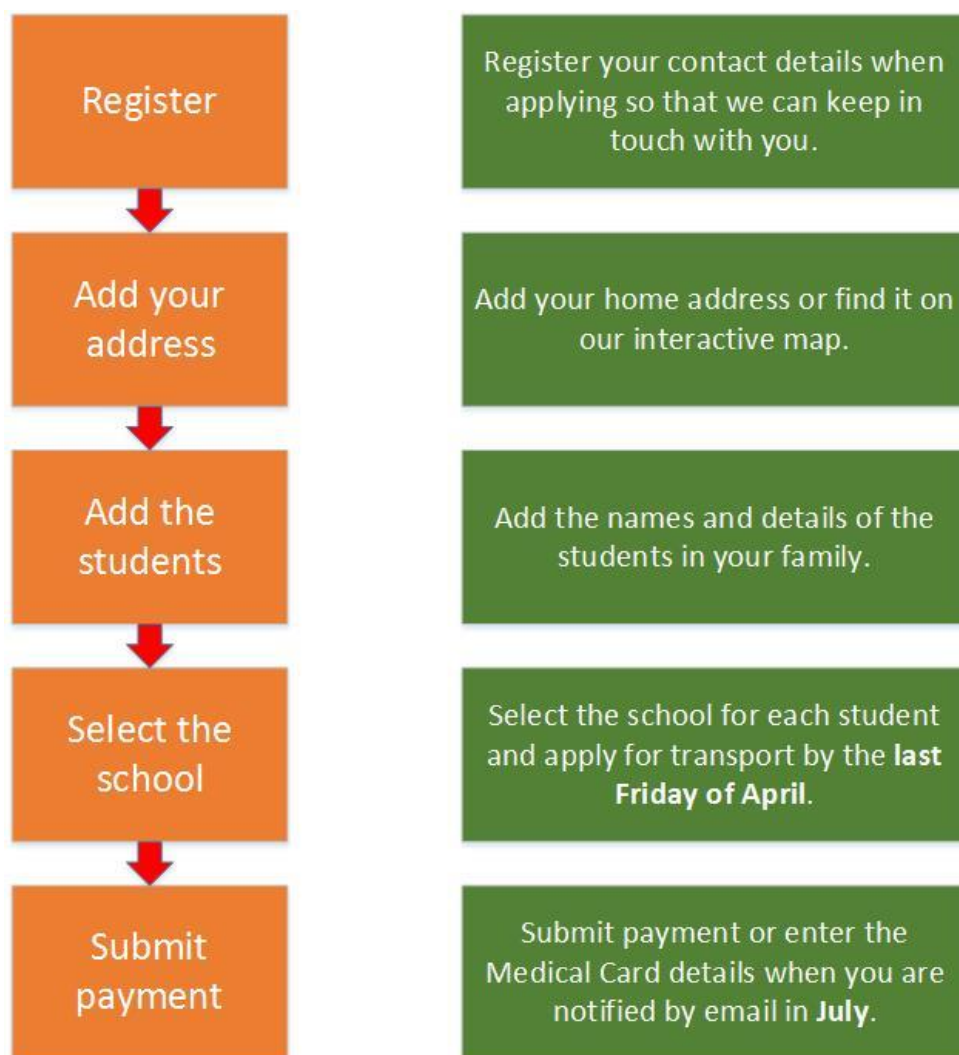




# User Guide: Applying for School Transport Online

Apply for school transport for your children using our [online portal](#). Get an instant preliminary assessment of your eligibility as you apply (**one-time registration**).



Register once to receive annual payment reminders by email for the duration of attendance at the school. For more details, see the instructions below. Read the terms of the primary and post-primary schemes [here](#).



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## Registering

The first step is to register an account through [www.buseireann.ie](http://www.buseireann.ie). Registration ensures that you can access the services needed and that your information is accessible to you only. Registration also confirms that you have a valid email address with which we can contact you.

You need to register **once only**.

The online portal runs best on a PC/laptop, rather than on a mobile phone or tablet.

Make sure to use a recent version of one of the recommended internet browsers:

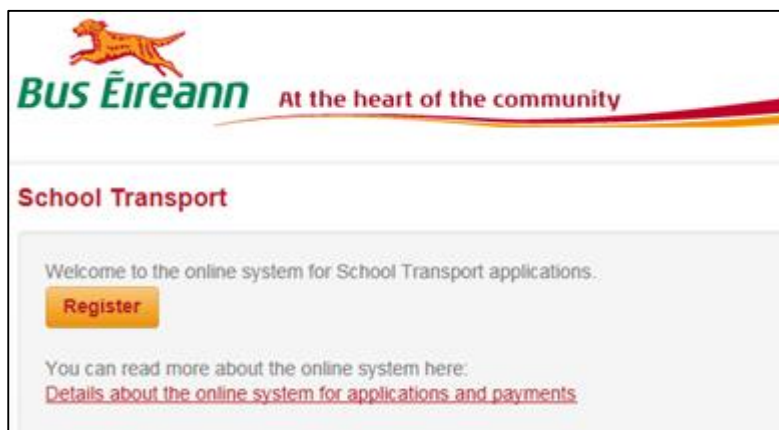
- Google Chrome.
- Mozilla Firefox.
- Safari.
- Microsoft Internet Explorer. Note that version 8 is not supported.

You are prompted to download one of the above if you are using an outdated browser version.

Mandatory fields are marked with an asterisk (\*).

### To register an account:

1. Open [www.buseireann.ie](http://www.buseireann.ie).
2. Click **School Transport->Applications for Primary & Post Primary Pupils**.
3. Click **Click to Log in**. The Register/Sign in page opens.



4. Click **Register**. The *Register* page opens.



**Register**  
Please register yourself, in order to apply for school transport for your children

First Name: \*

Last Name: \*

Daytime Contact: \*

Mobile No: \*

Email: \*

Password: \*

Confirm Password: \*

☐ I have read and I accept the Terms and Conditions ([More information here](#))

Create Account

Cancel

5. Enter your *First Name*.
6. Enter your *Last Name*.
7. Enter your *Daytime Contact*.
8. Enter your *Mobile No*.
9. Enter your *Email* address. Your email address is very important and is used for all future communication with us. Make sure to enter it correctly.
10. Enter your *Password*. Your password should be eight characters long and should contain one uppercase letter, one lowercase letter and one number. Choose a password that is secure but easy to remember.
11. Confirm your password.
12. Click **I have read and I accept the Terms and Conditions**.
13. Click **Create Account**.

A verification email is sent to the email address that you entered. This email verifies that you are the owner of the account.

Open the email and click the link provided.

**Note:** Click the link once only since a unique email is sent each time you click it. If you click the link multiple times and receive multiple emails, ensure that you use the most recent email as the previous ones are now obsolete.

Click **Continue** once you have registered successfully.

**If you do not receive the verification email:**

- Check for mistakes in the email address that you added.
- Check your spam or junk folders.



- Check if your corporate network has blocked it.

## Signing In

Sign in once you have registered your account.

You can also sign in using the link in your registration email if you have just registered.

### To sign in:

1. Open [www.buseireann.ie](http://www.buseireann.ie).
2. Click **School Transport**→**Applications for Primary & Post Primary Pupils**.
3. Click **Click to Log in**. The Register/Sign in page opens.

Email address: \*

Password: \*

**Sign in**

[I have forgotten my password](#)

4. Enter your *Email address*.
5. Enter your *Password*.
6. Click **Sign in**.

The message below shows if you enter the wrong email address or password. Check that you have entered them correctly. Reset your password if you have forgotten it. See details in the next section.

Help Gaeilge Log in

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• The Email Address and Password you have entered are not registered in the system. Please try again or click 'I have forgotten my Password'. If this is your first time using the system, please click the 'Register' button above and complete the Registration process.

**School Transport**

Welcome to the online system for School Transport applications.

**Register**

You can read more about the online system here:  
[Details about the online system for applications and payments](#)

Email address: \*

Password: \*

**Sign in**

[I have forgotten my password](#)

Sign out at any time by clicking **Log off** in the top-right corner.

Your session may sometimes expire for security reasons. Just sign back in again.



## Resetting Your Password

Reset your password if you have lost or forgotten it. You must have registered already.

### To reset your password:

1. Click **I have forgotten my password**.
2. Enter your *Email address*.

**Reset Password**  
To reset your password enter your email address and press the "Reset Password" button.  
Email address:

3. Click **Reset Password**.

A verification email is sent to the email address that you entered. This email verifies that you are the owner of the account.

Open the email and click the link provided.

**Note:** Click the link once only since a unique email is sent each time you click it. If you click the link multiple times and receive multiple emails, ensure that you use the most recent email as the previous ones are now obsolete.

You can change your password at any time by clicking **Change password** in the top-right corner.

## Adding Your Address

The next step is to add your home *Address* by entering your details in the fields provided or by finding it on the map.



**Address**

Family name \*  
Kenny

House number  
(Optional)

Address Line 1

Address Line 2

Address Line 3


County \*  
Carlow

Family ID  
(Required if you  
had children  
using School  
Transport for  
2013/14)

How do I use the map?

+

-



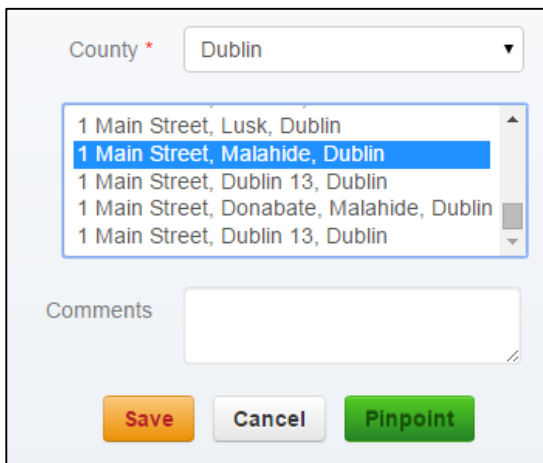
Satellite

POWERED BY  
esri

## Entering Your Address

### To enter your address:

1. Enter your *House number*, if applicable. This is the actual house or apartment number, not the telephone number. Leave this blank if your address does not have a house number.
2. Enter the *Address Line 1*: For example your street name. Do not enter the house number again.
3. Enter the *Address Line 2*: For example your local area.
4. Enter the *Address Line 3*: For example your town or village.
5. Select your *County*.
6. Click **Search**.
  - A list of matching addresses shows if the map recognises your address. Click the correct address in the list and click **Save**. Your address is now pinpointed.





- A message shows if the map does not recognise your address. Find your address on the map instead, as described below.

**We can't identify your house automatically from the address details that you have entered. Please help us by finding your house on the map. Then click 'Pinpoint' and click on your house.**

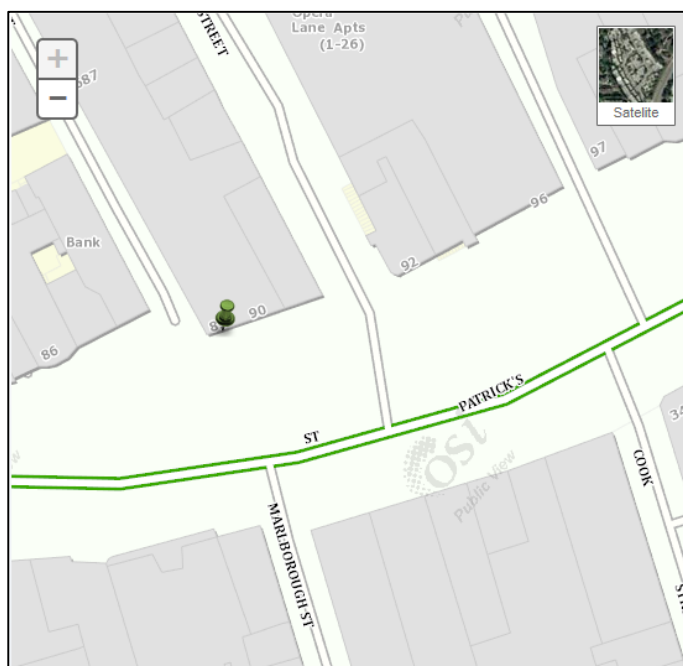
### Finding Your Address on the Map

#### To find your address on the map:

1. Zoom in or out as needed using the  and  symbols. You can move around the map by clicking on it and dragging.
2. Click **Pinpoint** once you find your home.
3. Move the cursor over your home and click to add the pinpoint.

**Tip:** To fix an incorrect pinpoint, click **Search** again and pinpoint the correct place. You cannot change the location by dragging the pin around.





4. Click **Save**.

Click **Continue** once your details are added successfully.

## Adding Students

The next step is to add the students. You can add as many students as needed and you only need to add each student once.

Proceed to selecting the school for each student as you add them.

### To add students:

1. Click **+ Add Student**. The *New Student* page opens.



[Family Details](#) [+ Add Student](#)

### New Student

Please enter the following details.

PPS number \*

Date of birth \*

First name \*

Middle name

Last name \*

Gender \*

2. Enter the *PPS number*.
3. Enter the *Date of birth*.
4. Enter the *First name*.
5. Enter the *Middle name*.
6. Enter the *Last name*.
7. Select the *Gender*.
8. Click **Save**.

The student details are added. Click **Change** to make any updates needed.

## Selecting Schools

The next step is to select the school.

Preliminary eligibility is checked based on the school that you select. Read the full terms of the primary and post-primary schemes [here](#).

### To select the schools:

1. Click **Select School**. The *Select School* page opens.



**Select School**

For student

School Year \*

From Date \*

To Date

County \*

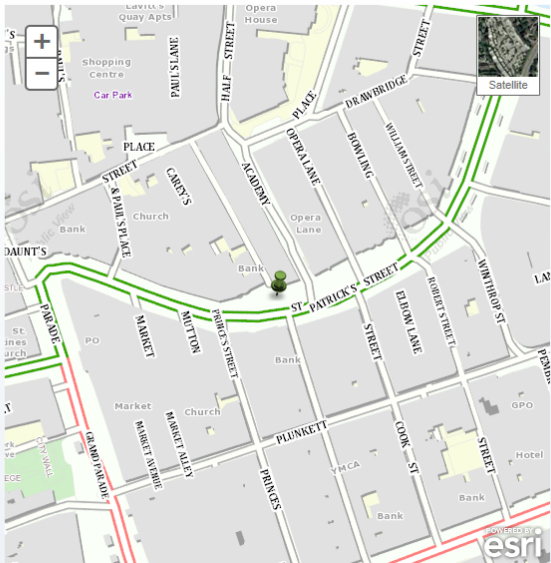
School's Townland \*

School type \*

School \*

Class/year \*

[How do I use the map?](#)



If the map does not display - please zoom out.

2. Select the *School Year*. Make sure to apply for the correct *School Year*.
3. Select the *From Date*. The default is the beginning of the 2015/16 school year.
4. Select the *County*.
5. Select the *School's Townland*.
6. Select the *School type*.
7. Select the *School*.
8. Select the *Class/year*.
9. Click **Continue**. The *Preliminary Eligibility Result* shows, which is then evaluated in more detail by your Local Office. The *Preliminary Eligibility* is either *Eligible* or *Concessionary*.

For student

School Year \*

From Date \*

To Date

County \*

School's Townland \*

School type \*


School \*

Class/year \*

**Preliminary Eligibility Result:**

Reason: Closest school is S NICHOLAS NA MÍOL, Oastlow (17621P)

**Note:** By clicking "Apply" you are applying for concessionary transport



If the map does not display - please zoom out.

For further details on Concessionary Transport please click [here](#)

Refer to the link for details on *Concessionary Transport* if the result is *Concessionary*.

10. Click **Apply**.



## Applying For Transport

Apply for the new school year that commences the following August by the last Friday in April.

Your application is logged and sent on to your Local Office for processing:

- Service available: You are notified by email at the beginning of July that payment is due.
- Service not available: You are notified by email in the weeks after your application.

For any queries relating to the application or the service available, contact your Local Office by email.

## Submitting Payments/Medical Cards

You are notified by email when payment/medical card submission is due.

**Note:** You cannot pay for the new school year until July, the month before the schools open in August.

### Submitting Payments

You can opt to make a payment for either the full year or half-year only.

You make the first payment by the advised due date in summer. You are contacted by email again in November regarding the remainder.

#### To submit payments:

1. Click **Payments/Medical Cards**. The *Billing Info* page opens, showing the amount due.

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**Billing info**

To pay: 38.80 Euro

Take care to enter the full Medical Card number, including letters, and do not enter any spaces. (e.g. A123456A)

**Applications**

Name	Medical card number	School	Category	Period
Anthony		BALLYGARVAN N S, Ballygarvan (16746S)	Concessionary	03/03/2015 - 30/06/2015

**Continue** **Cancel**

2. Click **Continue**.
3. Select **Remaining Balance** to pay the full amount or **Half Amount** to pay half. You receive an email reminder in November to pay for the remaining amount if you pay half.



<b>Total Ticket Value</b>	<b>€ 38.80</b>
<b>Your Current Balance</b>	<b>€ 38.80</b>
<b>How Much Do You Want To Pay?</b> Remaining Balance <input type="radio"/>	
Amount €	<input type="text"/>
<input type="button" value="Confirm"/>	

4. Click **Confirm**.
5. Enter your payment details and click **Confirm**. Make sure to click **Confirm** once only.

Amount	€38.80
Reservation Number	000003116254
Payment Description	BE STS Payment
Contact Email Address	anthony.kenny@buseireann.ie
Card Type	Please Select... ▼
Card Number	<input type="text"/>
Expiry Date (mm/yy)	01 ▼ / 15 ▼
CVV	<input type="text"/>
Card Holder Name	<input type="text"/>
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	
<a href="#">CIE terms and conditions</a>	

A confirmation message shows. Take note of the details and keep them for reference.

Make sure to complete the payment before the session expires.

### Submitting Medical Cards

Students who are categorised as *Eligible* and who hold valid full General Medical Service Scheme cards are exempt from school transport charges. Doctor-only cards are not accepted.


You cannot use Medical Cards for students categorised as *Concessionary*. You must pay the appropriate annual charge for Concessionary students since the Medical Card waiver does not apply.

**Note:** Only the student's own card is acceptable and not that of a parent or guardian.

### To submit a medical card:

1. Click **Payments/Medical Cards**. The *Billing Info* page opens, showing the amount due.



  
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**Billing info**

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To pay: 38.80 Euro

Take care to enter the full Medical Card number, including letters, and do not enter any spaces. (e.g. A123456A)

**Applications**

Name	Medical card number	School	Category	Period
Anthony		BALLYGARVAN N S, Ballygarvan (16746S)	Concessionary	03/03/2015 - 30/06/2015

2. Add the student's *Medical card number* (not that of a parent/guardian) by clicking in the empty field.
3. Enter the number and click **Continue**.

The amount *To pay* goes to 0.00 Euro, confirming that the card has been accepted.