



**Emerald**  
Secondary College

1<sup>st</sup> February, 2018

To the Parent / Guardian

**RE: IMPORTANT MESSAGE REGARDING YOUR CHILD'S SCHOOL BUS TRAVEL**

Whilst many families have logged in to the School Bus Management System and renewed and accepted their 2018 travel applications, a number of families have not done so.

If your child/ren were travelling last year as an approved traveller/s and wish to continue travel in 2018, you must log in to the School Bus Management System and select 'Renew Application' for your child/ren.

To renew your 2018 travel, please go to [schoolbusapplication.ptv.vic.gov.au](http://schoolbusapplication.ptv.vic.gov.au) and complete your renewal prior to 5 February 2018. Once you have submitted your renewed application, the School Bus Management System will assess your application and send you a travel offer. Please log back into the School Bus Management System and manage your offers. This will ensure your child/ren are approved to travel and continue to have access to a bus.

Travellers that have not renewed their 2018 applications beyond this date, are not approved for travel and will eventually be removed from the bus in accordance with the Department of Education and Training's School Bus Program Policy. Please refer to policy extract below:

- any student that presents at a bus stop for a morning bus service and is unauthorised for travel must be accepted on the bus and reported to the coordinating principal once the bus arrives at school
- bus operators are not obligated to carry unauthorised student passengers in the afternoon. Unauthorised student passengers should be reported to the schools on duty supervisor/teacher for removal from the bus service prior to the bus departing the school interchange.

It is vitally important that your child/ren's details are on the School Bus Management System, particularly in the event of an emergency situation. If your child/ren is not registered to traveller on the School Bus Management System, then the school will not know who to contact in the event of an emergency.

If you have already renewed and accepted your 2018 travel offer, please disregard this notice.

If you require assistance to login to the School Bus Management System, renew your children's travel applications or you are unsure of your children's travel status, please contact Public Transport Victoria on 1800 800 007.

Yours sincerely

Mrs Jodie Doble  
College Principal