**Requesting a replacement bus pass**

A replacement pass can be obtained on payment of £10 to Derby City Council.

Parents/carers are responsible for getting their child(ren) to and from school until a new pass has been received. Any lost or stolen bus passes will be deactivated.

To request a replacement bus pass, parents/carers should complete **all sections** of this form, and submit this to schooltravel@derby.gov.uk

|  |  |
| --- | --- |
| **Parent/carer name:** |  |
| **Telephone No.**  |  |
| **Email address:** |  |
| **Child name:** |  |
| **Child Date of Birth:** |  |
| **Home address:** |  |
| **School:** |  |
| **Replacement bus pass required (select all that apply)** |  | Arriva  |
|  | Trent Barton  |
|  | Notts & Derby (Saint Benedict CVA only) |
| **Date that payment was processed**  |  |

Please note, your request for a replacement bus pass will not be processed until your payment has been received.

Instructions on how to make a payment for a replacement school bus pass:

1. Click on the following link [Make payment for a replacement school bus pass](https://www.civicaepay.co.uk/DerbyCityEstore/estore/default/Catalog/Index?catalogueItemReference=E0002929&showSingleProduct=True&recurringOnly=False)
2. Enter the information required and click ‘add to basket’.
3. Click ‘Checkout’.
4. Select the appropriate payment method and click ‘Next’.
5. Complete the relevant payment details and click ‘Next’. Please note, in order to receive a receipt, you must provide your email address.
6. The system will attempt to process the payment and will confirm whether this has been successfully processed.
7. If successful, you can submit this completed form to SchoolTravel@derby.gov.uk

This request for a replacement bus pass will take 15-20 working days for the Home to School Travel Service to assess and process. We may contact you to discuss this request in more detail.

|  |  |
| --- | --- |
| **Parent/Carer Signature** |  |
| **Date** |  |