

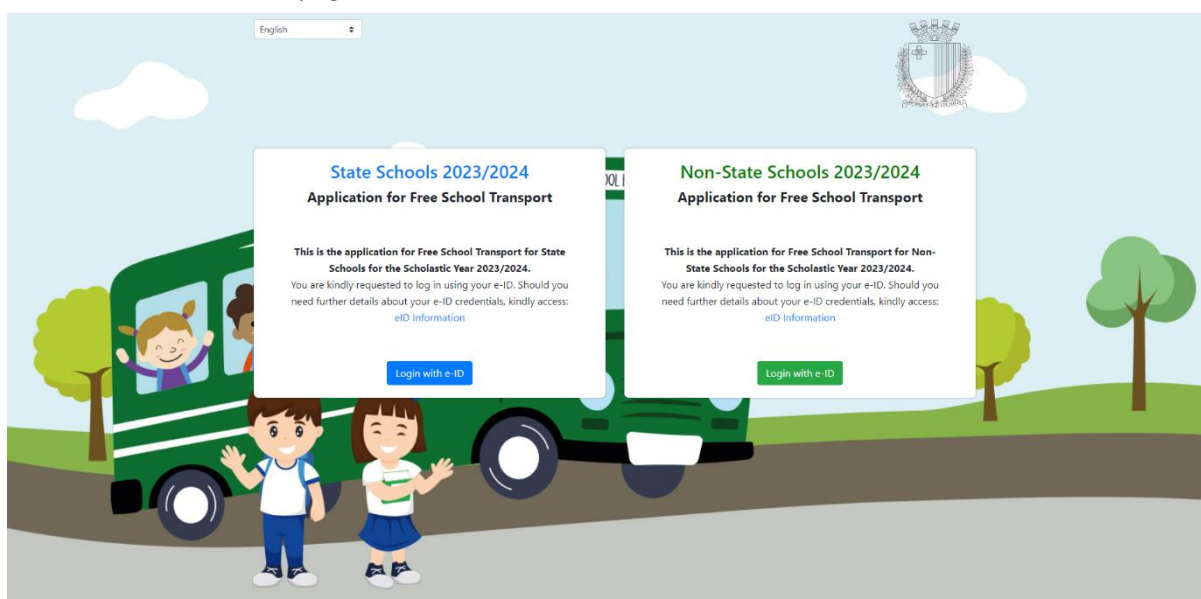
NON-STATE TRANSPORT APPLICATION – FOR PARENTS

Terms and Conditions for Free Non-State School Transport

1. Application through e-ID.
2. Voucher 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

You need to access the School Transport website on: schooltransport.edu.mt and then you will land on this page:



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:

Sign In

EN | MT

Sign in with your e-ID Account*

ID Number ([view sample](#))

Password

Sign In[Sign-in and change my password](#)

*If you don't have an e-ID account, kindly contact us during office hours on **2590 4300**.

[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, [REDACTED]

Last logged on 25/11/2021 at 15:03

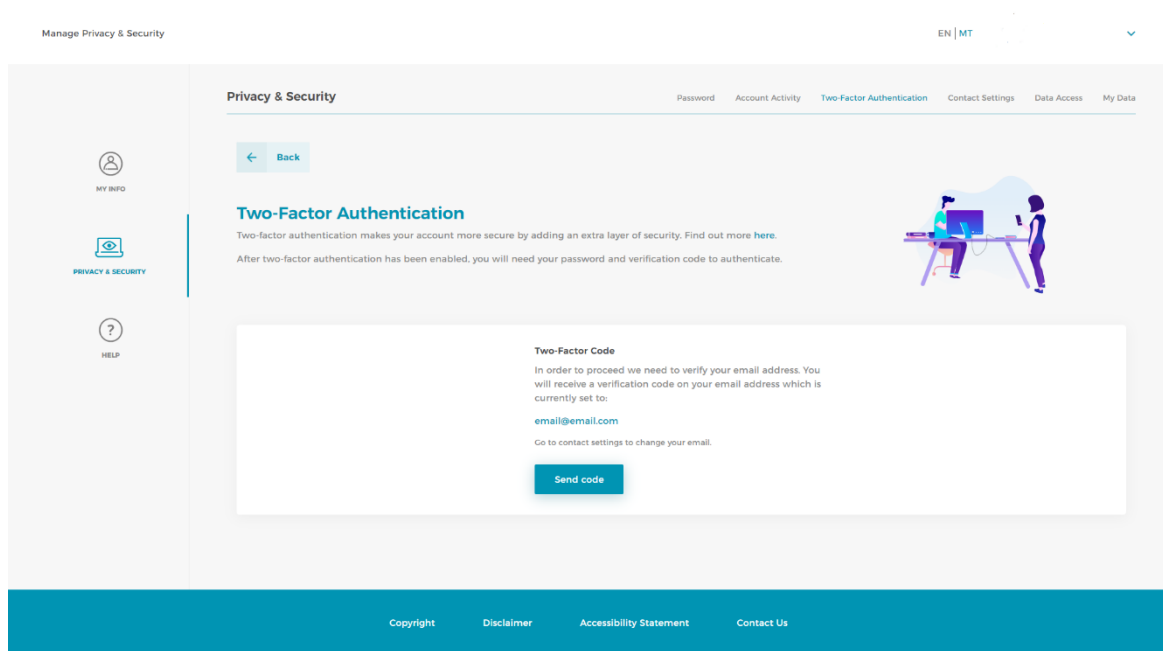
Two-Factor Authentication

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

To provide further security to your account, two-factor authentication must be enabled and used every time you login with your e-ID. Click on the 'Activate Two-Factor Authentication' button and follow the instructions.

Activate Two-Factor Authentication**My Account**

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

Verify

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 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.**

[Logout](#)

Logout: 59:53



Application for Free School Transport - Non State Schools 2023/2024

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

Personal Details

* ID Card Number0123456M

* First NameJohn

* Last NameSmith

Contact Details

Telephone Number21212121

* Parent's/Legal Guardian's M...0035601234567

* Parent's/Legal Guardian's e-...john.smith@example.com

* Confirm the e-mail Addressjohn.smith@example.com

Pickup Address (AM - morning) and Drop Off Address (PM - afternoon)

* TownIl-Belt Valletta


* LocalityValletta

* StreetGreat Siege Road

Post Code

House Name

* House Number1



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

[Click here](#)

☐ Click here if Drop Off Address (PM - afternoon) is different than Pickup Address (AM - morning)

2. Student Details

Personal Details

* Student DetailsNo Selection

* ID Card Number

* First Name

* Last Name

3. Transport Details

* Student year for 2023/2024No Selection

* School NameNo Selection

4. Consent and Data Protection Notice

[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 on Submit


☐ I confirm that I have carefully read the Data Processing details and that I agree with the contents *

Submit

- 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.

Logout

Logout: 59:30



Application for Free School Transport - Non State Schools 2023/2024

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	21212121	* 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 - morning)

* Town	Il-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

☒ Click here if Drop Off Address (PM - afternoon) is different than Pickup Address (AM - morning)

Drop Off Address (PM - afternoon)

* Town		* Locality	No Selection
* Street		Post Code	
House Name		* House Number	



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

Click here

2. Student Details

Personal Details

* Student Details	No Selection	* ID Card Number	
* First Name		* Last Name	

3. Transport Details

* Student year for 2023/2024	No Selection	* School Name	No Selection
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4. Consent and Data Protection Notice

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 on Submit

☐ I confirm that I have carefully read the Data Processing details and that I agree with the contents *

Submit

- 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**.

- 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.**

2. Student Details ?

Personal Details

* Student Details	Anna Smith	* ID Card Number	01234567L
* First Name	Anna	* Last Name	Smith

- Next, you need to fill in Section **3. Transport Details** in this order: Student School Year for 2023/2024 and the School Name.

3. Transport Details ?

* Student year for 2023/2024	Year 5	* School Name	St Albert Kindergarten
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- 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.

4. Consent and Data Protection Notice

[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 on Submit

☐ I confirm that I have carefully read the Data Processing details and that I agree with the contents *

Submit



4. Consent and Data Protection Notice

[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 Cap 586 of the laws of Malta, any pertinent subsidiary legislation, and the Education Act. The data that will be processed by MEYR is the following:

- Parent/Legal Guardian details including ID Number, Name, Surname, Address, Email and Mobile Number
- Child details include ID Number, Name, Surname, Address, School, School Year and preferred pick-up /drop-off point.
- In cases where provided, details regarding specific transportation is also processed, depending on the information submitted by the parent / legal guardian.
- The number of times the particular 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

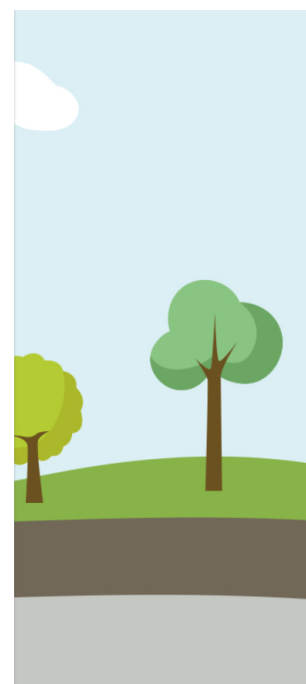
In case of data protection clarifications you may contact Data Protection Officer (MEYR):

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 *

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 example (where mobile number field was left empty):

Contact Details

Telephone Number

* Parent's/Legal Guardian's M...



Parent's/Legal 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:

4. Consent and Data Protection Notice

I hereby agree that:

Data Protection:

MEYR will process all personal data in full compliance with the Data Protection Act Cap 586 of the laws of Malta and the General Data Protection Regulation (GDPR), the Data Protection Commission (DPC) and the Data Protection Commissioner (DPC).

- Parent/Legal Guardian details including ID Number, First Name, Last Name, and e-mail Address.
- Child details including ID Number, First Name, Last Name, and e-mail Address.
- In cases where provided, details of the guardian.
- The number of times the particular child is transported.

The personal data will not be used for any other purpose than the one for which it was collected. The data will be retained for not more than 5 years after the last date of use.

Kindly also note that MEYR has contracted a third party to process the data on its behalf. Contractual safeguards as required under the law will be put in place to ensure the data is protected.

You may also wish to consult the Data Protection Notice available on the MEYR website.

In case of data protection clarifications you may contact the Data Protection Officer at:

E-mail: dpo@MEYR.gov.mt

Please tick the box to confirm that you have read and understood the above information.

☒ I confirm that I have read and understood the above information.

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
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

Pickup Address (AM - morning) and Drop Off Address (PM - afternoon)

Town: Il-Belt Valletta
Locality: Valletta
Street: Great Siege Road
Post Code: -
House Name: -
House Number: 1

Transport Details

Student year for 2023/2024: Kindergarten 1
School Name: St Albert Kindergarten

Yes **Cancel**

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. You may wish to print this voucher and hand it over to your service provider. Otherwise it will be sent to you at the email address that you provided.

Logout

Logout: 58:32

Application

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

Personal Details

* ID Card Number: 0123456M
* First Name: John
* Last Name: Smith
* Parent's/Legal Guardian's e-mail Address: john.smith@example.com

Contact Details

Telephone Number: 21234567
* Parent's/Legal Guardian's e-mail Address: john.smith@example.com

Pickup Address (AM - morning) and Drop Off Address (PM - afternoon)

* Town: Il-Belt Valletta
* Locality: Valletta
* Street: Great Siege Road
* Post Code: -
* House Name: -
* House Number: 1
Distance to school (km): 7.93

Transport Details

Student year for 2023/2024: Kindergarten 1
School Name: St Albert Kindergarten

Your Application was successfully submitted!

Your Voucher ID : PJ0WYGOWXR

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

ID Card Number : 0123456M
First Name: John
Last Name: Smith
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

Pickup Address (AM - morning) and Drop Off Address (PM - afternoon)

Town: Il-Belt Valletta
Locality: Valletta
Street: Great Siege Road
Post Code: -
House Name: -
House Number: 1
Distance to school (km): 7.93

Transport Details

Student year for 2023/2024: Kindergarten 1
School Name: St Albert Kindergarten

An example of how the voucher looks, can be seen below:



GOVERNMENT OF MALTA
MINISTRY FOR EDUCATION,
SPORT, YOUTH, RESEARCH
AND INNOVATION



7H9HC1P3G0

Scholastic Year: 2023-2024 Applied For: Non-State

Your Application's Unique VOUCHER ID: 7H9HC1P3G0 (give this to your Service Provider)

This Voucher is applicable for PM (Afternoon)

Parent/Legal Guardian Details

ID Card: 123456M
First Name: John
Last Name: Smith
Telephone: 21212121
Mobile: 0035601234567
Email: john.smith@example.com

Address Details

Town: Mgarr
Locality: Valletta
Street: Triq Ghajn Tuffieha, Mgarr
Post Code:
House Name:
House Number: 1
Coordinates: [35.9274809, 14.358095]
Distance to School (km): 20.73

Student Details

ID Card: 1234567L
First Name: Anna
Last Name: Smith

Transport Details

Student Year: Kindergarten 1
School: St Albert Kindergarten

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