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 2590 4300 . | 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 | | | | | |
| ntact Details lephone Number | John | | | | |
| lephone Number | | * Payout's // age / Grandian's M | | | |
| | | * Deventio/Logist Guardiania M | | | |
| arent's/Legal Guardian's e | | Parents/Legar Guardians M | 0035601234567 | | |
| | john.smith@example.com | * Confirm the e-mail Address | john.smith@example.com | | |
| | | | | | |
| | II Deb Melleme | *1 | Vellette | | |
| | | | Valletta | • | |
| | Great slege koad | | | | |
| sonal Details | | | | | |
| itudent Details | No Selection + | | | | |
| irst Name | | * Last Name | | | |
| sport Details 🕐 | | | | | |
| | 1.1 | | | | |
| | e right to change any Pick-up point | | No Falantina | | |
| | ends a school outside of his/her | * Student year for 2024/2025 | No Selection | * | |
| 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 | |
|------------|---|------|------|--|
|------------|---|------|------|--|

• 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>.