MyBus Primary School
Application Form

Valid for school year September 2019 to July 2020

HOW TO COMPLETE THIS APPLICATION FORM

- This form is for MyBus primary school services only.
- It is valid only for the school year September 2019-July 2020.
- All questions marked ‘mandatory’ must be completed.
- If you need help completing the form call 0113 3481122.
- Please write in BLOCK CAPITALS.
- Please return your completed application to:
  School transport (primary school applications) , WYCA, Wellington House, 40-50 Wellington Street, Leeds. LS1 2DE.
- All illegible or incomplete forms will be returned to you.
- Please read the terms and conditions & GDPR statement before completing the form. These should be enclosed with this form.
- You can also read and download for your records the terms and conditions and GDPR statement and complete this form online at:
  http://www.wymetro.com/schools
1. YOUR CHILD’S DETAILS

You can add up to four children. All children must be at least 4 years of age or older at the time of applying.

Name of Child #1
Date of Birth DD/MM/YYYY
School

Name of Child #2
Date of Birth DD/MM/YYYY
School

Name of Child #3
Date of Birth DD/MM/YYYY
School

Name of Child #4
Date of Birth DD/MM/YYYY
School
2. PARENT/CARER DETAILS

DATA PROTECTION: We can only accept phone calls and amendments from the persons named below, including the additional collectors. All callers will need to pass security checks - which includes some or all of the following: full name of caller/child's address/child's date of birth/parent telephone number. WE WILL NOT ACCEPT THE CALL FROM ANYONE WHO IS NOT LISTED BELOW OR WHO FAILS SECURITY CHECKS.

1. Name and Address of Parent(s)/Carer(s) (mandatory)
   Full Name(s): 
   Address: 

2. Telephone Numbers (at least one main contact number mandatory)
   Telephone #1 
   Telephone #2 

3. Email Address (optional)
   Email 

4. Emergency Contact (optional)
   Full Name: 
   Telephone: 
2. PARENT/CARER DETAILS, CONTINUED

5. Additional Collectors (optional)

We will only set your child down with the parent/carer and emergency contact named above. You can also optionally nominate additional persons to collect your child from the bus stop such as a neighbour, friend or other relative. Please state those additional names below. These additional persons may also ring in to make changes to your child's journey but must pass security checks.

Full Name #1: 

Full Name #2: 

Full Name #3: 

6. Met or Not Met at the PM Bus Stop (optional)

All children are registered by default to be met when alighting at their bus stop in the afternoon. You can optionally request that your child/children can alight unaccompanied but only if they are aged eight or over.

(Or, if you have two or more children and at least one is aged eight or over and you're happy for that child to take responsibility for the child under eight, you can opt for 'not met' provided they all travel together. If the under 8 child travels alone they must be met.)

☐ Tick to Register Your Child/Children as ‘Not Met’
3. ROUTE, BUS STOP AND DAYS OF TRAVEL

You can choose one regular AM bus stop and/or one regular PM bus stop.

- Remember, for the AM trip only, you can cancel or add on any trips and board at a different bus stop without notifying us. For the PM trip, you must call us with all amendments to your registered choice below.

- If your child will not travel to a regular pattern, choose a bus stop but leave the days of travel blank (refer to notifying journey changes).

7. Route Number

8. First Date of Travel

9. Main AM Pick Up Bus Stop

Enter the number of the regular bus stop nearest to your home address that you require. All stop numbers begin 450 followed by five digits. EG: 45015985.

10. AM Days of Travel
Tick the days required:

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<th>Mon AM</th>
<th>Tue AM</th>
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11. Main PM Set Down Bus Stop

Enter the number of the regular bus stop nearest to your home address that you require. All stop numbers begin 450 followed by five digits. EG: 45015985. We will only register your child to one main PM stop. If you wish to add other stops, you must telephone in to amend your journey.

12. PM Days of Travel
Tick the days required:

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4. GDPR

21. Please read the enclosed Data Protection and Privacy Statement. You will always receive communication from us regarding the operation of your bus service- such as service changes or where there are behaviour concerns, for example. However, from time to time we would like to send marketing information related to your bus service. By default, you are opted out of such marketing communications. To opt in, please select either or both of the options below.

Yes, I wish to receive updates and information about school bus services by email ☐ and or by post ☐

5. ACCEPT TERMS AND CONDITIONS

I have read and understood the Data Protection statement and accept the Terms and Conditions of Registration

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You have now completed all questions. This application does not guarantee a place on the bus. Allocation rules will apply which includes the age of the child, the distance between home and school and the frequency of travel to a maximum passenger level of 56 children.

Our telephone number for all enquiries, including making changes for your child's travel, is: 

0113 3481122

Thank you for registering and we look forward to welcoming you & your child to the bus.