

SCHOOL FREE TRAVEL INFORMATION – for Sydney & Central Coast schools

School Free Travel

Students must have one of the following for school free travel on Busways services:

- 1 2013 School Bus Pass**
- 2 2012 School Bus Pass** (*The 2012 pass is only valid for free school travel until 7pm on Friday 8 February 2013*)
- 3 Travel Authority** - *Travel authorities overcome short-term delays in issuing passes. Eligible students who have applied for a new bus pass or have misplaced their Busways pass may be issued with a Travel Authority (refer below). This is valid for two weeks for a new application and one week for a replacement pass.*

Please note, photocopies will not be accepted. Please do not renew any travel authority.

To assist students and schools in the first two weeks of the school year, students waiting for their school free travel pass may travel free until 7pm Friday 8 February 2013. After this, students who do not have a 2012 Bus Pass or Travel Authority must pay the fare for school travel.

Replacement Bus Pass Procedures – visit local depot or mail options

- 1 Students who have lost or damaged their Busways bus pass should complete an Application for Replacement School/TAFE free travel Pass – refer below.
- 2 This application is returned to the school, who then issue a travel authority (refer below) and return the certified application to the student.
- 3 The application is to be posted/taken to the **LOCAL** Busways depot with the current replacement fee \$10.00 (GST inclusive).
- 4 Busways issues a new pass and hands to the applicant or mails it to the applicant.

Replacement Pass Procedure – online purchase using PayPal or a credit card

Parents can apply for a replacement bus pass online by visiting www.busways.com.au

- 1 Click on region/area where student resides.
- 2 Under TRAVELLING WITH US, click on **School Bus Passes** under the **SCHOOLS** menu.
- 3 Below 'Replace a lost/damaged school bus pass online for': Click on region/area.
- 4 Complete the online application form.
- 5 The local depot will issue the replacement pass and mail it to student's address.

Travel Times

School passes may only be used on weekdays, for journeys to and from school during school term from 6am to 7pm.

Term Passes

Students who are ineligible for school free travel may purchase a term pass from Busways. Term pass charges have been reduced, please advise parents via your school newsletter. The cost is set out on the application form refer below. The form may be photocopied and handed to students.

Term passes can be purchased at the local depot or online.

Term pass purchases procedure – visit the local depot or mail options

- 1 Parents complete a term pass application – refer below
- 2 The application form is to be taken/posted to the **LOCAL** Busways depot with the term pass fee for the purchase.
- 3 The local Busways depot will issue the term pass and mail to the address on the application form.

Term pass purchase procedure – online purchase using PayPal or a credit card

Parents can apply for a term pass online by visiting www.busways.com.au

- 1 Click on region/area where student resides.
- 2 Under TRAVELLING WITH US, click on **School Bus Passes** under the **SCHOOLS** menu.
- 3 Below 'Purchase a school term pass online': Click on region/area.
- 4 Complete the online application form.
- 5 The local depot will issue the term pass and mail it to student's address.

Student Changes

Each month all schools are required to advise of students who have left school, changed address or changed their travel requirements. Transport for NSW now offers a SSTS website available to record all your changes. If you are NOT a registered user, please contact the SSTS Website Helpline on (02) 8836 3145 for information. As an incentive to use the website Transport for NSW has indicated that regular users of the site will no longer be required to certify Semester Returns.

Schools who do not have access to the SSTS Website must notify Busways each month in writing, all correspondence for leavers/changes to be sent to:

Busways Group
School Free Travel Section
Locked Bag 61
PYMBLE NSW 2073

All students who change address or other details need to complete a new application form for free travel if they are still **eligible**.

(PLEASE COPY ON SCHOOL LETTERHEAD)

TRAVEL AUTHORITY

Issue Date...../...../.....

Expiry Date...../...../.....

NAME

ADDRESS
.....

SCHOOL ATTENDED

This student has been issued with a Busways Travel Authority because:-

Please tick the appropriate box

- A School Free Travel Application form has been forwarded to Busways today.

The Authority is valid for two weeks from the issue date.

- The BUSWAYS school bus pass has been lost/stolen/destroyed. (Please indicate).

The Authority is valid for one week from the issue date.

CONDITIONS

- 1 This Authority must be shown to the driver
- 2 This Authority cannot be renewed
- 3 It is invalid if the signature or school stamp is photocopied
- 4 Normal School Free Travel guidelines apply.
- 5 A fare will be charged after this Authority has expired, unless a pass is presented to the driver.

I certify the information above is correct

Authorised Signature.....School Stamp.....

(PLEASE COPY ON SCHOOL LETTERHEAD)

Operations Manager
BUSWAYS

.....Depot

APPLICATION FOR REPLACEMENT SCHOOL/TAFE FREE TRAVEL PASS

Student's Name

Student's Address

.....

School/College

The free bus pass issued has been lost/stolen/destroyed/damaged. Please issue a replacement pass.

.....
Signature of parent/guardian

...../...../.....
Date of Application

The student details are correct. A Busways School/TAFE Free Travel Pass has been previously issued to the student.

.....
Authorised Signature

.....
School Stamp

...../...../.....
Date

The application must contain an original signature and school stamp. Photocopies will not be accepted.

When the school/TAFE has completed this application, they may issue your child with a Busways Travel Authority allowing free school/TAFE travel for one week.

Please return the completed application to your **LOCAL** Busways depot, with the replacement fee, during office hours (7.30am to 5.30pm) or by post. Applications received by post will be processed and returned to the applicant's home address.

2013 Replacement pass fee (GST inclusive)
\$10.00 - When the pass is lost, stolen etc

For online purchase of a replacement pass visit www.busways.com.au or visit the local Busways Depot

BUSWAYS SYDNEY & CENTRAL COAST – TERM PASSES

When travelling on Busways buses, you must show a valid Busways School Free Travel pass, a valid Busways term pass or pay a fare.

If you are not eligible for a Busways School Free Travel pass, you may purchase a term pass. The prices are listed below:

2013- PRICES PER TERM (GST Inclusive)

Infants/Primary/High \$50.00

To purchase a term pass, please complete the section below and return it, with payment, either to your **LOCAL** Busways depot between 7.30 am and 5.30 pm. For PayPal or credit card purchases visit our website www.busways.com.au

APPLICATION FOR A TERM PASS

Terms applied for: Please circle

1	2	3	4	YEARLY
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Student's Name -----

Address -----

Phone -----

Journey Starts -----

Journey Finishes -----

School ----- Year -----

Amount ----- Signature -----