

Purchasing school bus passes for 2022/23: A step by step guide

Before you can start purchasing school bus passes and travel tickets for the 2022/23 academic year, you must first create an account with our new and dedicated ticketing [website](#). Once registered you will be able to setup traveller/child accounts, purchase bus passes, sign-up for Direct Debit payments and activate live service alerts.

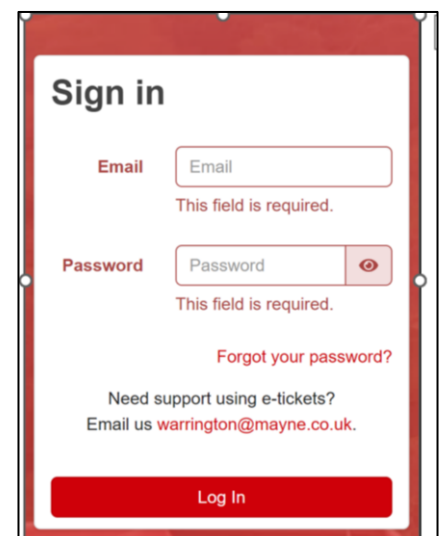
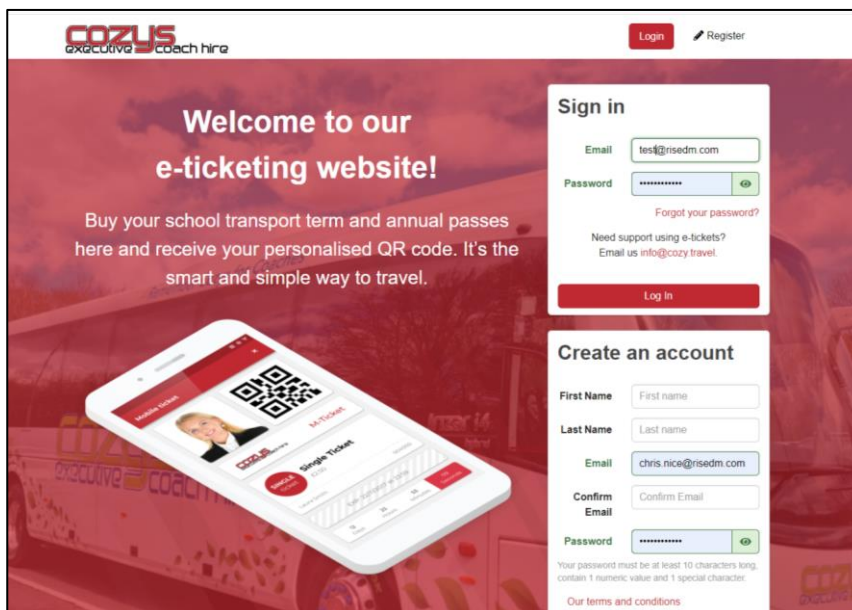
Creating an account

1. You can create your account by going to <https://cozytravel.bushub.co.uk/>

On the home screen you will be prompted to register an account by entering your first name, last name, email address and password in the boxes provided.

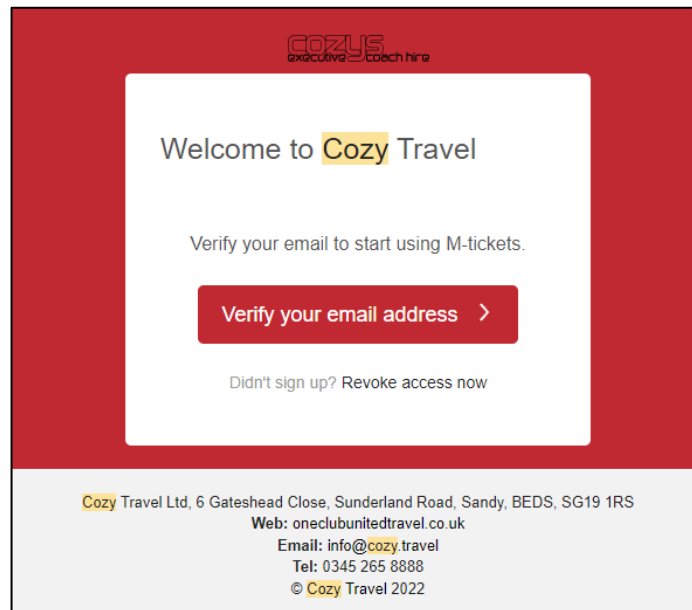
Once you have confirmed your details – the password must be at least 10 characters long and include 1 numeric and 1 special character – agree to the T&Cs and hit ‘register’.

(Website homepage)



2. Once you have successfully created your account you will receive email confirmation of this on the address you provided. Please ‘verify your email address’ by clicking the button.

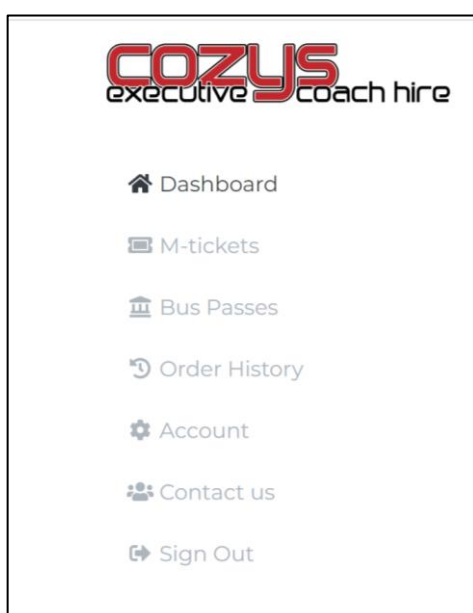
(Email notification)



Adding travellers

- Now you have created your account you can log back into the web portal and setup individual 'traveller' profiles. These are required so that your child can receive any bus passes and tickets you purchase on their behalf.

Simply click on the 'my travellers' tab which appears in the menu on the left-hand side of the page and then provide full details of the named traveller. You can add as many travellers as you need. Each named traveller will be notified by email of this new account as soon as you purchase and gift a ticket to them.



You have not created any travellers. Add your first traveller below.

Add a new traveller

First Name <input type="text"/>	Address line 1 <input type="text"/>
Last Name <input type="text"/>	Address line 2 <input type="text"/>
Date of birth <input type="text" value="dd/mm/yyyy"/> <input type="checkbox"/>	Town/City <input type="text"/>
Mobile Number <input type="text"/>	County <input type="text"/>
Email Address <input type="text"/>	Postcode <input type="text"/>
Profile Image 