



Transport Assistance

For students with disabilities

Responsibilities of preschools and schools

Preschools and schools need to make sure all the required information is entered on the forms before they are forwarded to SERU.

Preschools and schools have a responsibility for students until they reach the taxi drop-off point. Because of this, preschools and schools need to:

- provide the taxi/bus company with a mobile phone contact number of the principal (or delegate)
- supervise students and help with their loading and unloading
- ensure that students are safely secured in vehicles
- speak regularly with the driver to check on the student's behaviour and any other issues
- tell the driver where students should be seated
- tell the driver about strategies to manage a student's behaviour where appropriate.

Taxis are contracted to provide a specific service.

Therefore, preschools and schools need to give at least one week's notice to taxi companies of any changes that affect taxi runs. Examples are:

- a pupil free day
- a one off change to school time. Note, where a taxi run is shared with another school, staff of each school must reach agreement on the time of the run.

Training students to use public transport to school

School staff are encouraged to train secondary students with disabilities to use public transport, where possible. Funding can be provided through SERU. The training requires parent/carer permission.

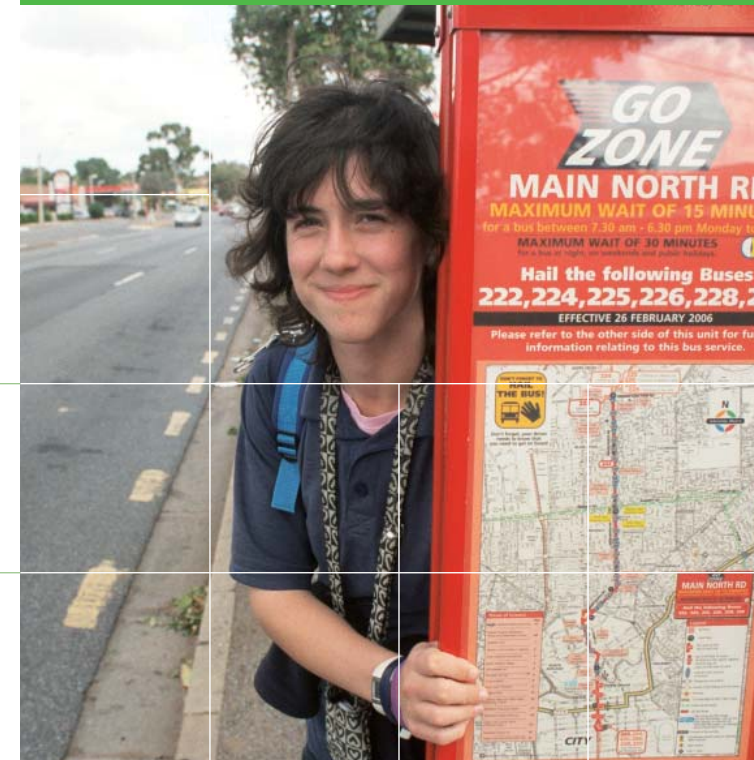
Transport Assistance for students with disabilities

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(Click: Specialised Services/Transport Assistance)



Information for preschools and schools





Who is eligible for transport assistance?

Parents/carers can receive transport assistance if they have a child with a disability who needs help to travel to one of the following:

- special preschool or school
- special unit
- special class.

What transport assistance is available?

Assistance can be one of the following:

- a car allowance paid to parents/carers (The parent/carer can take their child to school in their own vehicle. A per kilometre allowance is paid each term.)
- a Public Passenger Transport grant paid to parents/carers to cover the cost of bus, train or tram tickets
- a private bus fare allowance, where public transport is not available
- transport by taxi, Access Cab or specialist bus.

Transport assistance is provided to the nearest specialist facility, using the shortest practical route.

How can parents/carers apply for transport assistance?

- The parent/carer contacts the preschool director or school principal.
- The preschool/school provides a transport assistance application form (ED039A) to the parent/carer to complete (they may need help to fill in the form).
- The school forwards the transport assistance form to SERU by fax or post.

Transport assistance forms are available on the Special Education Resource Unit (SERU) website.

<http://web.seru.sa.edu.au>

(Click: Specialised Services/Transport Assistance).

Who approves and organises transport assistance?

All transport assistance is approved through SERU and organised by the Transport Services Unit in the Department of Education and Children's Services.

Transport arrangements cannot be made directly between schools and parents/carers and taxi/bus drivers or taxi companies. Any transport assistance must be approved by SERU.

How long will it take to organise transport assistance?

Transport arrangements will take at least ten working days to approve and organise.

Temporary changes to transport arrangements

- The parent/carer contacts the school to change the pick-up/drop-off address for a few days (e.g. for respite).
- The preschool/school provides a temporary change to transport assistance form (ED039B).
- The school forwards the transport assistance form to SERU by fax.

A temporary change will only be approved if:

- it can be accommodated in an existing transport assistance route
- changes to transport do not disadvantage other students travelling in the same bus or taxi.

Direct arrangements cannot be made with a driver or company.

The completed form must be faxed to SERU.

Note that a minimum of seven working days is needed to complete temporary arrangements.

Claiming for a car allowance

For parents/carers who take their child to school in their own car, a per kilometre allowance is paid each term.

The preschool/school gives the parent the transport assistance form (ED228) to claim for a car allowance at the end of each term. The preschool or school then completes the attendance information and forwards the claim form to SERU.