



## The School Student Transport Scheme

The School Student Transport Scheme (SSTS) provides eligible school students with free or subsidised travel on public transport between home and school, on trains, buses, ferries and long distance coach services.

If a student lives too close to the school to be eligible, they may still be eligible for a [Term Bus Pass](#) which provides discounted travel on buses between home and school for the whole school term. Visit [transportnsw.info/school-students](http://transportnsw.info/school-students) for details.

In areas where there is no public transport eligible NSW residents may receive a [subsidy for private vehicles](#) for transporting the student to school. Visit [transportnsw.info/school-students](http://transportnsw.info/school-students) for details.

Students with a disability who are unable to travel to and from school under the School Student Transport Scheme may be eligible for assistance under the Department of Education [Assisted School Travel Program](#). More details can be found at [transportnsw.info/school-students](http://transportnsw.info/school-students).

## Who's eligible?

To be eligible for the Scheme the student must be a resident of NSW, at least 4 years and 6 months of age and enrolled as one of the following:

- an infant student (K –2) regardless of the distance between their home and school
- a primary student (Years 3–6) who lives more than 1.6 km (straight line distance) from school, or 2.3 km or more by the most direct practical walking route to the nearest entry point to the school
- a secondary student (Year 7–12) who lives more than 2 km (straight line distance) from school, or 2.9 km or more by the most direct practical walking route to the nearest entry point to the school
- a TAFE student under 18 years of age at 1st January of the year of application who is:
  - enrolled in a full- time TAFE course for a minimum of 20 hours a week
  - not employed
  - living more than 3.2 km from the college by the most direct practical walking route, and
  - attending the college closest to their home where enrolment is available.

### ***Non-Australian citizens and students temporarily in Australia***

Certain non-Australian citizens and students temporarily in Australia are eligible for free or subsidised travel, depending on their visa subclass. Students who are eligible for a free government education are also eligible for subsidised transport if they meet the general eligibility requirements. You will need to quote your visa subclass number when applying for the SSTS, in addition to meeting the standard eligibility criteria.

### **Boarding school students**

Eligible boarding school students may either have a pass for daily weekday travel or holiday/weekend travel, but not both. Contact the school for more information. If opting for holiday/weekend travel, boarding school students may travel home on weekends or vacation periods using NSW TrainLink's train services and coach network.

Long distance coach travel is only available to boarding school students who cannot access regular scheduled services on NSW TrainLink's train services and coach network. Students can apply for a refund for a maximum of nine return journeys per calendar year between home and school.

Boarding school students can travel free of charge on regular school bus services for visits to and from home on weekends or holiday periods, when space is available.

A subsidy may be paid towards the cost of transporting boarding school students if no public transport is available. Conditions apply, as for non boarding school students. For more information, please contact Transport for NSW Parramatta office (see address on page 5).

## **Who needs to apply?**

Most students who already have a school travel pass automatically receive a replacement pass for the following school year (sent to their school). However you will need to apply if the student is:

- Applying for a school travel pass for the first time
- Enrolling in Kindergarten
- Progressing from Year 2 to Year 3
- Progressing from Year 6 to Year 7
- Changing name, school and/or address
- Requesting an additional pass as a result of a new shared parental responsibility situation.

Applications must be made by a parent or legal guardian of the student if aged under 16 years. Students 16 years and over must complete and sign application form themselves.

## **How to apply**

### ***If you're in the Opal network***

You can complete an online application form available at [transportnsw.info/school-students](http://transportnsw.info/school-students). Once completed, you will need to print out the form, hand it to your school or TAFE for endorsement. The school or TAFE will forward the form to Transport for NSW to assess the student's eligibility and, if eligible, issue a School Opal card.

### ***If you're outside the Opal network***

You can obtain a paper application form from your school or TAFE (a separate form is needed for each transport operator required). Once completed, you will need to hand in your application form(s) to your school or college for endorsement. The school or TAFE will forward the form(s) to the relevant transport operator to assess the student's eligibility and if eligible, issue a school travel pass.

## Travel restrictions

If provided with a School Opal card or school travel pass, the student must comply with the [Student Codes of Conduct](#) (see 'Student responsibilities' below).

The School Opal card or school travel pass can only be used for approved travel on school days between the student's home and school or college between 6.30am and 7pm (6.30am and 9.30pm for TAFE students).

The Scheme does not cover travel to and from:

- before and after school care or child-minding premises
- before and after school activities
- school excursions
- sports events
- work experience
- Vocational Education and Training (VET) at a location away from where the student is enrolled
- multi-campus high schools, weekend schools, pre-schools or mini-schools (except for full-time geographically isolated distance education students).

## Unsuccessful applications

If your application is unsuccessful, you can request a review by Transport for NSW by setting out the reasons why the student should have access to the Scheme. These may include pedestrian access safety or medical issues. If, after review, the application is still rejected by Transport for NSW and you believe there are special circumstances that should be taken into account (such as hardship issues), you can appeal the decision. The relevant Transport for NSW regional office (see last page) can provide information at the time of rejection on how to do this. Appeals are assessed by the School Student Transport Scheme Appeals Panel, which is an independent body comprising representatives from the Department of Education and parent groups.

## Student responsibilities

When completing an application for subsidised travel under the Scheme, parents and guardians acknowledge that students have been made aware of the Codes of Conduct. The Codes of Conduct were developed in conjunction with the bus industry, Sydney Trains, representatives of parent groups and education authorities. They aim to ensure both the safety of students and the comfort of other passengers by outlining the behaviour required of students when travelling to and from school. The Codes of Conduct are printed on the School Student Transport Scheme application forms and available at [transportnsw.info/school-students](http://transportnsw.info/school-students).

Parents/guardians are asked to discuss these simple rules with their children so that they understand the standards of behaviour required of students. Depending on the seriousness of the misbehaviour, students may be penalised if they breach the Codes of Conduct. Students may have their travel pass temporarily or permanently suspended and may be required to make alternative travel arrangements. Students misbehaving on trains and railway stations may have their travel pass confiscated for up to one year and be required to pay regular fares for travel to and from school.

## Student conduct when travelling

When travelling between home and school, students must adhere to various regulations regarding passenger behaviour and the Codes of Conduct for travel by bus and/or train. To ensure their safety and the comfort of other passengers students will:

- ✓ behave safely at all times
- ✓ respect the needs and comfort of other passengers
- ✓ behave appropriately at all times (e.g. no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus/train/ferry)
- ✓ protect all property and report any vandalism
- ✓ show their travel pass or ticket when requested (or if they been issued with a School Opal card, always tap on and tap off)
- ✓ only use the travel pass for its intended purpose
- ✓ maintain possession of the travel pass at all times
- ✓ follow instructions about safety
- ✓ adhere to the law that bans smoking
- ✓ not eat and drink in prohibited areas
- ✓ keep arms, legs and other parts of their bodies inside the bus/train/ferry
- ✓ only attract the attention of the bus driver in case of emergency.

More information about the Codes of Conduct is available at:  
[transportnsw.info/school-students](http://transportnsw.info/school-students).

## Frequently asked questions

### ***What if a student loses their travel pass?***

If your travel pass is lost or stolen, you should apply for a replacement from Transport for NSW (if it's a school Opal card) or from the relevant transport operator if outside the Opal network. A fee may be charged. Students must pay their fare until a new pass is issued.

### ***What if the student's parents live separately?***

If the student is in a shared parental responsibility arrangement, he or she is eligible for subsidised travel from both addresses subject to 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.

### ***Can my child use the school travel pass to attend sporting/excursions/work experience during school time?***

The Scheme only provides for travel between a student's residence and the school attended. There is no provision under the Scheme to fund the carriage of students for any other purpose or to or from any other location. Students who are travelling from locations other than between home and school are entitled to travel at the normal concession fare.

## Terms and conditions and privacy

The School Pass Terms, including the Privacy Notice, can be found at [transportnsw.info/school-students](http://transportnsw.info/school-students).

## Enquiries

Detailed information can be found at [transportnsw.info/school-students](http://transportnsw.info/school-students).

For further information in English call 131 500 or email [concessions@transport.nsw.gov.au](mailto:concessions@transport.nsw.gov.au).

For other languages, call the Translating and Interpreting Services (TIS) on **131 450**.

## Transport for NSW offices

### ***Parramatta Office***

Locked Bag 5085  
Parramatta NSW 2124  
Telephone: 131 500

### ***Newcastle Office***

Ground Floor, 239 King Street  
PO Box 871  
Newcastle NSW 2300  
Telephone: (02) 4929 7006 or toll free 1800 049 983

### ***Wollongong Office***

Level 6, NRMA Building  
221–229 Crown Street  
PO Box 5215  
Wollongong NSW 2500  
Telephone: (02) 4224 3333 or toll free 1800 049 961.