NON-STATE	
TRANSPORT	
APPLICATION -	
FOR PARENTS	

## Terms and Conditions for Free Non-State School Transport

- 1. Application through e-ID.
- 2. Each application submitted shall generate a unique voucher which will be appointed to one service provider and is not transferable during the current scholastic year. Should the students require to change address during a scholastic year and service provider cannot accommodate the new request, an email is to be sent to School Transport Unit on the contact details provided at the end of the document.
- 3. The voucher is valid for one scholastic year only.

#### How to Apply

Click on the link below:

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

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

- Services
- School Transport
- Independent/Church Schools Transport Services
- Application Process

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



Now you need to click on the green 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:

polBusNet	gov.
Sign In	EN
Sign in with your e-ID	Account*
ID Number (view sample)	
Enter your ID Card number	
Password	
Enter your password	
Sign In	
Sign-in and change m	ny password
*If you don't have an e-ID account during office hours on <b>2590 4300</b> .	, kindly contact us
Forgot your password?	
Help on how to start using e-ID	

Once logged in, you need to activate two-factor authentication, by pressing on the grey button: "Activate Two-Factor Authentication".

Logged In	EN MT
Welcome,	
Last logged on 25/11/2021	at 15:03
Two-Factor Authenticat Two-factor authentication account more secure by layer of security. Find our	<b>ion</b> on makes your adding an extra t more <mark>here</mark> .
To provide further securi two-factor authenticatio enabled and used every with your e-ID. Click on f Factor Authentication' b the instructions.	ity to your account, in must be time you login the 'Activate Two- utton and follow
Activate Two-Factor	Authentication
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In order to continue, you shall verify the email address by pressing on the button: "Send code". You will then receive a verification code on your email address.



Once the verification code will be sent to your email address, you need to write such code in the textbox shown in the screenshot below. Then press on the button "Verify".

## Two-Factor Authentication

Two-factor authentication makes your account more secure by adding an extra layer of security. Find out more here.

After two-factor authentication has been enabled, you will need your password and verification code to authenticate.

#### Set up Two-Factor Authentication

We have just sent you a verification code to **youremail@yoursp.com** Please enter the verification code below to confirm your email address.

Verification Code

Enter the code

Now you are in the application form. The only details that are pre-filled are those in Section *1. Parent/Legal Guardian Details*. These details are pre-filled through Identita` 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.

Logout: 59:39				
Applic	ation for Free School Tr	ransport - Non State Schools	2025/2026	
Personal Details				
* ID Card Number	0123456M	A Lord Moure	Coulds-	
* 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	
Pickup Address (AM - mornin	ng) and Drop Off Address (PM -	afternoon)		
* Town	II-Belt Valletta	* Locality	Valletta	•
* Street	Great Siege Road	Post Code		
House Name		* House Number	1	
	Please click on the button i	In order to continue with the application	im Leafiet   © OpenStreetMap contributi an.	97
Check here if Drop Off Ad	Please click on the button l dress (PM - afternoon) is differe	Alerta the more than the application Click here ent than Pickup Address (AM - morning	a Lonet   6 OpenStreetMap contribution	
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Check here if Drop Off Ad C. Student Details Personal Details * Student Details	Please click on the button i dress (PM - afternoon) is differe No Selection	In order to continue with the application Click here ent than Pickup Address (AM - morning	W Lafvet   6 Opentitiveskiep contribut	27
Check here if Drop Off Ad 2. Student Details Personal Details *Student Details *Student Details *First Name	Please click on the button I dress (PM - afternoon) is differe No Selection	In order to continue with the application Click here ent than Pickup Address (AM - morning 1 0 Card Number • Last Name	W Laftet   E Opentiteestap controlue	
Check here if Drop Off Ad 2. Student Details ⑦ Personal Details *Student Details *First Name 3. Transport Details ⑦	Please click on the button l dress (PM - afternoon) is differe No Selection	In order to continue with the application Click here ent than Pickup Address (AM - morning • ID Card Number • Last Name	W Laftet   E Opentitiestap controlue nn.	
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Check here if Drop Off Ad C.Student Details Personal Details Student Details Student Details Student Details Student year for 2025/2026 C.Consent and Data Protection	Please click on the button I dress (PM - afternoon) is differe No Selection	Alera     A	W Lafvet   6 Opentitivestitup contribute nn.  No Selection	

• If you require to be dropped-off at a different address in the afternoon, you need to tick the checkbox under the map. Then the application will give you another section where to enter the PM drop-off address. This is optional.

Application for Free School Transport - Non State Schools 2025/2026	
Application for Free School Transport - Non State Schools 2025/2026 1. Parent/Legal Guardian Details (as per /D Card details) Personal Details	
1. Parent/Legial Guardian Detailis (as per ID Card detailis) Personal Detailis	
* 1D Card Number 0123456M	
*First Name John *Last Name Smith	
Contact Details	
Perent Vicesi Gardian's e	
Pickup Address (AM - morning)	
*Town # Ber Valeta * Locality Valeta *	
Potreat Oreit Sege Kolds Polat Code	
a Ladie ( d' gerbanding contributor	
Please click on the button in order to continue with the application.	
Click here	
Check bare if Drop Off Address (FM - afternoon) is different than Pickup Address (AM - morning)	
Drop Off Address (PM - afternoon)	
*Town * Locality No Selection #	
* Street Post Code	
House Nume * House Number	
and a second	
Please click on the button in order to continue with the application.	
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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/es and proceed. A pop-up is shown, and you need to click on **OK**.

Contact Details Telephone Number * Parent's/Legal Guardian's e	john.smith@example.com	Parent'u/Legal Guardian's M     0035601234567     Confirm the e-mail Address     johnsmith@example.com	
Pictup Address (AM - mornin Town Town Street House Name	g) and Drop Off Address (PM - afterno 1: Belt Valenta Great Siege Road More than one address, p Great Siege Road, II-Belt Val Great Siege Road, Valletta, N Please Click on the button in order Click dress (PM - afternoon) is different than	toring	P

 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 to proceed – you will also need to tick a checkbox to declare that this information is accurate.

# 2. Student Details ?

* Student Details Anna Smith	
* First Name Anna * Last Name Smith	

• Next, you need to fill in Section **3. Transport Details** in this order: Student School Year for 2024/2025 and the School Name.

3. Transport Details					
* Student year for 2023/2024	Year 5	÷	* School Name	St Albert Kindergarten	•

• In Section **4. Consent and Data Protection Notice** you need to tick the box where you confirm that you have read the Data Processing details.





Hide	
I hereby agree that:	
Data Protection:	
MEYR will process all personal data in full confidentiality and in accordance with General Data Protection Regulation – EU 2016/679 (GDPR), the Data Protection Act Care 285 of the laws of Malta, any pertinent subsidiary legislation, and the Education Act. The data that will be processed by MEYR is the following:	
<ul> <li>Parent/Legal Guardian details including ID Number, Name, Surname, Address, Enxal and Mobile Number</li> <li>Ohild details include ID Number, Name, Surname, Address, School Ywa and prefered pick- up drop-off point.</li> <li>In cases where provide details regarding specific transportation is also processed, depending on the information submitted by the parent / legal</li> </ul>	
guardian. The number of times the narticular student makes use of the free transport	
The personal data will not be used for any other purpose without the consent of the parents / legal guardians or unless specifically provided by law. The personal data will be retained for not more than two (2) months after the end of the scholastic year.	
Kindly also note that MEYR has contracted third party providers to process personal data on its behalf, and for which MEYR will also be responsible. Contractual safeguards as required under the GDPR have been provided to secure such processing.	
You may also wish to consult the Data Protection Policy on the MEYR website:	
https://schooltransport.edu.mt/?page_id+657	
In case of data protection clarifications you may contact Data Protection Officer (MEYR):	-
 E-mail: dpo.MEYR@gov.mt	
Please tick the box below to confirm that you agree with the terms and conditions and then click on Submit	
I confirm that I have carefully read the Data Processing details and that I agree with the contents *	

• 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 example (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:



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.

Once the application is submitted, you will be notified that it was successfully submitted, and you will also get a Voucher ID. It is important to take note of this Voucher ID for future reference. The voucher will be sent to you at the email address that you provided.



## **School Transport Unit Contact Details**

- Address: School Transport Unit Ministry for Education, Sport, Youth, Research, and Innovation Great Siege Road, Floriana.
- Telephone Number: 2598 1888
- Email address: nonstateschooltransport.meyr@gov.mt