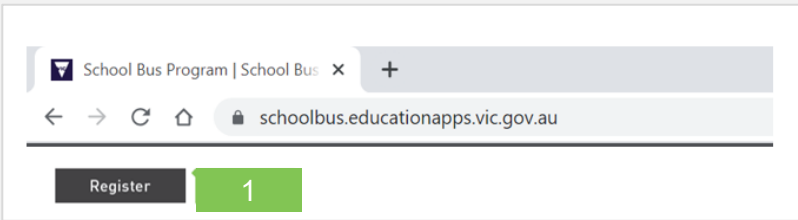
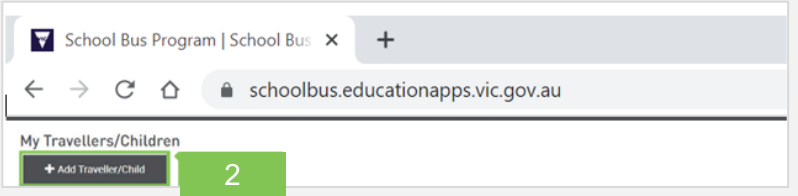
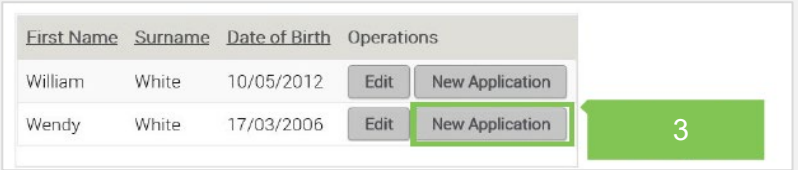



School Bus Management System (SBMS) Quick Reference Guide for New and Existing Travellers

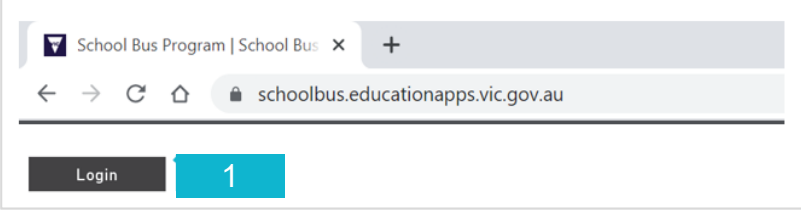
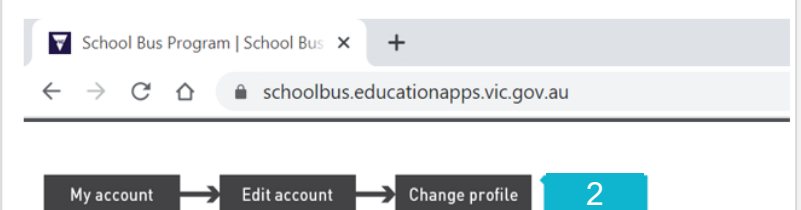
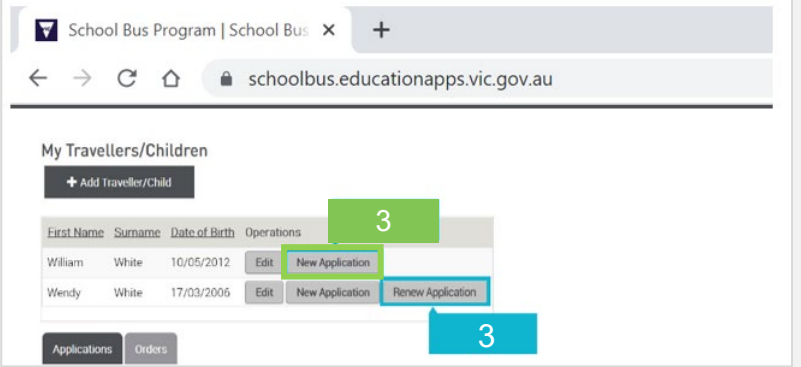

The School Bus Program (SBP) assists students in regional and rural Victoria with travel to their nearest government or appropriate denominational school. This guide explains how your family can access the SBP through the online SBMS.

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

New Travellers

Step	SBMS screen view																		
<p>1. Register an account</p> <p>First time applicants for the School Bus Program will need to register an account.</p>																			
<p>2. Add travellers</p> <p>Travellers must be added to your account before an application to access the School Bus Program can be submitted.</p>																			
<p>3. Create a new application</p> <p>Once all travellers have been added to your SBMS account, you can go ahead and create new applications for travel for each traveller.</p>	 <table border="1"> <thead> <tr> <th>First Name</th> <th>Surname</th> <th>Date of Birth</th> <th colspan="2">Operations</th> </tr> </thead> <tbody> <tr> <td>William</td> <td>White</td> <td>10/05/2012</td> <td>Edit</td> <td>New Application</td> </tr> <tr> <td>Wendy</td> <td>White</td> <td>17/03/2006</td> <td>Edit</td> <td>New Application</td> </tr> </tbody> </table>	First Name	Surname	Date of Birth	Operations		William	White	10/05/2012	Edit	New Application	Wendy	White	17/03/2006	Edit	New Application			
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<p>4. Manage Offer</p> <p>When you receive a notification of your travel assessment details, you can choose to:</p> <ul style="list-style-type: none"> • Accept the offer and if applicable, pay the fare (students cannot travel until this step is complete), or • Decline the offer. 	 <table border="1"> <thead> <tr> <th>Traveller / Child</th> <th>Application Number</th> <th>Application For</th> <th>Status</th> <th>Payment Status</th> <th>Fare (\$)</th> <th>Bus Stop</th> <th>Valid until</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Wendy White</td> <td>30692</td> <td>2019</td> <td>offer made</td> <td></td> <td>\$0.00</td> <td>Bus Stop: North Harcourt Rd / Sutton Grange Rd, Sedgwick Bus Service: 06 - SEDGWICK - BENDIGO Arrival time: 7:39am</td> <td></td> <td>View Manage Offer</td> </tr> </tbody> </table>	Traveller / Child	Application Number	Application For	Status	Payment Status	Fare (\$)	Bus Stop	Valid until	Action	<input type="checkbox"/> Wendy White	30692	2019	offer made		\$0.00	Bus Stop: North Harcourt Rd / Sutton Grange Rd, Sedgwick Bus Service: 06 - SEDGWICK - BENDIGO Arrival time: 7:39am		View Manage Offer
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Existing Travellers

Step	SBMS screen view																		
<p>1. Login</p> <p>If you are an existing user, you can login with your username and password.</p> <p>In the event you have forgotten your password, click the Reset Password button and follow the steps to reset the password.</p> <p>If you have forgotten your username, please call 1800 338 663 or email SchoolBus@education.vic.gov.au for further assistance.</p>																			
<p>2. Manage your account</p> <p>Update your personal information, including your address and emergency contact details.</p>																			
<p>3. Renew Applications</p> <p>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.</p> <p>Renewing an application will ensure that the existing travel conditions are maintained.</p> <p>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.</p>																			
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