# School Bus Management System (SBMS) Application to Add a New User or Update Existing User

Please complete and sign this form, and e-mail to the School Bus Administration Team at: [SchoolBus@education.vic.gov.au](mailto:SchoolBus@education.vic.gov.au)

|  |  |
| --- | --- |
| Name: |  |
| **Phone:** |  |
| **Email Address:** |  |
| **School or Organisation Name:** |  |
| **School Bus Network Name:** |  |

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| Add a New User | | | |
| **Type of Access:**  **(Please check box)** | Bus Coordinator  Bus Operator | | |
| **Duration:**  **(Please check box)** | Ongoing  Temporary: Access required until    /    /      (date) | | |
| **If this user is replacing another SBMS user, please provide the person’s details below:** | | | |
| **Name:** |  | **Email address:** |  |

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| Update a User | |
| **SBMS UserName:** |  |
| **Update required:** *(e.g. addition of junior campus to profile):* |  |

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| **Please confirm the School’s Emergency Contact person:** | | | |
| **Name:** |  | **Phone:** |  |
| **Applicant’s Signature:** | I am fully aware of my obligations in relation to confidential information. In keeping with those obligations:   * I will not disclose my password to any other person and on receipt of my initial password, I will change my password to a minimum “Green” security level new password and store this password securely; and * When accessing this system, I will ensure that the information is kept secure and that no other person can retrieve information viewed during my session. * That sharing my login details is a breach of the terms of use.   I acknowledge that I have read and understand these conditions of access to the School Bus Management System (SBMS)  Signature:  Date: | | |
| **Applicant’s Manager or School Principal** | Name:  Title: | | |
| **Manager or School Principal Endorsement** | I hereby endorse the applicant’s access to the SBMS  Signature:  Date: | | |

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| School Bus Administration only | |
| **UserName:** |  |
| **Comments:** |  |
| **Access Approved?** | Yes  No |
| **Authoriser’s Name:** |  |
| **Date:** |  |