

Dear Parent or Guardian,

RE: School Bus Changes in your area

Public Transport Victoria (PTV) and the Department of Education and Training (DET) have reviewed the administrative system of the School Bus Program in order to streamline and improve the process for parents and students.

A new online School Bus Management System for school bus applications, centralised and undertaken by PTV, will soon be introduced to support these improvements. The changes will mean that the eligibility assessment, application processing and fare collection (where required) currently undertaken by your school, will be administered by PTV.

Your school bus network has volunteered to be part of the pilot program for the new arrangements, commencing November 2016.

Existing Bus Travellers – Once the new School Bus Management System has been introduced, all existing school bus travellers that had already applied through their school prior to 1 November 2016 will be automatically transferred to the new system. Each family will receive notification from PTV informing them of their username and password. Once user account information has been received, please login to the School Bus Management System and check your details are correct.

To continue a student's travel for 2017, families must login to the system and select '**renew application**'. The renew application option is only for those existing travellers that have not changed home address or school location. If either of these conditions change, then a '**new application**' needs to be submitted for that traveller.

New Bus Travellers – Any new student who would like to access a school bus from 1 November 2016 will need to apply online directly to PTV, rather than through their school.

PTV will issue bus passes to all new and existing students approved to travel.

Until the changes formally commence, all current arrangements regarding school bus travel will continue to be handled by your school.

Beyond the commencement, schools will retain a key role in managing school buses, particularly with regards to emergency management and student behaviour, and will continue to provide PTV with up to date information.

If you have any questions in relation to the upcoming changes, please contact your school in the first instance or alternatively Public Transport Victoria on 1800 800 007.

Yours faithfully,



Stephen Ryan
General Manager Regional Bus Services
Public Transport Victoria