

## Private Bus Service – 2024 / Registration and Payments

Please send any registration enquiries for the Private Bus Service to: [privatebus@brigidine.nsw.edu.au](mailto: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](mailto: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"> <li>➤ Avalon</li> <li>➤ Cromer/Collaroy</li> <li>➤ North Balgowlah/Seaforth</li> <li>➤ Ryde via West Pymble</li> </ul>
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](mailto: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 payments for a Term Pass or any Custom amount you nominate to cover Single Trips
- 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.

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

Bus Service Prices for 2024:

- Term Pass - **\$420**
- Single Trips - **\$5.50** (Use Custom payment option for low and ad-hoc usage)