

# **School Transport Assistance**

## **School Transport Equipment Factsheet**

### **Introduction**

Approximately 13 percent of all students receive daily school transport assistance on bus, van, total mobility or taxi services contracted by directly resourced schools, or by the Ministry of Education.

The Ministry of Education is committed to ensuring their journey is a safe one.

The Ministry recognises that some students will require specialist equipment to ensure their safety and comfort during the journey to and from school. In most cases parents/caregivers should provide the specialist equipment required for a safe journey.

### **The Ministry of Health – Equipment and Modification Services**

Many caregivers receive assistance with the cost of purchasing equipment from the Ministry of Health, Equipment and Modification Services (EMS). The purpose of EMS is to help people with impairments, including their families, to live as safely and independently as possible.

If you are eligible for EMS funding an accredited assessor/therapist can make an application on your behalf to the Ministry of Health's contracted providers. Their contact details are:

<p><b><i>Enable New Zealand – Head Office</i></b> 69 Malden Street PO Box 4547 Palmerston North 4442 New Zealand Ph: 06 353 5800 Email: <a href="mailto:enable@enable.co.nz">enable@enable.co.nz</a></p> <p>General Enquiries - Call Free 0800 36 22 53</p>	<p><b><i>Accessible</i></b> 18A Frost Road Mount Roskill Auckland Phone: 09 620 1700 Freephone: 0508 001 002 Facsimile: 09 620 1702 Email: <a href="mailto:info@accessible.co.nz">info@accessible.co.nz</a> PO Box 27 804 Mount Roskill Auckland 1440</p>
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Refer to the contracted providers listed above if the identified need for specialist equipment is central to everyday living activities, and the equipment is to be used for purposes other than school transport, e.g. in the family vehicle.

## School Transport

The Ministry of Education requires assurance that funding for equipment is not available through the Equipment and Modification Services before it can consider funding specialist equipment for school transport. This assurance can be provided by an accredited assessor/therapist filling out Section C of the application form attached to this factsheet.

There are situations where:

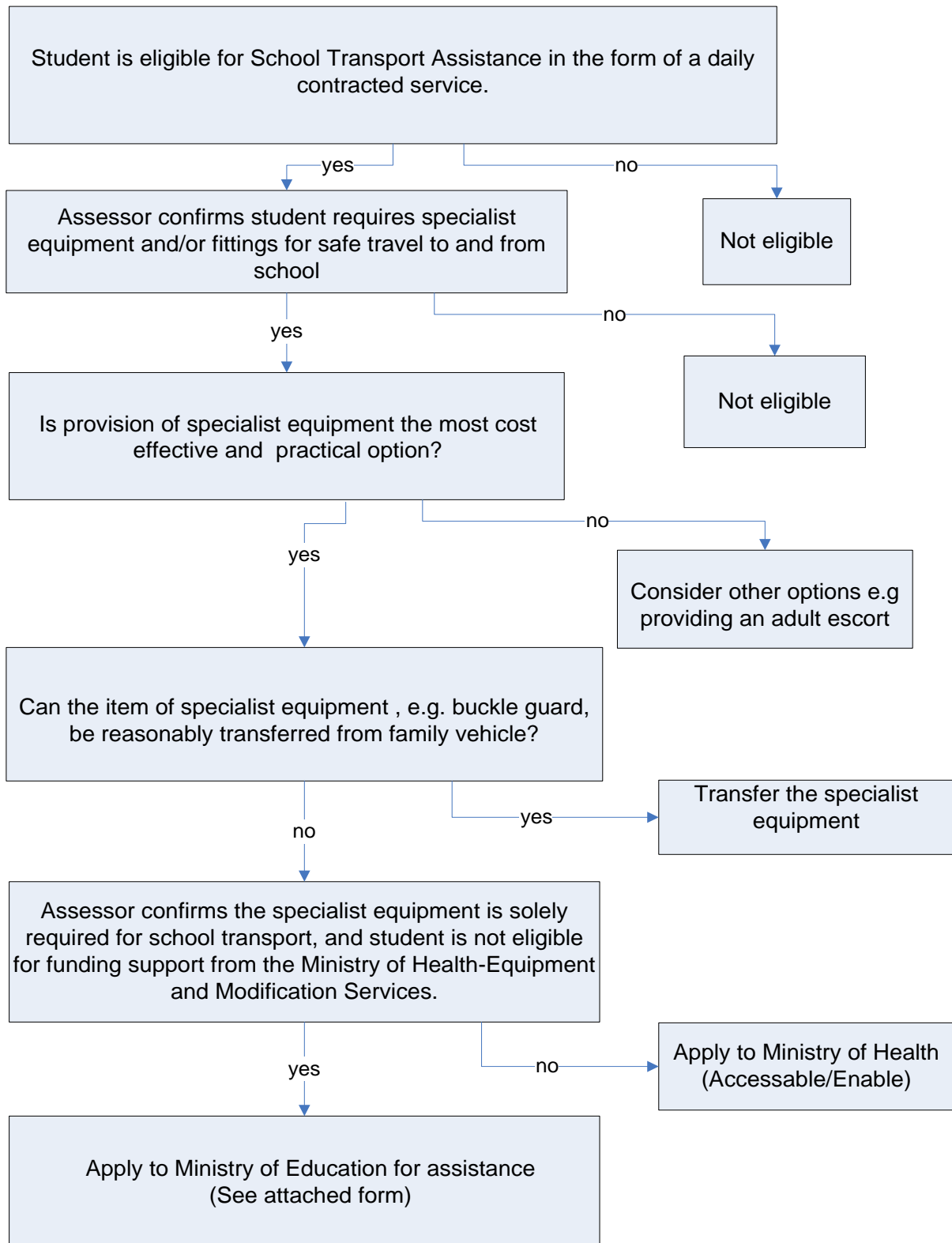
- (a) the specialist equipment falls outside the criteria for EMS funding because it is only required for school transport purposes, and is not for family or general transport use, or
- (b) the specialist equipment provided by the parent/caregiver is of a nature that the time taken to transfer it to-and-from the family vehicle for school transport purposes makes dual use impractical.

The Ministry of Education will consider meeting part or all of the cost of the specialist equipment when:

- (a) the accredited assessor/therapist confirms specialist equipment is needed for a safe journey to and from school, and
- (b) the accredited assessor/therapist confirms the purpose of the specialist equipment does not meet the Ministry of Health or ACC criteria for funding, and
- (c) the specialist equipment is only required for school transport purposes, and/or where its transfer between the family and the school transport vehicle on a regular basis is impractical, and
- (d) provision of the specialist equipment is less costly and more practical than other options, including providing an adult travel escort, and
- (e) case by case basis consideration establishes that no other options are available and that it is unreasonable for the caregiver to provide the specialist equipment.

To apply for equipment assistance from the Ministry of Education please complete the attached application form. The factsheet and application form are also available on the Ministry's school transport website: [www.minedu.govt.nz/schooltransport](http://www.minedu.govt.nz/schooltransport)

# Process To Approve Specialist Equipment For School Transport



# **School Transport Assistance Specialist Equipment Application Form**

## **Purpose**

This application form, for students eligible for the Ministry of Education's daily school bus or special education school transport programmes, is for assistance with the cost of specialist equipment and/or vehicle fitting not able to be covered by a Health sector funding source.

The Ministry of Education may, on a case by case basis, meet part or all of the cost of providing specialist equipment and/or vehicle fitting where all the requirements of the policy have been met.

## **Process**

Applicants must complete Section A, the payment recipient must include their details in Section B and the accredited assessor / therapist<sup>1</sup> must complete Section C. The caregiver should then forward the signed form to the Ministry's School Transport Service Agent to complete Section D. Service Agents then make a recommendation and forward the completed application to the Ministry of Education for a decision.

The student's school of enrolment will facilitate the involvement of the accredited assessors and/or therapists required and provide the Service Agent contact details.

## **SECTION A                      Caregiver to complete**

### **Caregiver's details**

<b>Name</b>	
<b>Postal Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Relationship to student</b>	

### **Student details**

<b>Name</b>	
<b>Residential Address (if different to the above)</b>	
<b>Age</b>	
<b>School of enrolment</b>	
<b>School attended<sup>2</sup></b>	

<sup>1</sup> Occupational Therapist, Physical Therapist or Psychologist employed by a special education fund holder.

<sup>2</sup> If different to school of enrolment – for instance the student attends a special school satellite class.

## Checklist

Once the most appropriate specialist equipment has been determined by the accredited assessor, it is important that the caregiver understands their roles and responsibilities regarding the use and care of the equipment.

This checklist is to be completed by the caregiver **in the presence of the accredited assessor/therapist.**

**The following has been explained to me/us and I/we understand:**

	Yes	No	n/a
The benefits of using the specialist equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The possible risks of the specialist equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the specialist equipment is to be used on each school journey, fastened and correctly adjusted, according to the training I/we have received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the specialist equipment is only to be used for my child (who is named above).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That the specialist equipment is not to be modified without further advice from a properly authorised person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That I/we will instruct any other person who might care for my/our child on the correct use of the travel equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That I/we will inform the appropriate person (e.g. school or accredited assessor)			
(a) When my/our child has outgrown the specialist equipment; or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) If the specialist equipment is no longer required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the Ministry of Education pays for the whole cost of the specialist equipment it remains the property of the Ministry of Education. In these circumstances, if the specialist equipment is lost or damaged, then we (the caregiver) may need to pay for its replacement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Declaration

I confirm that all the information I have provided is true and correct.

I understand that any equipment provided in response to this request returns to the Ministry of Education when it is no longer required.

**Signed by parent/caregiver:**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

## **SECTION B**

## **Payment recipient to complete**

### **Bank Account Details**

The Ministry of Education is able to make payment to;

- The school; or
- The equipment provider; or
- The caregiver\*.

\* Caregivers can **only** be paid in the form of a reimbursement.

Please provide bank account information as detailed below. If you are applying for a reimbursement, please provide proof of purchase in the form of a copy of the receipt or paid invoice.

<p>The recipient of this payment must complete this section and <b>attach a pre-printed or bank verified deposit slip with their account details</b></p>	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <i>Bank</i>			<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <i>Branch</i>					<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <i>Account</i>									<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <i>Suffix</i>		
<p>Name of Account: _____</p> <p>Note: Payment cannot be made to a cash card number, nor to a credit card. We are unable to accept other account detail documents unless they include pre-printed account holder name, address and account details. If you do not have this type of verification document, your bank will be able to provide a verified print-out of your details which will satisfy our audit requirements.</p> <p><b>Office use only</b></p> <p>Bank account details verified by:</p> <p>_____</p>																				

## SECTION C

Accredited Assessor / Therapist to complete

### Specialist Equipment details

<p><b>Description</b></p> <p>Please describe the proposed specialist equipment and/or vehicle fitting.</p>	
<p><b>Purpose</b></p> <p>Explain:</p> <ul style="list-style-type: none"><li>• The student's special education needs and circumstances.</li><li>• Why the student requires the specialist equipment.</li><li>• Why providing the equipment is a better option than other solutions e.g. travel escort.</li><li>• Why the contracted transport provider cannot reasonably provide the equipment.</li></ul>	
<p><b>Cost</b></p> <p>This must be the complete amount including GST and freight.</p>	<p>\$.....</p> <p>Please <b>attach</b> the quotation to supply and fit the equipment. If the quotation does not list the full amount, including GST and freight then you must get a new quotation from the equipment provider.</p>

## Health Sector Funding

**Either**

- Attach a letter from Accessable<sup>3</sup> (Auckland / Northland) or Enable New Zealand<sup>4</sup> (rest of New Zealand) declining funding for the specialist equipment sought.

**or**

- Attest the following:

<b>Health sector funding</b>	<p>The specialist equipment is only required for the student's safe travel to and from school and does not meet the Ministry of Health criteria for Accessable / Enable New Zealand funding.</p> <p><b>YES / NO</b></p>
<b>Family vehicle</b>  <i>Please include relevant comments below.</i>	<p>The specialist equipment is required for the student's travel in the family vehicle</p> <p><b>YES / NO</b></p> <p>The specialist equipment can readily be transferred to and from the family vehicle to the transport contractor's vehicle.</p> <p><b>YES / NO / NA</b></p> <p><b>Comment</b></p>

## Declaration

I confirm that the above information is true and correct.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Position / Accreditation details \_\_\_\_\_

Date \_\_\_\_\_

<sup>3</sup> Freephone 0508 001 002

<sup>4</sup> Freephone 0800 17 1995

**SECTION D****Service Agent to complete**

<p><b>Eligibility for a contracted daily school transport service</b></p> <p><i>Tick one option</i></p>	<p>The student meets the eligibility criteria for Ministry:</p> <ul style="list-style-type: none"> <li>• Daily school bus transport assistance <input type="checkbox"/></li> <li>• Special Education school transport assistance <input type="checkbox"/></li> </ul>
<p><b>Confirmation that the application is complete</b></p>	<p>The application establishes that the specialist equipment:</p> <ul style="list-style-type: none"> <li>• Is required for the student's safe travel to and from school. <b>Yes / No</b></li> <li>• Is a more practical and cost effective solution than other options e.g. travel escort. <b>Yes / No</b></li> <li>• Is not covered by a Health sector funding source. <b>Yes / No</b></li> <li>• Is not required for the family vehicle or is impractical to transfer to and from the family vehicle. <b>Yes / No</b></li> </ul> <p><b>Also;</b></p> <ul style="list-style-type: none"> <li>• Has this application been discussed with the operator? <b>Yes / No</b></li> <li>• Have you enclosed the completed operator comments form? <b>Yes / No</b></li> </ul>
<p><b>Recommendation</b></p> <p><i>Note: comment is required</i></p>	<p>Recommend this application be approved? <b>Yes / No</b></p> <p><b>Comment</b></p>          <p>..... (Service Agent) <span style="float: right;">..... (Date)</span></p>
<p><b>Next step</b></p>	<p><b>Please forward to:</b></p> <p>Resourcing Division, Ministry of Education, P.O. Box 1666, Wellington 6140.</p> <p><b>Email:</b> school.transport@minedu.govt.nz</p>