

School Student Transport Scheme

How to apply for a school term bus pass

Overview

If you don't qualify for free school travel, you may be able to buy a School Term Bus Pass.

A School Term Bus Pass offers discounted travel on buses between home and school for the whole school term.

A School Term Bus Pass is valid for travel between home and school on school days only, via the most direct route. It is only valid for one bus operator.

Students who have been rejected for other reasons other than the radial or walking distance cannot apply for a School Term Bus Pass. They will need to apply for a Child/Youth Opal card.

If the student's travel is in a rural/regional area

Please contact your local bus operator to see if a School Term Bus Pass is available and which pass will be issued.

If the student's travel is in the Opal network

Students will be provided with a School Opal card as their School Term Bus Pass within the Opal network.

It can be purchased for one or more terms in the school year. The current cost is \$55 (including GST) per term (price is correct at the time of publication and is subject to change).

If your application is successful, travel for the number of terms purchased will be loaded onto a School Opal card and sent to your home address.

If a student already has a School Term Bus Pass on a School Opal card and you need to purchase extra terms, you should do so before the beginning of the new school term for which you need to purchase travel.

Please keep your School Opal card if you wish to purchase more terms as your existing card will be updated.

Eligibility

You need to live within a certain distance of the school to buy a School Term Bus Pass:

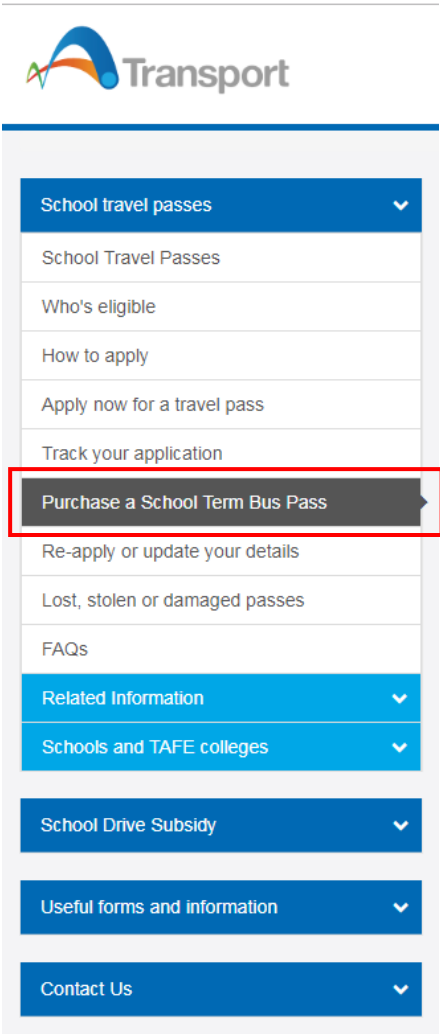
Primary school students from Years 3-6 are able to buy a School Term Bus Pass if:

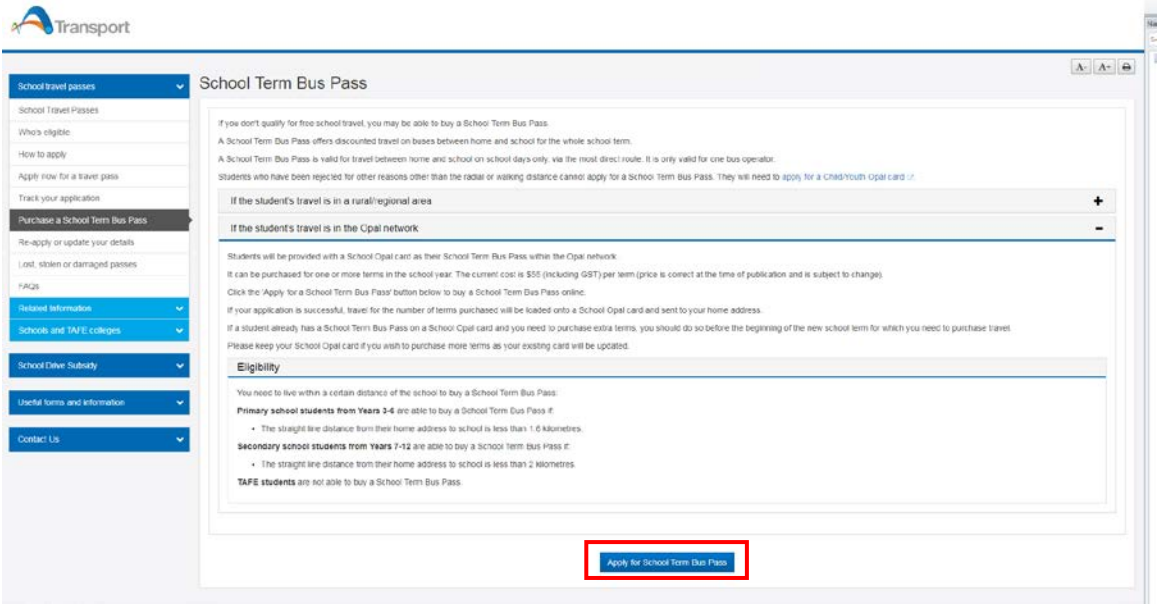

- The straight line distance from their home address to school is less than 1.6 kilometres.

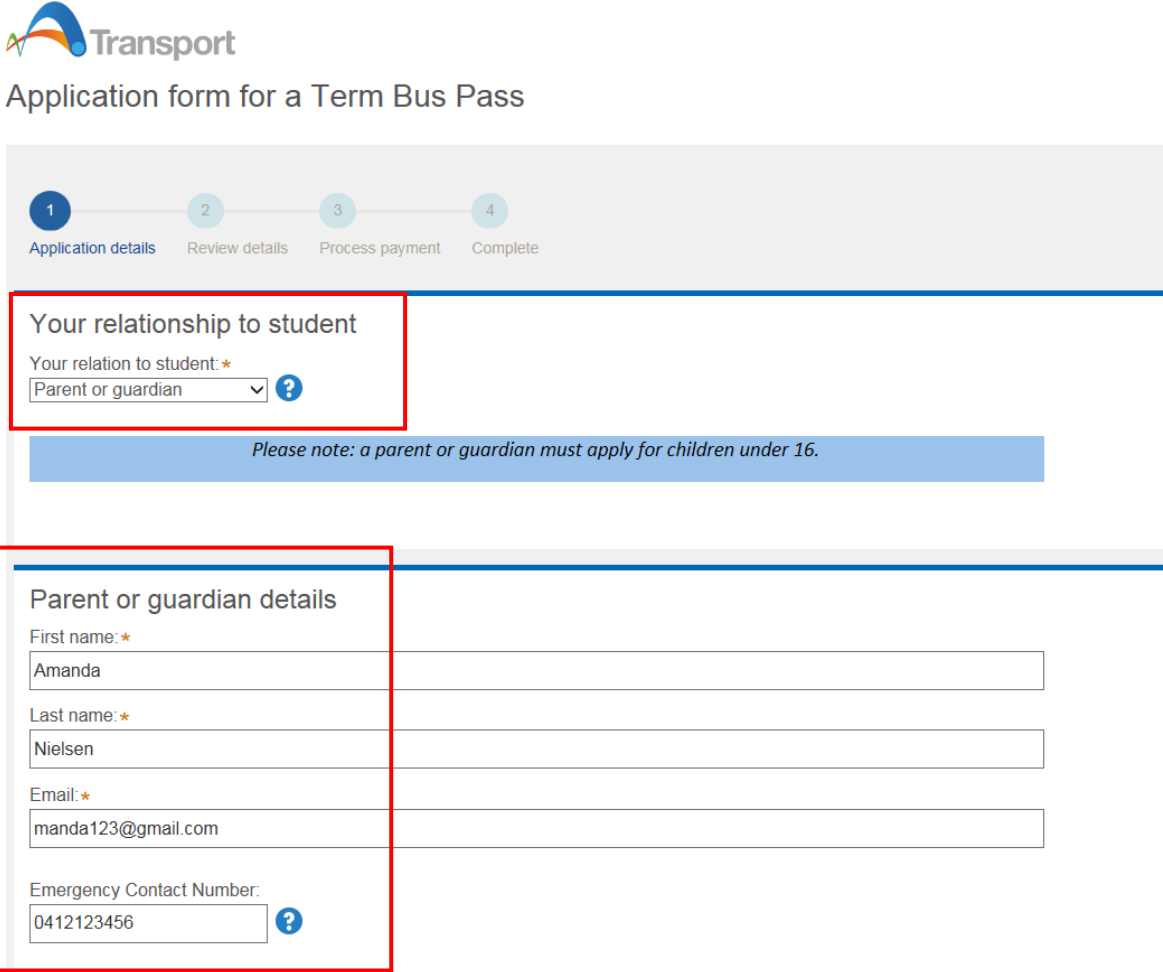



Secondary school students from Years 7-12 are able to buy a School Term Bus Pass if:

- The straight line distance from their home address to school is less than 2 kilometres.

TAFE students are not able to buy a School Term Bus Pass.

Step	Action
1	Navigate to https://apps.transport.nsw.gov.au/ssts/#/
2	<p>Click on 'Purchase a School Term Bus Pass'</p>  <p>The screenshot shows the Transport NSW website interface. At the top is the Transport logo. Below it is a navigation menu with the following items: 'School travel passes' (dropdown), 'School Travel Passes', 'Who's eligible', 'How to apply', 'Apply now for a travel pass', 'Track your application', 'Purchase a School Term Bus Pass' (highlighted with a red box), 'Re-apply or update your details', 'Lost, stolen or damaged passes', 'FAQs', 'Related Information' (dropdown), 'Schools and TAFE colleges' (dropdown), 'School Drive Subsidy' (dropdown), 'Useful forms and information' (dropdown), and 'Contact Us' (dropdown).</p>

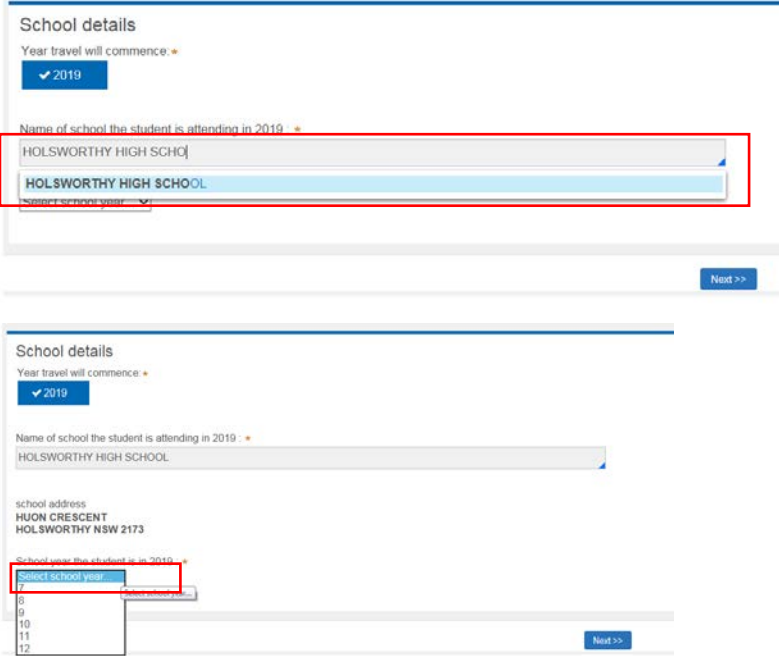

Step	Action
<p>3</p>	<p>Click 'Apply for School Term Bus Pass'</p> 
 <p>NOTE</p>	<p>A parent or guardian must apply for children under 16.</p>

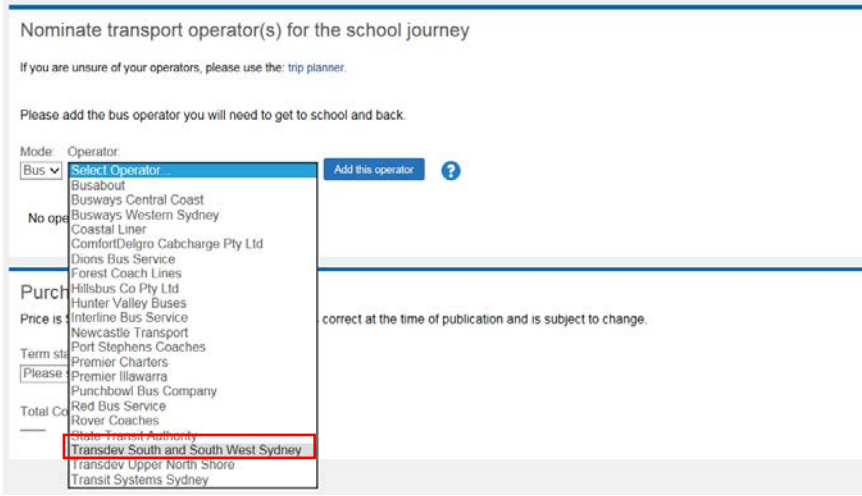

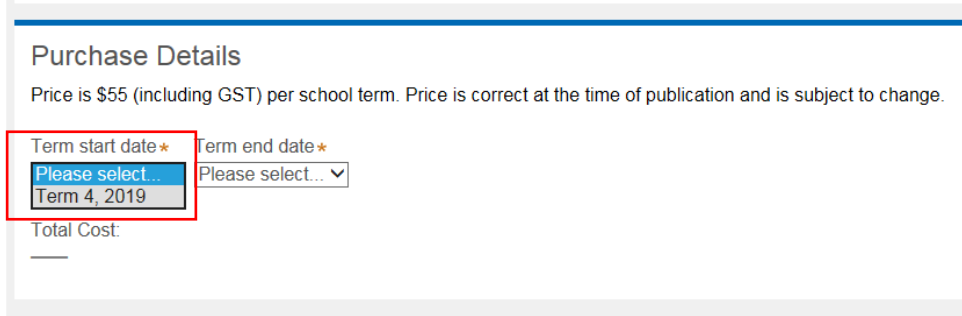
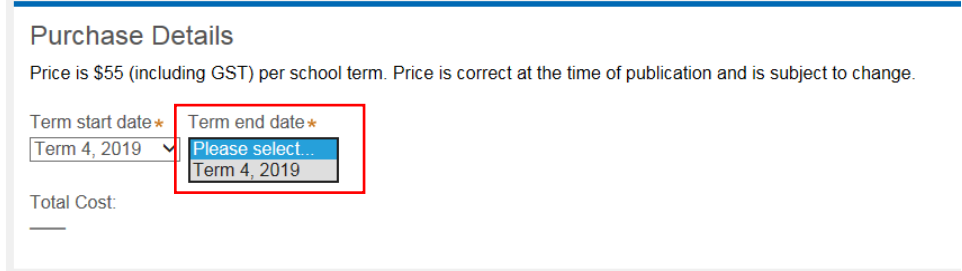
Step	Action
4	<p data-bbox="300 331 1270 360">Choose relationship to student and complete parent or guardian details.</p> <div data-bbox="300 479 1469 1447"><p data-bbox="300 479 539 539"> Transport</p><p data-bbox="300 555 826 591">Application form for a Term Bus Pass</p><div data-bbox="300 622 1469 770"><p>1 Application details 2 Review details 3 Process payment 4 Complete</p></div><div data-bbox="309 770 707 907"><p>Your relationship to student</p><p>Your relation to student: *</p><p>Parent or guardian </p></div><div data-bbox="328 913 1348 958"><p><i>Please note: a parent or guardian must apply for children under 16.</i></p></div><div data-bbox="300 1025 694 1447"><p>Parent or guardian details</p><p>First name: *</p><p>Amanda</p><p>Last name: *</p><p>Nielsen</p><p>Email: *</p><p>manda123@gmail.com</p><p>Emergency Contact Number: </p><p>0412123456</p></div></div>


Step	Action
5	<p>Choose student type and complete student details</p> <hr/> <p>Student details</p> <p>Student type: * Day school student <input style="float: right;" type="button" value="?"/></p> <p>First name: * Hayley</p> <p>Middle name: Elizabeth</p> <p>Last name: * Davis</p> <p>Date of birth: * 10 Jul 2000</p> <p>Gender: * <input checked="" type="radio"/> Female <input type="radio"/> Male</p>

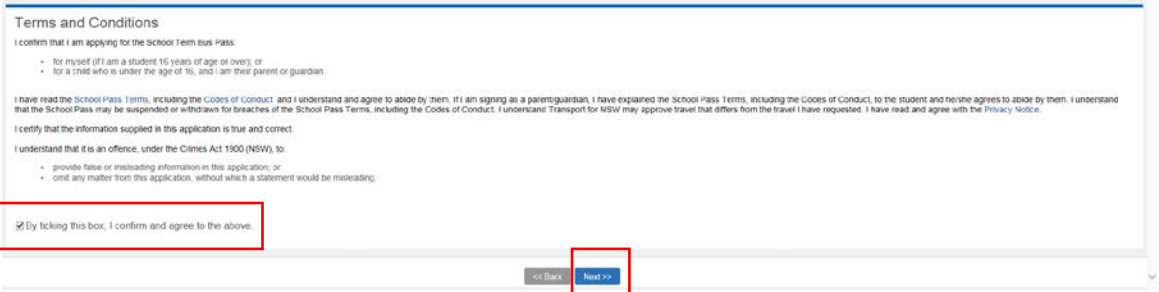
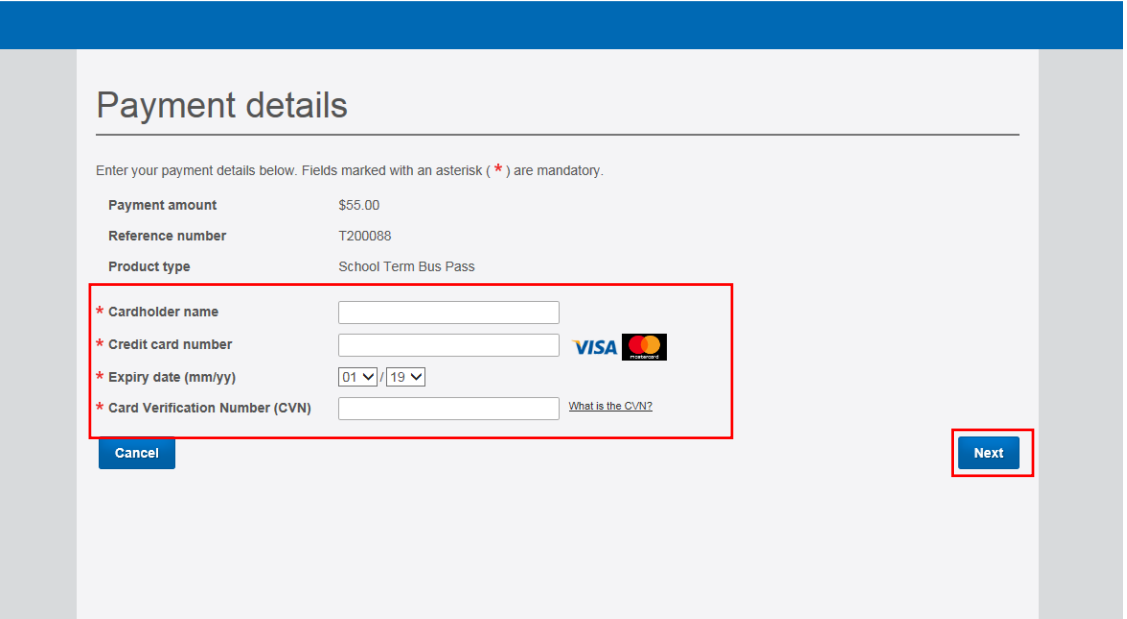
Step	Action
6	<p data-bbox="296 331 992 360">Complete home address and postal address details</p> <div data-bbox="288 427 783 1023"><p data-bbox="304 443 549 477">Home address</p><p data-bbox="304 501 488 526">Address line 1: *</p><input data-bbox="304 533 1422 584" type="text" value="123 Home Street"/><p data-bbox="304 609 472 633">Address line 2:</p><input data-bbox="304 640 1422 696" type="text"/><p data-bbox="304 719 459 743">Suburb/City: *</p><input data-bbox="304 750 1422 801" type="text" value="Holsworthy"/><p data-bbox="304 826 432 851">Postcode: *</p><input data-bbox="304 857 727 913" type="text" value="2173"/><p data-bbox="304 936 368 994">State: NSW</p></div> <hr data-bbox="296 1084 1422 1115"/> <p data-bbox="304 1133 552 1167">Postal address</p> <div data-bbox="288 1182 965 1288"><p data-bbox="304 1193 948 1218">Is your postal address the same as your home address? *</p><input checked="" data-bbox="312 1225 469 1281" type="radio" value="Yes"/> Yes <input data-bbox="474 1225 619 1281" type="radio" value="No"/> No</div>

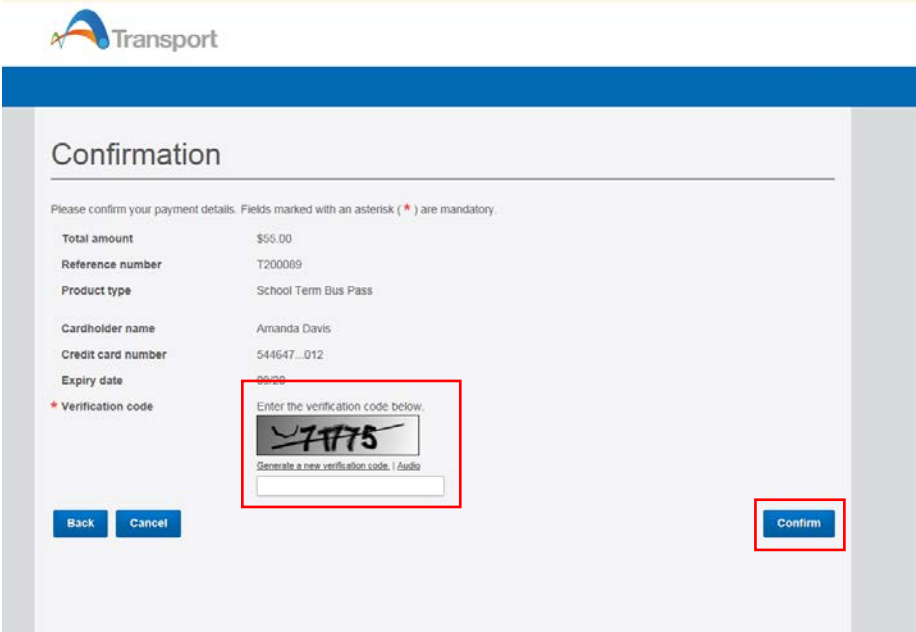
Step	Action
5	<p>Choose student type and complete student details</p> <hr/> <p>Student details</p> <p>Student type: * Day school student <input type="button" value="v"/> <input type="button" value="?"/></p> <p>First name: * <input type="text" value="Hayley"/></p> <p>Middle name: <input type="text" value="Elizabeth"/></p> <p>Last name: * <input type="text" value="Davis"/></p> <p>Date of birth: * <input type="text" value="10"/> <input type="text" value="Jul"/> <input type="text" value="2000"/></p> <p>Gender: * <input checked="" type="button" value="Female"/> <input type="button" value="Male"/></p>

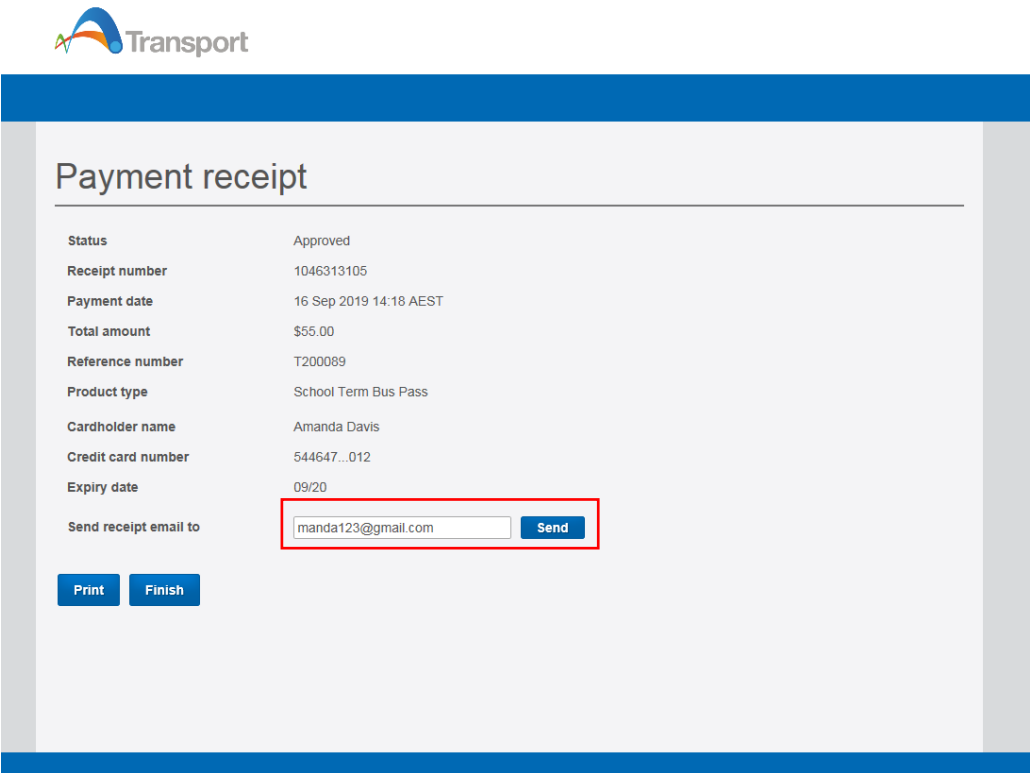
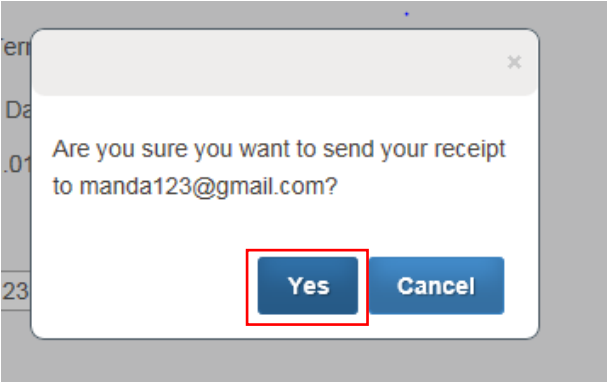
Step	Action
6	<p>Enter School details > Select school name from drop down box > Select school year from drop down box</p>  <p>The first screenshot shows the 'School details' form with the 'Year travel will commence' dropdown set to '2019'. The 'Name of school the student is attending in 2019' dropdown menu is open, showing 'HOLSWORTHY HIGH SCHOOL' as the selected option. The second screenshot shows the same form with the 'School year the student is in 2019' dropdown menu open, showing '9' as the selected option. Both dropdown menus are highlighted with red boxes in the original image.</p>
	<p>DO NOT free text the school name. If you do not select from the drop down list, you will not be able to choose a school year.</p>

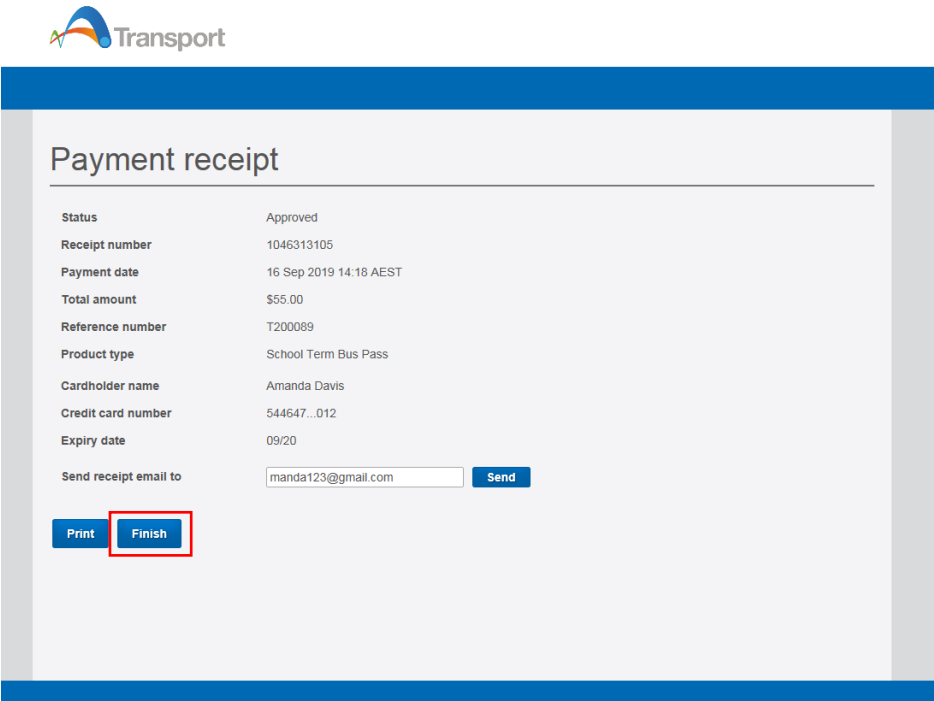
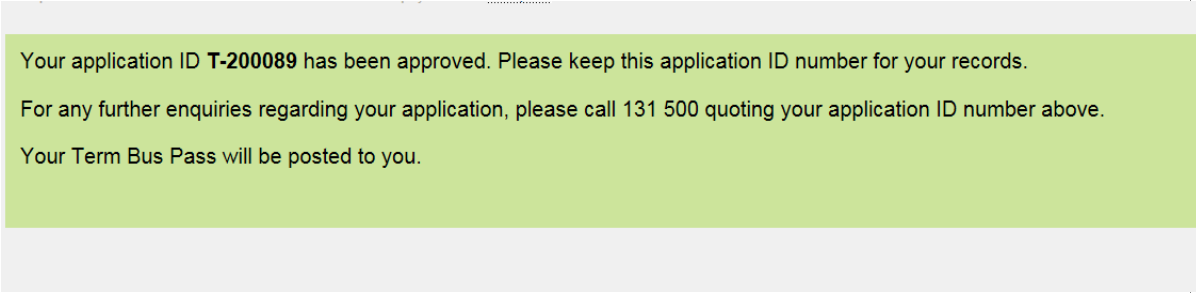

Step	Action
7	<p>Nominate transport operator from drop down list</p>  <p>Nominate transport operator(s) for the school journey</p> <p>If you are unsure of your operators, please use the: trip planner.</p> <p>Please add the bus operator you will need to get to school and back.</p> <p>Mode: Operator: <input type="button" value="Bus"/> <input type="button" value="Select Operator..."/> <input type="button" value="Add this operator"/> <input type="button" value="?"/></p> <p>No operators selected</p> <p> <input type="button" value="Purch"/> </p> <p>Price is correct at the time of publication and is subject to change.</p> <p>Term start date: <input type="text" value="Please select..."/></p> <p>Term end date: <input type="text" value="Please select..."/></p> <p>Total Cost: <input type="text" value=""/></p> <p> <input type="button" value="State Transit Authority"/> <input type="button" value="Transdev South and South West Sydney"/> <input type="button" value="Transdev Upper North Shore"/> <input type="button" value="Transit Systems Sydney"/> </p>
	<p>Once a mode of transport has been selected the operator drop down list will populate with various operators within your area</p>
8	<p>Choose term start date</p>  <p>Purchase Details</p> <p>Price is \$55 (including GST) per school term. Price is correct at the time of publication and is subject to change.</p> <p>Term start date* <input type="text" value="Please select..."/> Term end date* <input type="text" value="Please select..."/></p> <p>Total Cost: <input type="text" value=""/></p> <p>Choose term end date</p>  <p>Purchase Details</p> <p>Price is \$55 (including GST) per school term. Price is correct at the time of publication and is subject to change.</p> <p>Term start date* <input type="text" value="Term 4, 2019"/> Term end date* <input type="text" value="Please select..."/></p> <p>Total Cost: <input type="text" value=""/></p>

Step	Action
<p>9</p>	<p>Confirm total cost</p> <hr/> <p>Purchase Details</p> <p>Price is \$55 (including GST) per school term. Price is correct at the time of publication and is subject to change.</p> <p>Term start date* Term end date*</p> <p>Term 4, 2019 Term 4, 2019</p> <p>Total Cost: \$55.00</p>
<p></p>	<p>If you choose Term 1 2020 as a start date and Term 4 2020 as an end date, the total cost is \$220.00.</p> <p>Each term cost is \$55.00.</p>
<p>10</p>	<p>Click 'Next'</p> <hr/> <p>Purchase Details</p> <p>Price is \$55 (including GST) per school term. Price is correct at the time of publication and is subject to change.</p> <p>Term start date* Term end date*</p> <p>Term 4, 2019 Term 4, 2019</p> <p>Total Cost: \$55.00</p> <p style="text-align: right;">Next >></p>

Step	Action
11	<p>Tick the check box once you have confirmed details and agree to the Terms & Conditions and click 'Next'</p> 
12	<p>Complete payment details and click 'Next'</p> 

Step	Action
13	<p>Confirm bank details and enter verification code.</p>  <p>The screenshot shows the 'Confirmation' page of the Transport NSW website. It displays the following payment details:</p> <ul style="list-style-type: none">Total amount: \$55.00Reference number: T200089Product type: School Term Bus PassCardholder name: Amanda DavisCredit card number: 544647...012Expiry date: 09/20* Verification code: (Input field with a generated code '7775' and a 'Generate a new verification code' link) <p>At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Confirm'. The 'Confirm' button is highlighted with a red box.</p>

Step	Action
14	<p>Confirm email address for receipt</p> 
15	<p>Click 'Yes' if email address is correct.</p> 

Step	Action
<p>16</p>	<p>Click 'Finish'</p> 
<p>17</p>	<p>Keep reference number for your records</p> 
	<p>You will receive your Term Bus Pass in approximately 8-10 working days</p>