

25 January 2023

PO Box 4724, Melbourne  
Victoria 3001 Australia  
Telephone 1800 800 007  
[ptv.vic.gov.au](http://ptv.vic.gov.au)

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## IMPORTANT INFORMATION FOR SCHOOLS AND THEIR STUDENTS USING PUBLIC TRANSPORT

Dear Principal,

Public Transport Victoria would like to share some public transport ticketing information which may be of use to your school and school community:

### Group Travel Authority

School groups travelling on the metropolitan public transport network can now book online at [ptv.vic.gov.au/grouptravel](http://ptv.vic.gov.au/grouptravel). Bookings must be made at least 5 business days prior to travel. Regional bookings with V/Line can also be made online at [vline.com.au/Fares-general-info/Additional-pages/Group-Travel](http://vline.com.au/Fares-general-info/Additional-pages/Group-Travel). Please note, staffed stations and PTV Hubs no longer issue the Group Travel Authority.

### 2023 Student Pass fares

	Victorian	Ballarat	Bendigo	Geelong	Colac	Portland	Southwest
Yearly	\$631	\$353	\$235	\$353	\$235	\$235	\$235
Half-yearly	\$328	\$177	\$118	\$177	\$118	\$118	\$118

### 2023 PTV School Student ID and Student Pass application form

The application form is available to download now at [ptv.vic.gov.au/students](http://ptv.vic.gov.au/students).

### Touching on and off

PTV's data shows that passengers are not touching on as regularly as they were before the COVID-19 pandemic. Touch on/off data is used to plan the level and frequency of services for your school and sends a positive message to the broader travelling public. We ask you regularly remind students to touch on and off every time they use their myki on public transport, even if they have a myki Pass or Student Pass.

### 30 Day Travel Passes

Travel Passes are designed for community organisations and schools to provide a valid ticket for students in crisis or experiencing severe financial hardship to continue to attend school and access support services. Schools can access 30 Day Travel Passes and give them to the most vulnerable students so they can remain engaged in education. To be valid, the pass must have a hole punched on the date it is given to the student. For more information, visit [ptv.vic.gov.au/travel-pass](http://ptv.vic.gov.au/travel-pass) or email [ticketingservices@ptv.vic.gov.au](mailto:ticketingservices@ptv.vic.gov.au).

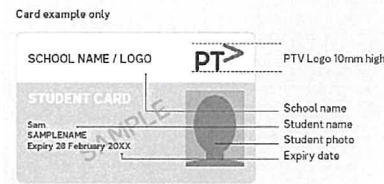
## **PTV Approved School Student ID**

Hundreds of Victorian schools have signed up to participate in the PTV Approved School Student ID program, making it easier for Victorian students and their parents to access concession fares and student pass products.

The PTV Approved School Student ID is effectively your school's student ID card with the PTV logo. This flexible option means students no longer need to arrange, pay for and carry the dedicated PTV School Student ID (available from stations/ticket agents for \$9) to travel on student passes or concession fares.

Schools must apply to PTV to include the PTV logo on the school ID card. For a school's ID to be approved by PTV, it must include:

- the school's name
- the student's name
- the student's photo
- an expiry date no later than 28 February of the year after the student finishes year 12
- the PTV logo.



The ID may include other information that schools need, provided there's enough space for the PTV logo.

The existing PTV School Student ID is an option for students should your school choose not to participate.

It is the responsibility of the student to ensure they carry valid proof of concession entitlement (PTV Approved School Student ID or PTV School Student ID) when travelling with a Student Pass, or risk receiving a fine from an Authorised Officer. The PTV Approved School Student ID does not need to be valid for the duration of the student pass being purchased, only at the time of purchase.

For more information about having your school ID approved, email [ticketingservices@ptv.vic.gov.au](mailto:ticketingservices@ptv.vic.gov.au)

## **Prepay Buses**

A reminder that cash transactions were permanently removed from myki-enabled buses from 13 July 2020 in support of safer bus journeys and the rollout of all door boarding.

So parents and students can ensure they continue to travel with a valid ticket, we request you communicate the many alternatives available to cash payments onboard buses, including:

- Instant myki Money top up via the PTV app
- Online at [ptv.vic.gov.au/myki](http://ptv.vic.gov.au/myki)
- Auto top up
- myki retailers
- Quick top up machines
- myki machines
- ticket offices including train stations and PTV Hubs

Using the PTV app to check a myki card balance and instantly top up with myki Money is expected to be especially helpful for parents. For more information visit: [ptv.vic.gov.au/tickets/myki/buy-a-myki-and-top-up/](http://ptv.vic.gov.au/tickets/myki/buy-a-myki-and-top-up/)

Thank you for your support in sharing this information with your staff and students.

Yours sincerely

**Tony McNamara**  
Director, Ticketing & Retail  
Public Transport Victoria