## NEW APPLICATION

1. To apply for a NEW State School transport application click the below link

https://malta-transport.schoolbusnet.net/#/

Alternatively, and for further information one can visit our website <u>education.gov.mt</u> and navigate to :

- Services
- School Transport
- State Schools Transport Services
- First Time Applicants

## Once you click the link the below page will be visible

English 0	45850 (+
State Schools 2024/2025 Application for Free School Transport	Non-State Schools 2024/2025 Application for Free School Transport
This is the application for Free School Transport for State Schools for the Scholastic Year 2024/2025. You are kindly requested to log in using your e-ID. Should you need further details about your e-ID credentials, kindly access: eID Information Help guide (English) Help guide (Maltese)	This is the application for Free School Transport for Non- State Schools for the Scholartic Year 2024/2025.         Wa are kindly requested to log in using your e-ID. Should you need further details about your e-ID credentials, kindly access: eID Information         Help guide (English)       Help guide (Malteso         Login with e-ID

Now you need to click on blue button **Login with e-ID** and get to the below screen where you need to input the e-ID credentials to access the application form:

Sign In	EN MT
Sign in with your e-ID Ac	count*
ID Number (view sample)	
Enter your ID Card number	
Password	
Enter your password	
Sign In	
Sign-in and change my p	assword
"If you don't have an e-ID account, kin during office hours on <b>2590 4300</b> .	dly contact us

Once logged in, you need to press **Continue** so you will get to the application screen:

SchoolBusNet	gov.mt
Logged In	EN MT
Welcome, John Smith (ID 0123456M)	
Last logged on 20/03/2023 at 09:15	
Continue	
My Account	

Now you are in the application form. This looks exactly the same as the Renewal Form, but the only details that are pre-filled are those in Section *1. Parent/Legal Guardian Details*. These details are pre-filled through Identity Malta information thanks to e-ID. You can edit **Contact Details** and **Address** but cannot edit your Personal Details. Note that fields marked with an \* are mandatory and cannot be left empty.

nt/Legal Guardian Details ( sonal Details D Card Number inst Name atact Details lephone Number Parent's/Legal Guardian's e	0123456M	* Last Name * Parent's/Legal Guardian's M	Smith		
irst Name ntact Details lephone Number					
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Click here if the student atte	ends a school outside of his/her		No Selection	•	
Click here if the student att respective College/ School o ichool Name	ends a school outside of his/her atchment area	* Student year for 2024/2025		•	
Click here if the student att respective College/ School of ichool Name ditional Information	ends a school outside of his/her atchment area	* Student year for 2024/2025	No selection	•	
Click here if the student att respective College/ School of ichool Name ditional Information	ands a school outside of his/her atchment area No Selection +	* Student year for 2024/2025 * Pick-up	No selection	•	
	reet Journe You have mod ent Details onal Details udent Details	II-Beit Valletta       reet     Great Siege Road       ase Name     Image: Siege Road       You have modified your addresst Please click on the siege Road       You have modified your addresst Please click on the siege Road       Trouge Road       Out addresst Please click on the siege Road       Clip       Clip       Clip       onal Details ()       onal Details       No Selection       Trouge Road	wm     II-Beit Valetta     * Locality       reet     Great Siege Road     Post Code       ase Name     * House Number         You have modified your address! Please click on the button in order to continue with click here   ant Details ⑦ onal Details       wident Details     No Selection   * ID Card Number * Last Name	II-Bet Valeta     * Locality     Valeta       reet     Great Sege Road     Post Code     Image: Code       ase Name     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code     Image: Code       * House Number     Image: Code     Image: Code	wm ii-Beit Valietta     reet   Great Siege Road     Post Code     ase Name     * House Number     Tou have modified your addresst Please click on the button in order to continue with the application.      Click here     and Details     No Selection     * D Card Number     * Last Name     * Last Name

### Application for Free School Transport - State Schools 2024/2025

#### 1. Parent/Legal Guardian Details (as per ID Card details)

Personal Details			
* ID Card Number	0123456M		
* First Name	John	* Last Name	Smith
Contact Details			
Telephone Number		* Parent's/Legal Guardian's M	0035601234567
* Parent's/Legal Guardian's e	john.smith@example.com	* Confirm the e-mail Address	john.smith@example.com
Address * Town	II-Belt Valletta	* Locality	Valletta 🗘
* Street	Great Siege Road	Post Code	
House Name		* House Number	1

You have modified your address! Please click on the button in order to continue with the application.

Click here	C	lick	here	
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• When you are ready from this section, you need to click on the yellow button **Click here** to validate the address and proceed. This pop-up is shown and you need to click on **OK**:

	$\checkmark$
Successfully verified ad	dress, please select school and pick- up point.
	ОК

Now you need to choose the student's name from the dropdown menu in Student
Details. When name is chosen, the ID Card Number, First Name and Last Name are filled
in automatically as per below. Note that if the student's name does not appear in the
dropdown menu, you are able to enter the student's ID Card Number, First Name and
Last Name manually in order to proceed – you will also need to tick a checkbox to
declare that this information is accurate.

<u>2.</u>	<u>Student Details</u> (?)			
	Personal Details			
	* Student Details	Anna Smith	\$ * ID Card Number	0123456L
	* First Name	Anna	* Last Name	Smith

Next, you need to fill in *Section 3. Transport Details* in this order: Student Year, School Name and Pick-up point. If student is outside catchment area you can tick the box "Click here if the student attends a school outside of his/her respective College/School catchment area" and all schools will feature and the particular Student Year can be chosen from the dropdown menu. However, you can only choose from the pick-up points available.

ACCEPTED STUDENTS WHO ARE OUT OF LOCALITY (LIVE OUTSIDE THE COLLEGE CATCHMENT AREA THAT THEY ATTEND) WILL BE PROVIDED FREE SCHOOL TRANSPORT <u>ONLY</u> IF THESE STUDENTS ARE APPROVED IN WIRITING WITHIN THAT COLLEGE BY THE EDUCATION DEPARTMENT. THESE TYPE OF APPLICATIONS MAY BE REJECTED.

3. Transport Details ၇					
The Administration res	erves the right to change any	Pick-up points	as deemed appropriate.		
	dent attends a school outside School catchment area	of his/her	* Student year for 2024/2025	Year 5	\$
* School Name	Gharb Primary	*	* Pick-up	Ghasri - Nazzarenu Bus Stop	÷

Finally, if applicable, you can select the tick boxes in the *Additional Information* section and then go to Section 4, tick the confirmation check box and click on **Submit**.

air user	Cannot climb high steps
-	on App which informs parents / legal guardians when . Would you be interested in having this App?
(Select an option to continue w	ith the application)
Yes, I accept No, not	interested
	Section may introduce a Parent Notificati ds and alights the school transport vehicle (Select an option to continue wi

Click here to view details about Data Protection and Data Processing Policy	,
Please tick the box below to confirm that you agree with the terms and conditions and then click o	n Submit
I confirm that I have carefully read the Data Processing details and that I agree with the control of the second secon	ontents *
Submit	

When submitting the application, if any mandatory fields were left blank, the form will take you back to the part with incomplete fields and highlight it with a red note like the below (where mobile number field was left empty):

Contact Details			
Telephone Number		* Parent's/Legal Guardian's M	0
		Parent's/Lega	l Guardian's Mobile Number field is required.
* Parent's/Legal Guardian's e	john.smith@example.com	* Confirm the e-mail Address	john.smith@example.com

Finally, when form is properly filled in and submitted the below screen pops up:

# Are you sure of these details?

# Parent/Legal Guardian Details (as per ID Card details)

ID Card Number : 0123456M First Name: John Last Name: Smith Town: II-Belt Valletta Locality: Valletta Street: Great Siege Road Post Code: -House Name: -House Number: 1 Parent's/Legal Guardian's Mobile Number : 0035601234567 Parent's/Legal Guardian's e-mail Address : john.smith@example.com

# Student Details

ID Card Number: 01234567L First Name: Anna

Last Name: Smith

## **Transport Details**

Student year for 2024/2025: Year 5 School Name: Gharb Primary Pick-up: Ghasri - Nazzarenu Bus Stop Wheelchair user: Yes Cannot climb high steps: No



If you want to change something you should click on **CANCEL** and go back to the application. If you are satisfied with the details, you should click on **YES** and application is submitted. Immediately an automatic email with all application details is sent to you from <u>schooltransportapplications.meyr@gov.mt</u>.