

School Services – International Student Travel Registration

Brisbane Bus Lines requires all International Students using our network to travel between their home and school to be registered with us bus travel and fare payment.

Students are classed as either **Short Term** (up to 4 weeks stay) or **Long Term** (over 4 weeks).

Please refer to the notes below, then email your completed registration to schools@brisbanebuslines.com.au

Short Term (up to 4 weeks stay)

Upon receipt of your registration, we will create a separate student travel account in our TransportMe electronic ticketing system for each student.

Short Term students will NOT be issued with a TransportMe smartcard due to the short nature of their stay.

Hosting Families are required to place a minimum of **\$20.00** credit onto each student's travel account. You can do this by either completing the attached Payment Slip or by calling our office on 07 3354 3633 to pay over the phone.

Travel costs will be \$2.00 each way.

Each student's travel account balance must be settled at the end of their stay, involving either:

- A payment of additional fares accrued, or
- a refund of remaining credit

Bus travel:

- Students must show their official International Student ID badge to the driver when boarding.
- The driver will manually board the student into the TransportMe system.
- Their fare will automatically be deducted from the student's travel account.

Long Term (over 4 weeks stay)

Upon receipt of your registration, we will create a student travel account in our TransportMe electronic ticketing system for each student.

Each Long Term student **will** be issued with a TransportMe smartcard, along with fare costs and setup instructions for adding funds to their card. This will be sent to the Hosting Family address.

International Students are required to place an initial **\$50.00** into their travel account, using either the payment slip below or via the TransportMe passenger app (details of how to do this will be sent out with their TransportMe smartcard).

The app also has an auto top-up setting which we recommend students use to keep their account in credit.

Single trip travel fare costs are calculated based on their Stay address and attended School.

Each student's travel account balance must be settled before they return to their home country:

Bus travel:

- Students use their TransportMe smartcard and tap it on the card reader when they board the bus.
- If they board without their card, the driver can manually search the student in the system.

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- Their fare will automatically be deducted from the student’s account when they board.

For all International Students needing to use our School Bus services for travel to/from school:

To be completed by the Hosting Family

Student Details:

(use the same form for up to 2 students)

Type of stay	Short Term (up to 4 weeks) <input type="radio"/>	Long Term (over 4 weeks) <input type="radio"/>
Student Full Name	Student 1 First name	Student 1 Surname
QLD School		
Commencement of stay	DD / MM / YYYY	
Length of stay	(weeks)	

Type of stay	Short Term (up to 4 weeks) <input type="radio"/>	Long Term (over 4 weeks) <input type="radio"/>
Student Full Name	Student 2 First name	Student 2 Surname
QLD School		
Commencement of stay	DD / MM / YYYY	
Length of stay	(weeks)	

Hosting Family Details:

Contact Name	Contact 1	Contact 2
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Address	Line 1	
	Line 2	
	Suburb	
	State	Post Code
Contact Mobile	Mobile 1	Mobile 2
Contact Email	Email 1	Email 2

Please complete this form and send to schools@brisbanebuslines.com.au



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Initial Fund Deposit Payment

Short Term - \$20.00 minimum

Long Term - \$50.00 minimum (further funds to be placed using the TransportMe app)

Credit Card Payment															
Card No:															
Expiry Date:					CCV Number				Total Amount:	\$					

BRISBANE BUS LINES - School Services - PO Box 141, ALDERLEY, QLD 4051

If making a payment for more than student, we will split the payment amount evenly between their travel accounts.

Please complete this form and send it, together with your registration form, to schools@brisbanebuslines.com.au