# 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

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| 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:** |       |