



Busways Group Pty Ltd

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19 January 2022

The Principal

2022 SCHOOL BUS PASSES

Busways has forwarded the initial batch of passes (students continuing from last year together with new approvals received from Transport for NSW) directly to the student's home address. A list which identifies the students who have been issued with a pass is attached for your records. Please advise Busways Head Office of leavers and students who have changed address by hard copy or email no later than Friday 25 February 2022.

Any students who are eligible for school free travel and do not have a pass should complete an Application Form online at <https://transport.nsw.gov.au>

I have attached information relating to Busways school free travel procedures. Please ensure your staff are aware of the requirements. If you have any questions about school free travel or require further assistance, please call the Busways SSTS line on 9497-1861 (Monday to Wednesday, 6am to 2:30pm) alternatively email ssts.department@busways.com.au.

Information on school runs can be obtained by visiting our website www.busways.com.au.

Your assistance in relation to these issues is greatly appreciated.

Yours sincerely

Melissa Vella
SSTS Supervisor
Busways Group Pty Ltd

SCHOOL FREE TRAVEL INFORMATION - for Busways North Coast schools

School Free Travel

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

- 1 **2022 School Bus Pass**
- 2 **2021 School Bus Pass** (*The 2021 pass is only valid for free school travel until 7pm on Friday 11 February 2022*)

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 11 February 2022. After this, students who do not have a 2022 Bus Pass must pay the fare for school travel, otherwise travel may be refused.

Replacement 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 The application is to be posted/taken to the **LOCAL** Busways depot, with the replacement fee \$15.00 (GST inclusive) if the pass is lost or stolen. When the damaged pass is returned to Busways the fee is \$7.50 (GST inclusive) - Busways issues a new pass - hands to applicant or mails.
- 4 Busways issues a new pass and hands to the applicant or mails to the applicant.

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

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

- 1 At the top of the page go to School services and select School free travel.
- 2 Click on Rural and Regional, then on **Replacing a lost, stolen or damaged school bus pass**.
- 3 Complete the online application form.
- 4 The local depot will issue the replacement pass and mail it to students address.

Travel Times

School passes may only be used on weekdays, during school term, for journeys to and from school from 6.30am to 7pm.

Term Passes

Students who are ineligible for school free travel may purchase a term pass from Busways. The costs are set out on the application form – refer attached. 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 attached (**please note:** new application form for 2022 – please destroy any old copies)
- 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 application form.

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

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

- 1 At the top of the page go to School services and select **School free travel**.
- 2 Click on Rural and Regional, click on **Purchasing a School Term Bus Pass**.
- 3 Complete the online application form.
- 4 The local depot will issue the term pass and mail it to students address.

Please note: Prices will be changing during 2022 School Year for Term Passes please visit www.busways.com.au for more information.

(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.

Please return the completed application to your **LOCAL** Busways depot, with the replacement fee, during office hours (8am to 5pm) or by post. Applications received by post will be processed and returned to the applicant's home address.

2022 Replacement pass fee (GST inclusive)

\$15.00 - When the pass is lost, stolen, etc.

\$ 7.50 - When the existing damaged pass is returned to the depot for replacement.

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

BUSWAYS NORTH 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:

2022 - PRICES FOR TERM 1 & TERM 2 ONLY (GST Inclusive)

Infants/Primary Students Term Pass (<2km)	\$80
Infants/Primary Students Alternate Travel Pass (>2km)	\$100
High School Students Term Pass (<2km)	\$80
High School Students Alternate Travel Pass (>2km)	\$100

If a single journey is required, the fee is 50% of the total term pass price.

To purchase a term pass, please complete the section below and return it, with payment, either to your **LOCAL** Busways depot between 8am and 5pm.
For PayPal or credit card purchases visit our website www.busways.com.au

APPLICATION FOR A TERM PASS

Term applied for: Please circle

1	2
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Travel Required: Please circle

AM	PM	BOTH
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Reason for purchasing _____

Student's Name _____

Address _____

Phone _____

Journey Starts _____

Journey Finishes _____

School _____ Year _____

Amount _____ Signature _____