

2016 STP/Trades Academy Transport Funding Principles and Criteria

All transport funding claimed for in 2016 must adhere to the transport funding principles and fall within one of the transport claim categories set out below. The requirements are based on existing school transport assistance eligibility criteria and special education school transport assistance guidelines.

Transport Funding Principles

The following fundamental principles must be considered by lead providers when submitting transportation assistance claims within the Transport Cost Assistance Plan.

- Transport cost assistance is for identifiable high or special transport needs.
- Transport provided must ensure the health and safety of all trades academy students.
- Transport cost assistance is provided to remove transportation barriers to ensure student can access trades academy programmes.
- Where possible, existing school and public transport should be utilised.
- Where transport costs marginally exceed the transport costs that students normally incur to attend their school, lead providers may assist with these costs from their Pastoral Care and Co-ordination allocations.
- Any transport cost assistance provided should only meet student transport costs which significantly exceed the normal costs students incur from attending school.
- For all returning students, all transport funding approved in 2012-15 will be funded in 2016 (expectation travel should be aligned with first year students where necessary to ensure cost savings)
- For students enrolling in the trades academy in 2016 for the first time, transport assistance costs should be in accordance with these principles.

Transport Funding Criteria and Guidelines

All claims within the Transport Costs Assistance plan should fall within (and be listed accordingly within the Transport Cost Assistance Plan) one of the following three criteria:

- 1) **Claims for high transport needs** – where students require travel needs beyond what would be normally expected which are not covered by pastoral care funding. For a claim for high transport needs to be approved, one or more of the following guidelines should be met:
 - Public transport (or existing school/tertiary transport) is not available and students live more than 4.8km from the trades academy;
 - Public transport (or existing school/tertiary transport) is available, but doesn't travel within 2.4km of the student's home or within 2.4km of the trades academy;
 - Public transport (or existing school/tertiary transport) is available, but the pickup time, does not allow the student to arrive at the trades academy before lesson start time (this also applies to special private transport needs to enable students to reach school in time in order to travel on the provided transport to the Tertiary Provider, i.e. for those

rural areas where transport to the STP may depart prior to regular school hours);

- Public transport (or existing school/tertiary transport) is available, but the pickup time is more than one hour after the trades academy day's official end time; or
- Public transport is available, but requires the student to change transport services more than once on the journey.

Where one or more of the guidelines above are met, funding will cover:

- Costs associated with providing transport costs to and from the trades academy;
- Costs associated with conveyance allowance, where:
 - the caregiver is required to transport the student to and from the available public or provided transport to the trades academy;
 - the caregiver is required to transport the student to and from the trades academy when no other suitable transport is available; or
 - the student transports themselves (with school Board or Principal's written approval) to either the nearest transport provided or to the trades academy. Only half the allowance will be funded in this scenario, as only one return trip would be made each day.

In all cases, no conveyance allowance will be funded for the first 2.4km of each journey.

- 2) **Claims for special transport requirements** – where students with special requirements or financial constraints require transport funding support, or small area schools require additional support to cover the cost of student supervision.

Special Requirements

For special requirement transport assistance to be approved, the mobility and/or safety eligibility guidelines set out below should be met:

- **Mobility Guideline** – where mobility needs prevent the student travelling independently (including use of public transport) to and from the trades academy. Instances where funding assistance may be provided for mobility needs include:
 - wheelchairs or other specialist equipment must accompany the student; or
 - mobility reasons prevent the student from independently making their way to the trades academy (e.g. those who are not able to walk freely).
- **Safety Guideline** - where safety needs (there is a significant risk of harm or danger to the student, or to others) prevent the student travelling independently to and from the trades academy. Instances where funding assistance may be provided for safety needs include:
 - a learning disability inhibits the student's ability to go to and from the trades academy safely;
 - a medical condition inhibits the student's ability to go to and from the trades academy safely; or

- there are significant safety risks for the student or for others during the passage to and from the trades academy (i.e. serious behavioural issues).

Where either of the guidelines above are met, funding will cover:

- Costs associated with providing a place on appropriate public transport to and from the trades academy;
- Costs associated with providing special education transport services (taxi, minibus or total mobility vehicle); or
- Costs associated with conveyance allowance (see limitations in Category 1 above).

Financial Constraints

For those students with no special transport requirements (and where transport assistance cannot be provided under Category 1), but rather a financial constraint which may limit their ability to attend the trades academy, the trades academy (via the provider school) should provide an outline of the particular student's situation and needs.

Funding assistance for financial constraints will be dealt with on a case by case basis.

Small/Area School Student Supervision

For those small/area schools (or kura/wharekura) where staff supervision is critical to ensure the health and safety of their students travelling to and from the tertiary provider of the STP.

This funding support seeks to address the greater burden to small/area schools and kura/wharekura, where:

- distances are generally longer and which require travel at irregular hours;
- there is less staffing resource available to supervise travel; and
- there is limited accessibility to their students to ensure their safety (especially in the event of issues arising at the location of the students tertiary study, where students may then need to travel unsupervised back to the school).

There is an expectation that schools within regions will work with the Lead Provider to minimise costs where possible, i.e. through joint transportation and staff supervision. Schools that fulfil the guidelines below will be considered for additional transport support to cover the cost of staff supervision:

- the school is located 50km (a 10km allowance is applied to those schools deemed to be a 'Rural Area' school¹) or more from the tertiary provider campus, exceptions will be considered on a case by case basis;
- the school can provide justifications for why staff supervision is critical, i.e. the particular risks associated with the travel needs, significant distances of travel or staffing shortage to provide supervision; and

¹ As defined within the [Schools Directory](#) based on the defined urban area column.

- the school has a total roll of 300 or less, schools with a roll in excess of 300 students will be considered on a case by case basis.

Funding support of up to \$150² per day will be offered to support this supervision cost to small/area schools, up to a maximum of \$7,500 per school a year (based on 50 travel days per year max - we expect most schools will require one travel day per week, therefore 35 days). Applications should be submitted via the Lead Provider and will be funded via the Lead Provider in two instalments during the year (February/March and July/August).

- 3) **Returning Students (2nd or 3rd year students only)** – where transport support was provided to the specific student in 2012- 2015, and the student's 2016 transport requirements do not meet the transport claim categories 1 or 2. For a claim for returning student transport needs to be approved, the following guidelines should be met:

- The student must be undertaking the same (or equivalent) journey from their school to the trades academy;
- No new public transport networks have been introduced to transport the student from home to the trades academy; and
- No new transport is being provided under transport claim categories 1 or 2, which could cater for the student's travel requirements.

² This funding rate is based on an average teacher aide cost per day (\$19 per hour rate) - <http://www.careers.govt.nz/jobs/education/teacher-aide/about-the-job>