



Department of Education and Training

Financial Policy and Information Services

2 Treasury Place
East Melbourne Victoria 3002
Telephone: 03 9637 2000
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Dear Family,

We are writing to you as a family with a child or children approved to travel on the government-funded School Bus Program.

The Victorian Government, through the Department of Education and Training (the Department) and the Department of Transport, provides transport assistance to eligible families through an extensive network of free bus services or a conveyance allowance for students throughout rural and regional Victoria. Further information regarding the School Bus Program and the conveyance allowance is available online at: www.vic.gov.au (search: travelling to school).

The Department has worked with your school to transition the management of school bus services into the online School Bus Management System (SBMS).

From 22 August 2022, the SBMS will be live in the Huntly network.

You will be able to apply through the SBMS for a new travel approval or review your child's existing travel approval each term or year (as applicable), rather than via the current paper forms.

Access to the SBMS

On 22 August, an email will be sent from the SBMS with your username and login details, allowing you to access the system. If you do not receive this email, please contact us via the contact information below.

If your children no longer require access to the school bus, please let us know as soon as possible.

Existing travellers

All existing travellers have been provided travel at no cost, however all new travel applications for the 2022 school year and beyond will be assessed according to the School Bus Program Policy. Should you change address or school, you will be re-assessed according to the School Bus Program Policy. To be eligible for transport assistance and be approved to travel at no cost, students must be attending their nearest school according to year level (for government school students) or denomination (for non-government school students) and reside 4.8km or more from the school or campus they attend. Ineligible travellers may be approved for travel where a seat is available and upon payment of the applicable term fare; currently \$125 per term/per traveller.

Help and Support

Instructions on how to login, accept travel offers and create new applications are provided in the attached Quick Reference Guide.

Should there be any concerns regarding your child's school bus allocation, or should you have any other questions, please e-mail the SBMS team via schoolbus@education.vic.gov.au or phone 1800 338 663.

Kind regards

SBMS Administration team