

Private Bus Service – 2023 / Registration and Payments

Please send any registration enquiries for the Private Bus Service to: privatebus@brigidine.nsw.edu.au

Registering to use the Private Bus Service

Brigidine College uses the **BusMinder Parent App** to manage students using the buses. The mobile app for iPhone and Android is the only way for parents and guardians to access BusMinder.

1. BusMinder System Registration

Students must be registered to BusMinder before parents can access the BusMinder Parent App.

Steps for Registration:

- 1.1. Parents - send an email to register your daughter on the Private Bus Service to our ICT Dept: services@brigidine.nsw.edu.au
- 1.2. Please send all the following details needed for registration by ICT:

Student Name:	
Year Group:	
Bus Route: (Specify requested route)	<ul style="list-style-type: none"> ➤ Avalon ➤ Cromer/Collaroy ➤ North Balgowlah/Seaforth ➤ Ryde via West Pymble (afternoons only)
Parents / Guardians to link to use Busminder App and / or make payments	
Parent (1) Name:	
Parent 1 Email:	
Parent (2) Name: (if required)	
Parent (2) Email:	

- 1.3. ICT will register the details you provide into the BusMinder system which sets up your daughter in the system and links the Parents email address provided to the student.
- 1.4. Our ICT Dept will send you a confirmation **Welcome to BusMinder email** from the BusMinder system (support@busminder.com.au).

2. BusMinder Parent App

Students must be registered by ICT into the BusMinder system along with nominated parent details - before the parent / guardian can view the BCSI bus service or make payments via the BusMinder App.

The BusMinder Parent App has these features:

- Live GPS Bus location tracking on the Route Map
- Logs Trip history – using Tap on and Tap off with the Student ID card
- Takes Term Pass and Trip payments
- Student Trip Account balances are displayed under the Student name.
(A negative amount means the account is in arrears).

The Bus Service is a prepaid-only service. Each trip costs \$4.95

2.1. Download the BusMinder Parent App for iPhone [here](#).

2.2. Download the BusMinder Parent App for Android [here](#).

2.3. Create a new payment option:

- Tap Account (iPhone) or Menu (Android) (bottom right)
- Tap Payment
- Select Add Payment method
(Busminder accepts credit card or Paypal).

2.4. Purchase Bus Service Term Passes or Trips via mobile app

- tap Students (bottom of screen)
- tap on the Student you wish to make a payment for
- tap TOP UP and select a payment option
- For 20 x Trip Passes (\$99) only, there is an option to set up or cancel auto-top-ups by tapping the **Enable Auto Top Up** switch

Below are purchase options available for 2023:

- Bus Service - Term Pass - **\$390** (for regular usage)
- Bus Service - Term Pass - **\$160** (Top Ryde afternoon service only, regular usage)
- Bus Service - 20 x Trips - **\$99** (for low and ad-hoc usage - \$4.95 per trip)