Bus driver fund - response template – September 2024

Response form for submitting applications to the Bus Driver Fund

Deadline for applications: 12 Noon Friday 1 November 2024

Final version

NZ Transport Agency Waka Kotahi

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### More information

NZ Transport Agency Waka Kotahi

This document has been sent to you from the NZ Transport Agency Waka Kotahi. If you have any questions or concerns, please get in touch via email: [busdriverfund@nzta.govt.nz](mailto:busdriverfund@nzta.govt.nz)

## Overview

The Government is investing $15 million through Budget 2024 to deliver practical improvements to bus driver safety and working environments (the Bus Driver Fund).

Public Transport Authorities (PTAs) are able to submit one or more applications for co-funding from the Bus Driver Fund. While PTAs are responsible for submitting applications, it is important that they engage with their Public Transport Operators (PTOs), workforce representatives and territorial authorities as needed.

In submitting your Application, you must use this Response Form or otherwise a form that is substantially the same in layout and content to ensure ease of evaluation by NZTA. Responses should be concise.

This Response Form will enable NZTA to assess alignment with the eligibility and assessment criteria defined in the Invitation to Apply for Funding document.

If Applicants have any questions, please email [busdriverfund@nzta.govt.nz](mailto:busdriverfund@nzta.govt.nz)

**Response Form checklist**

Before submitting your Response Form, be sure you have:

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| --- | --- |
| ​​☐​ | Read the **Invitation to Apply** document and any supporting information to ensure you are eligible to apply and understand the criteria against which your Application will be assessed. |
| ​​☐​ | All answers are typed into the space provided in Arial 10pt, you have answered as many of the questions as possible, and have included as much detail as possible to help us make a decision about your Application. |

Once you have completed this form,

|  |  |
| --- | --- |
| ☐ | Please email all sections to [busdriverfund@nzta.govt.nz](mailto:busdriverfund@nzta.govt.nz) and include any supporting documents in the same email, providing a Word version of the Application in addition to any PDF copies. |
| ☐ | Do not include a zipped (.zip) or an executable (.exe) file with your Application. |
| ☐ | If you do not receive email confirmation of receipt of your Application from NZTA within 2 working days, please contact us at [busdriverfund@nzta.govt.nz](mailto:busdriverfund@nzta.govt.nz). |
| ☐ | Ensure you have read, understood and signed the [Declaration](#_Declaration). |

## Section 1: Contact Details

**Your organisation’s name**

**Key contact**

**Job title/role**

**Contact phone number**

**Contact email address**

## Section 1: About the application

In this section we are seeking contextual information that will assist with assessment of the application and to confirm eligibility.

**What application category applies to this initiative?** *Delete the categories that do not apply and retain the one that does.*

* On-network driver facilities
* On-vehicle initiative
* Other

**Outline the scope of the initiative, including the implementation approach, key stakeholders and their responsibilities.**

Response:

**Briefly address how the initiative aligns with each of the following eligibility criteria:**

* The initiative must deliver practical improvements to safety and / or working environments for bus drivers utilised to operate public bus services contracted by a PTA. Initiatives that improve both driver and passenger safety are also eligible.
* Funding is for one-off establishment costs only. The Bus Driver Fund will not cover any ongoing costs or cost escalation associated with an initiative.
* Funding must be for new improvements that are not already funded, or do not have any existing commitment to fund (irrespective of the funding source).
* The initiative must start within the 2024/25 or 2025/26 financial years and should be completed within a 12-month period from commencement.
* The application must align with the minimum co-funding requirements set out in section 2.5 of Invitation to Apply for Funding document.
* The initiative must support fair competition and avoid undue advantage for PTOs when competing for bus service contracts.

Response:

## Section 2: Assessment Criteria

Responses in this section will be utilised to assess the application against the criteria outlined in Section 3.2 of the Invitation to Apply for Funding document.

**2.1 Need and benefits**

**Outline the issue or opportunity that is being addressed and the scale and significance of the expected benefits.**

Response:

**What is the estimated number of bus drivers that will benefit from the initiative over the course of a typical 7- day period?**

Response:

**Who are the key stakeholders relevant to the proposed initiative and to what extent do they support the proposal?** *As a minimum, the key stakeholders include the relevant PTO(s) and their workforce representatives. Depending on context, key stakeholders may also include a territorial authority or other parties.*

*We are looking for demonstrable evidence of support from key stakeholders. For example, the relevant PTO(s) could provide an email or letter for inclusion in the funding application, confirming that they and their workforce representatives support the initiative.*

Response:

**Outline how this initiative, compared to other potential options in your region, maximises benefits for drivers and, where relevant, passengers.**

Response:

**2.2 Value for money and innovation**

**Outline how the total establishment cost of the initiative has been estimated and how relevant inputs, assumptions and the proposed contingency are appropriate to the stage the initiative is at, at the time of submitting the application?**

Response:

**Outline your approach to maximising cost efficiency, defined as minimising cost while maintaining or enhancing the quality of the solution.**

Response:

**What is the cost per driver shift benefited?** *This to enable a comparative assessment across different applications. The metric is to be calculated by dividing the total cost of the initiative (as submitted in budget template) by the total number of driver shifts that will benefit from the initiative over a 12-month period as per current timetables and scheduled driver duties.*

Response:

**If this application was approved along with similar applications across other regions, confirm whether your organisation would participate in bulk a procurement approach to enable greater value for money.** *If yes, indicate whether you would lead a bulk procurement approach across participating regions or participate in a bulk procurement approach.*

Response:

**Are there any additional innovations that could potentially be implemented to enhance cost efficiency and value for money?** *Include suggestions even if they are beyond the immediate control of your organisation.*

Response:

**2.3 Co-funding**

**Outline the rationale for the level of co-funding you are requesting from the Bus Driver Fund.** *The level of Crown funding is expressed as percentage of the total cost of the initiative.*

Response:

**What are the intended sources of local share funding, and to what extent are stakeholders contributing their fair share to the proposed initiative?** *For the purposes of the Bus Driver Fund, local share funding could be from any combination of the PTA, territorial authority, PTO(s) and/or other parties.*

Response:

**2.3 Readiness**

**When is the initiative intended to start and be completed:**

Response:

**Outline any significant dependencies and key risks that could affect timely delivery and how they these will be managed.** *Timely delivery means starting within the 2024/25 or 2025/26 financial years and completing the initiative within 12 months of commencement.*

Response:

**Identify key milestones and timeframes for the purpose of monitoring implementation progress, in the event funding is granted.** *Timely implementation is important as the duration of Crown funding availability is limited. Delays can prevent funds from being reallocated to other eligible initiatives, creating an opportunity cost. To mitigate this, PTAs must set milestones and timeframes for each initiative, including points where NZTA may reallocate funding if key milestones are not met.*

Response:

## Section 3: Support and other information

**Is there any support you need from NZTA that is essential to deliver the initiative?**

Response:

**What non-essential support would be useful, if any?**

Response:

**Is there anything else we should know about your request for funding?**

Response:

## Declaration

I declare on behalf of the Applicant:

|  |  |
| --- | --- |
| ​​☐​ | that the statements in this Application are true and the information provided is complete and correct. |
| ​​☐​ | that there have been no misleading statements or omission of any relevant facts. |
| ☐ | that all named key personnel have agreed to be included in this Application and for their information to be provided to and used by NZTA for the purposes of this Funding Application and to receive further updates about the Bus Driver Fund in general. |
| ​​☐​ | that reasonable enquiries have been made and the Applicant not aware of it (or any of its personnel or contractors) being subject to a Conflict of Interest. |
| ☐ | that I have read and understand the requirements of the Invitation to Apply. |
| ​​☐​ | that I am authorised to make this Application on behalf of any Applicants identified in this form. |

If this Application is successful, I declare on behalf of the Applicant:

|  |  |
| --- | --- |
| ​​☐​ | that the Applicant consents to the public release, including publishing on the internet, of the name of the Applicant, the amount of funding received, contact details of the Applicant and a description of the innovation and project, and undertake to cooperate with NZTA on communications relating to this project, which may be in the form of a media release, case study, web content, conference presentation or whitepaper, sharing via social media, or other form as agreed with NZTA. |
| ​​☐​ | that the Applicant understands the obligations of NZTA under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this project, the provisions of this Act apply to all the information provided in this project. |
| ​​☐​ | that the Applicant understands the timeframes associated with the Bus Driver Fund and that funding and support should be used to deliver the initiative during the associated timeframe. |
| ​​☐​ | that NZTA has no obligations or commitments to me or my organisation beyond this funding and support for the Project. |

**Signature**

This declaration must be signed by a person with the appropriate legal and financial authority to commit your organisation to a transaction.

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| --- | --- | --- |
|  |  |  |
| Print name | Signature | Date |

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| --- | --- |
|  |  |
| Title | Organisation |

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| Email | | |
| Once you have completed all sections of this document, please email it to [busdriverfund@nzta.govt.nz](mailto:busdriverfund@nzta.govt.nz) and include any supporting documents in the same email. | | |