School Bus Management System (SBMS) Quick Reference Guide for New and Existing Travellers

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State Government Education and Training

The School Bus Program (SBP) assists students in regional and rural Victoria with travel to their nearest government or appropriate denominational school. This guide explains how your family can access the SBP through the online SBMS.

School Bus Program | School Bus 🗙

School Bus Program | School Bus 🗙

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Register

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My Travellers/Children

+ Add Traveller/Child

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SBMS website: https://schoolbus.educationapps.vic.gov.au

New Travellers

1. Register an account

First time applicants for the School Bus Program will need to register an account.

2. Add travellers

Travellers must be added to your account before an application to access the School Bus Program can be submitted.

3. Create a new application

Once all travellers have been added to your SBMS account, you can go ahead and create new applications for travel for each traveller.

First Name	<u>Surname</u>	Date of Birth	Operatio	ons
William	White	10/05/2012	Edit	New Application
Wendy	White	17/03/2006	Edit	New Application

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schoolbus.educationapps.vic.gov.au

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schoolbus.educationapps.vic.gov.au

4. Manage Offer

When you receive a notification of your travel assessment details, you can choose to:

- Accept the offer and if applicable, pay the fare (students cannot travel until this step is complete), or
- Decline the offer.

1(<u>Traveller /</u> Child	Application Number	Application For	Status	Payment Status	Fare (\$)	Bus Stop	Valid until	Action
	Wendy White	30692	2019	offer made		\$0.00 Bus Stop: North Harcourt Rd / Sutton Grange Rd, Sedgwick Bus Service: 06 - SEDGWICK - BENDIGO Arrival time 7, 29am		4	<u>View</u> Manage Offer

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Existing Travellers

1. Login

If you are an existing user, you can login with your username and password.

In the event you have forgotten your password, click the **Reset Password** button and follow the steps to reset the password.

If you have forgotten your username, please call 1800 338 663 or email <u>SchoolBus@education.vic.gov.au</u> for further assistance.

2. Manage your account

Update your personal information, including your address and emergency contact details.

3. Renew Applications

If a traveller's circumstances have <u>not</u> changed (e.g. the address and school remain the same), the application must be renewed rather than creating a new one.

Renewing an application will ensure that the existing travel conditions are maintained.

If you have moved address or your child has enrolled at a different school, please update your details and create a new application – see step **3** on page 1.

D. Manage Offer

When you receive a notification of your travel assessment details, you can choose to

- Accept the offer and if applicable, pay the fare (students cannot travel until this step is complete), or
- Decline the offer.





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My Travel	lers/Ch	ildren								
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First Name	Surname	Date of Birth	Operati	ons	3					
William	White	10/05/2012	Edit	New Application						
Wendy	White	17/03/2006	Edit	New Application	Renew Application					
Application	s Orders	5			3	}				

<u>Traveller /</u> <u>Child</u>	Application Number	Application For	<u>Status</u>	Payment Status	Fare (\$)	Bus Stop	Valid until	Action
William White	30693	2019	offer made		\$0.00	Bus Stop: Ford Rd / North Harcourt Rd, Harcourt North Bus Service: 10 - SEDGWICK - BENDIGO Artival time: 7.36am		View Manage Offe