Notification of change of details

Only complete this section if the student already has a School Pass and you need to update the student's personal details.

If the application is for a change of address or change of school, you may be required to surrender the old travel pass or School Pass to the school, transport operator or TfNSW, as directed.

Section 8 - Certification

This section is to be completed by the parent/guardian for students under 16 years of age or by the student where he/she is 16 years of age or over.

It is very important that before signing the Certification you have carefully read, understood and agreed to the School Pass Terms and Codes of Conduct. These can be found on the pages after the application form.

In completing the application form, you must not provide false or misleading information or omit any matter without which a statement would be misleading as these are offences under the Crimes Act 1900 (NSW).

Parents/Guardians: If the student is under 16 years of age, the School Pass Terms including the Codes of Conduct must be explained to the student and the student must agree to and abide by them.

Section 9 - Validation. This section is to be filled in by your School or TAFE.

The School/TAFE will send the form, once completed, to TfNSW who will verify the student's eligibility and if eligible arrange for a School Pass to be issued. You will be informed in writing of the outcome of your application.

Once the form is completed and signed, please hand the form (with both pages stapled together or printed double-sided) to your School or TAFE for validation.

Other subsidised travel available

School Term Bus Pass

If a school student is not eligible for subsidised travel under Section 1 of the School Pass Terms, in some circumstances a school Term Bus Pass may be purchased. This gives travel between home and school for the whole school term at a discounted price. Please refer to www.transportnsw.info/school-students for more information and how to apply.

School Drive Subsidy

If you are applying for a School Drive Subsidy where there is no public transport (government or private operators) available to transport an eligible student for all or part of the journey to school or college, you will need to complete and submit a School Drive Subsidy application form which is available at www.transport.nsw.gov.au/schooldrive.

For new applications and the update of information previously provided.

PLEASE NOTE: This form is to be completed by the parent or guardian of the student. If however the student is aged 16 years or over, the student must complete the form. If filling in this form by hand, please PRINT CLEARLY in BLOCK LETTERS. Where boxes are provided, please tick "✓". For assistance, please first refer to the notes on how to complete this form, or visit www.transportnsw.info/school-students or phone **131 500**. If you are completing this form because your current school travel pass details require updating, please write the new details in sections 2 to 5 and the old details in section 7.

1. Does the student have a current school travel pass or is this a new application? (please tick one)

New application Current school travel pass holder with change of details

2. Student details (please tick one)

Day school student TAFE student **Boarding school student:** Daily travel*
(select one travel option only) Weekend and vacation travel

Last name:

Given names:

Is the student an Australian Citizen or permanent resident?

Yes No If **no**, please provide student visa subclass number:

Is the student in a shared parental responsibility arrangement where travel passes for two different addresses are required?

Yes No If **yes**, each parent must apply for the student and complete a separate application form, or for students aged 16 years or over, the student must complete a separate application form for each address.

Is the student attaching a medical report and certificate for application on medical grounds?

Yes No If **yes**, please attach the medical report and certificate with this application.

Date of birth: Gender: Male Female

Home address: Postcode:

Postal address: Postcode:
(if different)

*** For boarding school students only:** if you have requested daily travel, please indicate below the student's term-time residential address:

 Postcode:

3. School/TAFE details

Name of school or TAFE student will attend:

Address: Postcode:

Year SSTS travel will commence:

For school students only: School year (K – 12) that student will be in for the year of travel (e.g. Year 7): Year:

For TAFE students only: Course number: Total hours per week:

4. Parent or guardian details (not required if you are a student aged 16 years or over, making this application yourself)

Last name:

Given names:

5. Contact details of the parent/guardian (or the student if aged 16 years or over)

Email address:

Daytime phone number:

Last name:

Given names:

6. Student's journey

Please give the name of the transport operator(s) that the student prefers for travel between home and school/TAFE (e.g. Sydney Buses, Hillsbus, Sydney Ferries, Sydney Trains). Transport for NSW may nominate alternative operator(s) in its discretion. N.B. The journey to school/TAFE must be the same as the journey back home.

Transport operator 1:

Transport operator 2:

Transport operator 3:

7. Notification of change of details *(only complete if the student has a current school travel pass and their details have changed)*

What has changed? *(tick all relevant boxes)* Home address Postal address (if different) School School year Email address Contact number Shared parental responsibility Other

Please indicate details relating to your current school travel pass that have changed (e.g. if your home address has changed, please write the old address previously provided):

8. Certification *(the following must be completed and signed by the parent/guardian, or by the student if aged 16 years or over)*

I, *(print full name)*

certify that the information supplied in this form 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.

I have read the School Pass Terms, including the Codes of Conduct, and I understand and agree to abide by them. If I am signing as a parent/ guardian, I have explained the School Pass Terms, including the Codes of Conduct, to the student and he/she agrees to abide by them. I understand that the School Pass may be suspended or withdrawn for breaches of the School Pass Terms including the Codes of Conduct. I understand Transport for NSW may approve travel that differs from the travel I have requested. I have read and agree with the Privacy Notice as set out at section 8 of the School Pass Terms.

Signature:

Date:

9. Validation – School/TAFE use only – *(please tick either 'Endorsed' or 'Not endorsed')*

Endorsed – this student meets the eligibility criteria for which this application is made, in particular the accuracy of details of the student's citizenship and residential address. The student is enrolled in this school/TAFE and his/her details accord with those held by the school/TAFE.

For TAFE only: Half year Full year

Not endorsed – *tick one reason:*

School/TAFE stamp: Student's enrolment status is not confirmed The accuracy of the details provided for the student cannot be confirmed at this time

Principal or delegate's signature:

Date:

Note for schools/TAFE only: Once this section is completed (regardless of whether application is endorsed or not), send this form to Transport for NSW, Locked Bag 5085, Parramatta NSW 2124. Do NOT send to the transport operator.

If the applicant has surrendered an old or incorrect pass please return it to Transport for NSW.

IMPORTANT

- Please check you have completely filled out sections 1 to 8
- Ensure that section 8 is signed and dated
- Staple pages 1 and 2 together if they are printed on separate sheets
- If we have asked you for any attachments (such as medical report and certificate) please also attach these to the form unless you have already submitted these online
- Hand in the completed form and any attachments to the school/TAFE office.

SCHOOL PASS TERMS

These School Pass Terms (Terms) apply to the eligibility, issuance and use of an Opal Card for school and TAFE students (School Opal Card) or any other school travel pass (collectively, the School Pass) issued by Transport for NSW or any private transport operator approved by Transport for NSW (TfNSW) under the School Student Transport Scheme (SSTS).

Subsidised travel under the SSTS is available to school and TAFE students who meet the eligibility criteria in these Terms and otherwise comply with these Terms.

By using a School Pass, the student, if aged 16 years or over, or otherwise, the parent/guardian of the student agrees to these Terms and, in the case of a School Opal Card, the Opal Terms of Use, subject to section 3(h) below, including the consent to disclosure of personal information in accordance with the Opal Privacy Policy, referred to in the Opal Terms of Use.

1. ELIGIBILITY CONDITIONS

Only school and TAFE students who are eligible for free government education are eligible for subsidised travel. Further eligibility criteria are set out below.

(a) School students

To be eligible for subsidised travel under the SSTS, school students must be:

- (i) a resident of NSW; and
- (ii) 4 years 6 months of age or older; and
- (iii) an infant student; i.e. attending Kindergarten, Year 1 or Year 2 classes, irrespective of the distance from home to school; or
- (iv) a primary student (Year 3-6), and reside more than 1.6 kilometres (straight line distance) from the school attended, measured from the centre of the school site, or 2.3 kilometres or more by the most direct practicable walking route to the nearest point of physical entry to the school; or
- (v) a secondary student (Year 7-12), and reside more than 2.0 kilometres (straight line distance) from the school attended, measured 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
- (vi) enrolled at a registered day or boarding school; and
- (vii) eligible for free government education.

(b) TAFE students

To be eligible for subsidised travel under the SSTS, TAFE students 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) live more than 3.2 kilometres from the college by the most practicable walking route; and
- (iv) be enrolled in a full-time TAFE course, i.e. a course with a duration of 12 weeks or more requiring minimum attendance of 20 hours per week; and
- (v) not be employed; and
- (vi) be attending the TAFE college nearest his/her home at which the enrolment is available; and
- (vii) be eligible for free government education.

(c) Overseas Students

Students who are not eligible for free government education are not eligible for free school travel.

2. REVIEWS AND APPEALS

- (a) Parents/guardians of students deemed ineligible on straight line distance grounds may apply to TfNSW for a review of the determination on walking distance or pedestrian safety grounds. Where the application for subsidised travel was made by a student aged 16 years or over, then the student may make the application to TfNSW for such a review on their own behalf or authorise their parent/guardian to do so.
- (b) Should TfNSW, after carrying out the review, not approve subsidised travel and the applicant(s) considers that there are special circumstances, such as pedestrian safety and/or hardship issues associated with their case, they may appeal the TfNSW decision.
- (c) Appeals are heard by an independent SSTS Appeals Panel which considers each case on its individual merits.

3. USE OF SCHOOL PASS ISSUED TO ELIGIBLE STUDENTS

- (a) Students must abide by the Codes of Conduct for School Students when travelling (**Codes of Conduct**) and the Passenger Transport Regulation 2007 or any amendment to or replacement of this Regulation which governs passenger conduct when travelling by rail or bus. The School Pass must only be used for journeys between the student's home and school, as nominated on the application, or otherwise approved by TfNSW and subject to the conditions in these Terms (**Approved Journey**).
- (b) The School Pass:
 - (A) may be used for only one forward and one return Approved Journey per school or college day (as applicable);

- (B) is not transferable to another person; and
- (C) must be presented on boarding the transport service (other than a School Opal Card which must be used to tap on and tap off) and on demand.

- (c) If the School Pass is not presented, the transport operator may refuse travel unless the student pays the required fare.

- (d) In some circumstances, a bus operator may require a student using a School Pass to use a particular bus service for an Approved Journey.

- (e) The School Pass holder must not remain seated whilst an adult or disabled passenger stands.

(f) Use of the School Pass for Approved Journeys by school students

- (i) Travel for an Approved Journey, using the School Pass, is only available to and from the student's home and school for school attendance and is available on school days (Monday to Friday) only for travel commencing between 6.30am and 7.00pm.
- (ii) The Approved Journey, using the School Pass, may consist of one or more connected trips. An individual trip must not be broken.

(g) Use of the School Pass for Approved Journeys by TAFE students

- (i) Travel for an Approved Journey, using the School Pass is only available to and from the student's home and TAFE college for college attendance and is available on college days (Monday to Friday) only for travel commencing between 6.30am and 9.30pm.
- (ii) The Approved Journey, using the School Pass, may consist of one or more connected trips. An individual trip must not be broken.

(h) School Opal Card

- (i) Any students issued with a School Opal Card must comply with the Opal Terms of Use, including the Opal Privacy Policy, in addition to these Terms. The Opal Terms of Use are available at www.opal.com.au/en/footer/opal-terms-of-use/. The Opal Terms of Use may be amended from time to time in accordance with the Opal Terms of Use.
- (ii) When using a School Opal Card, it is a condition of use that students must tap on at the beginning of a trip and tap off at the end of a trip at an Opal Card Reader, subject to exceptions set out in the Opal Terms of Use. It is not possible to add value to a School Opal Card as it is a non-reloadable card as described in the Opal Terms of Use. Any terms in the Opal Terms of Use in connection with or relating to adding value to or receiving refunds from, an Opal Card, do not apply to a School Opal Card.
- (iii) To the extent that there is any inconsistency between these Terms and the Opal Terms of Use, the relevant term in these Terms will prevail.

4. REFUSAL OR WITHDRAWAL OF SUBSIDISED TRAVEL

- (a) TfNSW may verify the personal details of the student relevant to the student's eligibility at any time and may contact the applicant or the student's school or TAFE college to do this. These details include the student's name, date of birth, school year, residential address or addresses and school or TAFE college attended and, where applicable, TAFE course details and attendance hours per week. Please see the Privacy Notice at section 8 of these Terms for more information.
- (b) TfNSW may refuse or withdraw subsidised travel if:
 - (i) the student's personal details cannot be verified; or
 - (ii) the student's personal details are not provided or cannot be disclosed and used as described in the Privacy Notice at section 8 of these Terms; or
 - (iii) investigation shows the student to be ineligible; or
 - (iv) the student is found to have breached the Codes of Conduct; or
 - (v) the student is found to have breached these Terms.
- (c) Following notification of withdrawal, subsidised travel would cease forthwith and the student or parent/guardian may be required to surrender any issued School Pass to the School Principal or TAFE College Principal, the transport operator or to TfNSW, as directed.

5. EXPIRY OF SCHOOL PASSES AND CHANGE OF DETAILS

School Opal Cards automatically expire when students reach the end of years 2, 6 and 12.

Other School Passes, including school Term Bus Passes may expire more frequently.

Passes will also expire when a student is no longer eligible.

New applications for School Passes are required to be submitted:

- (a) for students entering years K, 3 or 7,
- (b) when a School Pass is being applied for, for the first time,
- (c) or a student's name, school and/or address has changed, or a new School Pass is being requested as a result of a new shared parental responsibility situation.

Where a student's details have changed under (c) above, a new application must immediately be completed and TfNSW must be notified, and the School Pass may need to be returned.

6. REPLACEMENT OF LOST, STOLEN, FAULTY OR DAMAGED SCHOOL PASSES

- (a) TfNSW or, if applicable, the transport operator who issued the School Pass will replace a lost, stolen, faulty or damaged School Pass on completion of an application and the payment of any fee or fees that may apply.
- (b) Where a School Pass, other than a School Opal Card, is lost, stolen, or damaged beyond recognition, the student (where aged 16 years or over) or parent/guardian should contact the relevant transport operator for assistance.
- (c) Where a School Opal Card, is lost, stolen, or damaged beyond recognition, the student (where aged 16 years or over) or parent/guardian must immediately report this to TfNSW by calling 131 500.

7. FEES FOR REPLACEMENT SCHOOL PASSES

A fee may be required for the replacement of a lost, stolen or damaged School Pass. Different transport operators may charge different fees.

8. PRIVACY NOTICE

TfNSW is committed to protecting the privacy of your personal information and the personal information of others provided in respect of a School Pass including on applying for a School Pass or updating any personal information, in accordance with the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW) (NSW privacy laws).

We collect, hold and use personal information for specific purposes relevant to our functions. Personal information provided in respect of a School Pass including on applying for a School Pass or updating any personal information, is collected for the purpose of administering and managing the School Student Transport Scheme (SSTS) including determining the student's eligibility for and issuing the student with a School Pass.

You may choose not to provide your and, where parents/guardians complete the application, the student's personal information or health information. However this may mean that it is not possible or practicable for us to deal with the application for subsidised travel under the SSTS.

Applicants who are 16 years or older must complete their own application. Applications for children 15 years and younger should be completed by a parent or guardian on the child's behalf.

So that we can deal with your application and/or manage eligibility for subsidised travel under the SSTS, we may share your, and where parents/guardians complete the application for a School Pass, the student's personal and health information with the following third parties:

- NSW Department of Education and agencies within its cluster
- Public transport operators including Sydney Trains and State Transit Authority of NSW
- Transport service operators including private bus operators, ferry operators and any other third party who provides transport services in connection with the SSTS
- schools and colleges
- Government agencies of other states and territories with whom the state of New South Wales has reciprocal student transport arrangements
- medical practitioners.

Otherwise we will not disclose your personal or health information unless you consent, or we are permitted or required to by law.

Where TfNSW engages contractors to assist us in providing our services to you, we generally engage them under contract terms that ensure that they use personal information solely for the purpose of fulfilling their contract with us. We also generally require them to manage the personal and health information that they hold on our behalf in a way that complies with NSW privacy laws.

For information about how your personal information is collected, used and disclosed by us, please see our Privacy Policy at www.transport.nsw.gov.au/about/privacy. For information about how your personal information is collected, used and disclosed, in the Opal ticketing system in connection with School Opal Cards, please read the Opal Privacy Policy at www.opal.com.au/en/footer/privacy.

TfNSW will keep your information at 18 Lee Street Chippendale 2008. You can access or seek the correction of your personal information and, in the case of a student aged under 16 years, the student's personal information, held by us at any time during business hours, by sending a request to privacy@transport.nsw.gov.au or Locked Bag 5085 Parramatta 2124.

9. SCHOOL TERM BUS PASS

In circumstances where a school student is deemed ineligible for subsidised travel under Section 1 above, a school Term Bus Pass may be available for purchase. Further information in relation to the school Term Bus Pass, including purchasing a school Term Bus Pass from TfNSW, can be found at www.transportnsw.info.

Some private bus operators in rural and regional areas may issue their own term passes. In these circumstances, the relevant transport operator should be contacted to enquire about the availability and appropriate pass that may be purchased and used.

Where a school Term Bus Pass has been purchased from TfNSW, with the exception of Sections 1 and 2 of these Terms, all other terms of these Terms will apply, including the Codes of Conduct and terms relating to School Opal Cards.

School Term Bus Passes are not available for TAFE students.

Payment for a school Term Bus Pass entitles the student to travel for Approved Journeys for the school terms purchased. To re-activate the school Term Bus Pass, payment must be made prior to the commencement of each school term.

Prices for the school Term Bus Pass will be published at www.transportnsw.info and are subject to change.

10. AMENDMENT TO THESE TERMS

- (a) These Terms and the Codes of Conduct may be amended from time to time. Any changes will take effect when they are published on our website at www.transportnsw.info (Website).
- (b) If TfNSW makes any changes that it considers will adversely affect a student's use of or eligibility for a School Pass in a material way, it will take such steps to notify the student or parent/guardian as TfNSW considers reasonably appropriate (for example by including a notice on the Website). By continuing to use a School Pass after any changes are published on the Website, the student (if 16 years or over) or the parent/guardian agrees to be bound by those changes. If the student or the parent/guardian does not agree to any such changes the student must cease using the School Pass.

11. PROPER LAW

These School Pass Terms are governed by the laws of New South Wales and TfNSW and you submit to the exclusive jurisdiction of the courts of New South Wales.

12. UNENFORCEABILITY

If any part of these Terms is held to be unenforceable, the unenforceable part is to be given effect to the fullest extent possible and the remainder will remain in full force and effect.

CODES OF CONDUCT WHEN TRAVELLING

CODE OF CONDUCT ON BUSES

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

Behaviour on buses

- Use appropriate language not offensive or racist language
- Fighting, spitting, feet on seats, throwing things in or from the bus is not permitted
- No eating or drinking (other than water) — unless for medical reasons or the bus operator gives written permission
- Offer seats to adults including people with a disability, elderly or expectant mothers
- Do not push or shove other people
- Do not bully or harass other passengers or the driver
- Avoid attracting the attention of the driver except in the case of emergency
- Do not play music at such volume that it may distract the bus driver or other passengers.

Safety on and near buses

- Obey reasonable directions from the driver (e.g. where to sit or to remain in the bus)
- Remain in your seat — do not move around the bus unnecessarily
- If standing, remain behind the front passenger seat and keep a secure hand hold at all times
- Keep bags and other items clear of the aisle
- Do not allow any part of your body to protrude out of the bus at any time
- Wait for the bus in a quiet and orderly manner — including at bus interchanges
- Stand away from the roadside until the bus comes to a complete stop
- Allow other passengers to leave the bus before stepping onto the bus in a single line
- Wait until the bus stops before moving to get off the bus at your designated stop
- Cross the road where and when it's safe to do so, use crossings/traffic lights where available.

Legal considerations on buses

- Wear the seat belt properly adjusted and fastened, if one is available
- Obey the law that bans smoking on buses
- Ensure that buses are not vandalised — report any damage, e.g. graffiti and window etching, to the driver
- Do not interfere with bus property, equipment and signage
- Do not leave rubbish on the bus, or at bus stops or interchanges

Using bus passes

- Show travel passes or tickets to the driver on boarding and to Authorised Revenue Protection Officers, NSW Police Officers or bus company representative when requested
- Use the travel pass only for its intended purpose — do not lend your pass to other students or borrow a pass from them
- Swipe or 'dip' passes in ticket readers if available when boarding
- **If issued with a School Opal card, always tap on when boarding and tap off when leaving the bus.**

Disobeying these rules may lead to the withdrawal of bus travel passes, banning students from travelling on buses and/or police prosecution and court action.

A full copy of the Code of Conduct can be found at <https://apps.transport.nsw.gov.au/ssts/studentCodesOfConduct>.

CODE OF CONDUCT ON TRAINS AND STATIONS

Student Responsibilities

All students are to behave in a manner that ensures both their comfort and safety and that of other passengers in order to retain their School Pass.

Students will:

- Obey all signage instructions on stations and trains.
- Respect the needs and comfort of other passengers.
- Behave safely at all times (eg. avoid running or riding bikes, scooters or roller blades on stations and trains, keep off the train lines, keep arms, legs and other body parts inside the train, refrain from touching train doors, safety equipment or any part of a moving train).
- Use non offensive language and behave appropriately at all times on rail property (eg. avoid swearing, spitting, fighting, throwing items, keep feet off seats).
- Protect rail property and report graffiti and vandalism.
- Keep yourself and anything you are carrying clear of aisles, steps, thoroughfares and behind the yellow line on platforms.
- Take your rubbish with you and dispose of it thoughtfully.
- Follow the instructions of station staff, drivers, guards and transit officers.
- Carry your School Pass during all travel.
- Spread out along the platform so as not to overcrowd one carriage. Avoid boarding carriages which are already overcrowded.
- Allow other passengers to alight before boarding and board the train without delay.
- Move inside the carriage and stand away from the doors during travel.
- Comply with all laws relating to conduct and behaviour while travelling on public transport.
- Do not possess any prohibited items, such as knives, spray cans or other implement intended for use in damaging property.
- Adhere to the law that bans smoking and drinking alcohol on trains.

If issued with a School Opal Card, students must always tap on at the beginning of their train trip and tap off at the end, even at stations without ticket gates.

A full copy of Sydney Trains Code of Conduct, Offences and Penalties may be found on the Sydney Trains website at: www.sydneytrains.info