

Dear Parents and Guardians,

School Bus Management System

In the lead up to the 2019 school year, all travellers wishing to access School Bus Program services, are required to login to the School Bus Management System and submit their travel applications.

The school wishes to stress to parents that safety is our number one priority. If your child is not registered and is still travelling on a bus, then the School Bus Management System and our school records will not have them listed to catch the bus. In the event of an incident or a need to stop the bus, we will not know that firstly your child is on the bus and will not know to contact you.

To login to the School Bus Management System, please go to <https://schoolbusapplication.ptv.vic.gov.au>.

Existing Travellers

These are students who already travel on the school bus and are registered on the School Bus Management System. If your child requires continued travel on the school bus, then you must submit a 2019 travel application.

The chart below will help families already registered on the School Bus Management System to:

- Renew Applications - If your child is already travelling and needs continued school bus access and has not changed school or home address
- Add Travellers and New Application - If you are already registered on the School Bus Management System, but have a child accessing a bus for the first time
- New Application - If your child is already travelling but has changed school or home address.

For your convenience, please see chart below to help with the process.

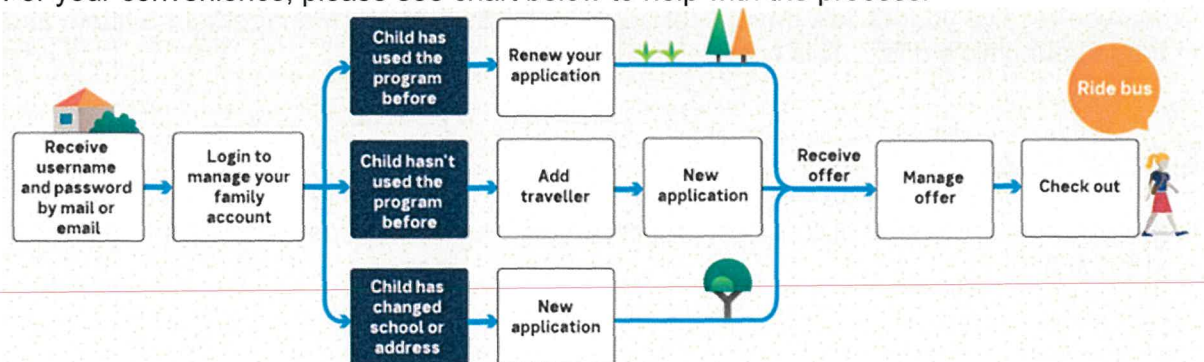


Diagram 1 - Existing Travellers

New Families

All new families seeking access to School Bus Program services for the first time will need to register on the School Bus Management System. Please go to <https://schoolbusapplication.ptv.vic.gov.au>.

Once registered, families will be able to add travellers and submit travel applications online.

For your convenience, please see the chart below to help you with the registration and application process.

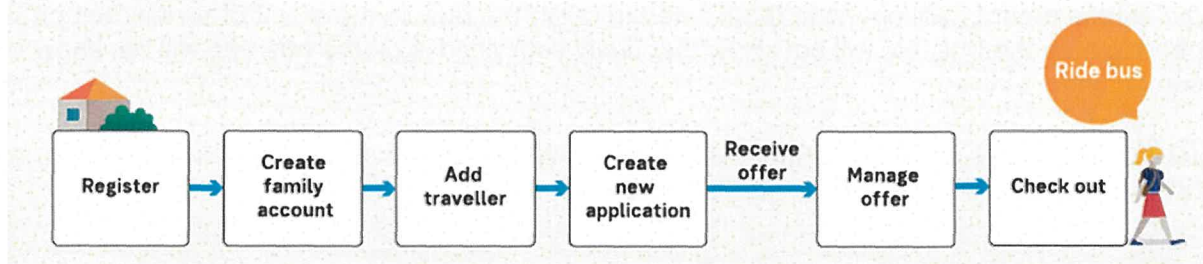


Diagram 2 - New Travellers

When Can You Submit My Child's 2019 Application?

Now. The School Bus Management System is accepting 2019 applications now.

When Will You Receive A Travel Offer?

The School Bus Management System will process all 2019 travel applications at the end of November 2018.

What's Next?

When you receive your child's travel offer, login to the School Bus Management System and manage your child's offer. This completes the process.

Need Assistance?

In the event families need assistance, please contact Public Transport Victoria's Call Centre on 1800 800 007.