

# Schools Issuing Guidelines

## Travel Passes for students in crisis

### Purpose

This document should be used by schools in determining student eligibility for a pre-paid Travel Pass.

### Travel Pass

Pre-paid Travel Passes make it possible for disadvantaged Victorians to use public transport to access vital services and to actively engage with the community.

Travel Passes are a paper 30-day pass available for both primary and secondary school students experiencing crisis who are at risk of disengaging from education.

This ensures they can continue to attend school, receive an education and participate in school activities, and access support services.

Schools can issue a Travel Pass for free to students in crisis primarily to travel to school, but also for other reasons, such as travelling to:

- a medical or rehabilitation appointment;
- a counselling session; or
- temporary or crisis accommodation.

### Eligibility

Students are eligible for the program if they are experiencing:

- sudden financial hardship;
- family violence;
- substance abuse;
- family/relationship breakdowns; or
- homelessness; and
- are at risk of disengaging from education due to difficulty in accessing funds to use public transport to get to school.

### Obtaining and Issuing a Travel Pass

Government schools can apply for Travel Passes through the State Schools' Relief online portal.

Upon receipt of the Travel Pass the school must hole punch the Travel Pass with the issuing date, month and year.

The Travel Pass:

- Is valid for 30 days commencing on the day of the month and year that has been hole punched.
- Is not valid for travel if more than one date, or if the day, month or year has not been hole punched.
- Can be validated for a future date.
- Cannot be reissued or exchanged.

Failure to correctly validate the Travel Pass could result in an infringement notice issued to the ticket holder.

### Travelling with a Travel Pass

A Travel Pass can be used on:

- bus, train and tram trips in metropolitan Melbourne (Zone 1 and 2);
- all regional town buses;
- PTV inter-town buses;
- V/Line coaches; and
- V/Line trains.

When passing through a staffed ticket barrier, students will need to show their Travel Pass to the barrier attendant. When travelling on a bus, students may need to show their Travel Pass to the driver.

Students need to carry their Travel Pass for the entire journey.

A Travel Pass should be treated like money - a lost or stolen Travel Pass cannot be replaced.

### School's Responsibilities

The school must ensure:

- The school as a Travel Pass Issuer has procedures to satisfactorily document that a Travel Pass has been issued to an eligible student.
- All staff who issue a Travel Pass are aware of and follow the correct procedures for issuing Travel Passes, including the criteria for deeming who is eligible to receive a Travel Pass.
- All staff who issue a Travel Pass are responsible for assisting the school to facilitate an effective review of the issue and use of Travel Passes if required.
- All non-issued Travel Passes are kept in a secure location when not in use.
- Travel Passes are correctly validated by hole punching the Travel Pass with the issuing date, month and year.

### Further information

#### State Schools Relief

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