

Transport Special Case Consideration Information Sheet

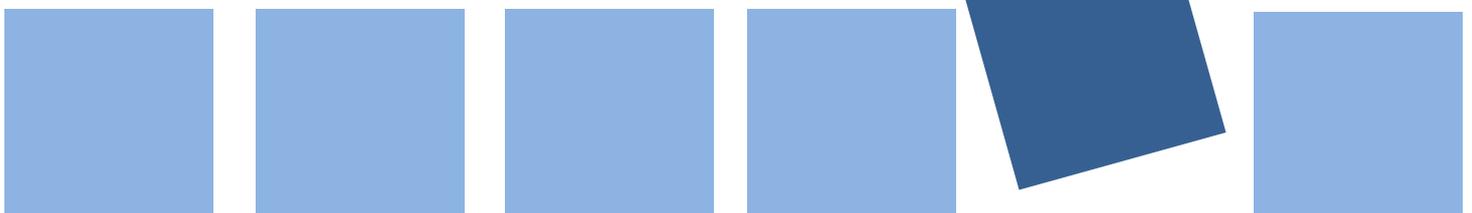
If a parent or guardian wishes to apply for special consideration or appeal a transport decision, they must make an application through their school. Government schools should forward the information to their regional office seeking their endorsement. Catholic and Independent schools must contact the Student Transport Unit (STU) by emailing student.transport@edumail.vic.gov.au.

Special case applications will be considered by the STU if the application falls into one of the following categories:

- Parents/guardians of students attending a specialist school can apply to DET for a conveyance allowance where their travel is less than 4.8 km from the school attended and can provide evidence they are unable to actively participate in their child's transport arrangements. Circumstances relating to financial hardship, social or work choices cannot be considered grounds for the exemption.
- The student has commenced the final year of the school they attend and changes residential address, providing there is a reasonable transport assistance solution available.
- Students who are the subject of specific court orders that stipulate the student must continue their education at a particular location (copy of court order is required with the application).
- In circumstances where a student has moved school for reasons of:
 - Genuine concern for personal safety of for the safety of the other students (documentation from the original school of enrolment and the student welfare coordinator will be required to support the exemption; information will also be accepted from external welfare agencies).
 - Consistent with the staged approach recommended in the student engagement policy guidelines, the school has developed flexible learning options for the student, which may include transfer of a student to another school setting (this does not include inter-campus movements). This recommendation must be supported by the DEECD regional director and the two principals of the schools involved in the student transfer.

Transport Special Case Consideration Panel

Requests for special case approval that are complex in nature may be reviewed by an independent panel known as the Transport Special Case Consideration Panel, which is convened by the Department's Chief Finance Officer. Representation on the panel includes members from the STU, practising principals and when required, a representative from the Department's Disability and Inclusion Branch and Public Transport Victoria (PTV). The panel meets every month during Term 1 and once per term thereafter.



Transport assistance will not be available to a student until such time as the panel meets and considers their application.

Prior to the panel hearing, the STU may seek further advice on government school applications from the applicable endorsing regional office. Supporting documentation may be provided by the student support group (as defined by the student engagement guidelines) if relevant to the case. Individual education and/or behavioural plans must be provided to substantiate the process of considering flexible learning options has taken place and that the transfer to another school is the most appropriate course of action for the student.

All recommendations of the panel will be forwarded to the Department's Deputy Secretary, Infrastructure and Finance Services Group, for approval.

The following applies to special case approval:

- Special case approval is limited to the student and transport service involved in the application. Sibling rights do not apply.
- Special case approval will cease if the student moves residential address, changes school or transport mode.
- Special case approval is not automatic. Each case will be considered on merit with reference to the transport infrastructure in the area and precedents established.

Financial transport assistance is not provided to students attending mainstream schools and residing less than 4.8 km of the school they attend.

Applications are not considered if they relate to:

- Financial hardship
- Relationship circumstances of the family
- The schooling arrangements of the siblings of the student
- The student resides outside a school's designated transport area
- A change in residential address alters the transport options that were previously received or preferred
- If the family prefers another school to their closest because:
 - It is more convenient for the parents'/guardians' location of work
 - The parents/guardians believe it offers better educational opportunity
 - It is closer to preferred medical facilities or treating physicians
 - It is in an area where the family have social supports.