

Purchasing and gifting school bus passes: A step by step guide

Once you have setup your account and added your travellers (children you are buying on behalf of) you are now ready to select and purchase your bus passes on our dedicated [website](#). This guide outlines the process for selecting the correct pass, assigning it to a traveller and making a payment.

Select your route and pick-up stop

1. Once you have successfully logged in to the dedicated Cozy Travel ticketing portal - <https://cozytravel.bushub.co.uk/> – click on the ‘Bus Passes’ link which appears towards the top of the menu on the left-hand side of the page.

You will now see a list of bus services which serve Bassingbourn Village College – BVC1, BVC2 and BVC3. Scroll through the page to find your child’s route (there’s a search bar at the top right of the page to help you) and select your annual ticket based on your pick-up stop which displays halfway down.

Note: it’s one ticket selection/purchase process per child.

(Ticketing homepage)

The screenshot displays the 'Choose a ticket' interface. On the left is a navigation menu with 'Bus Passes' highlighted. The main area shows three ticket options for BVC1: 'Eco Hub', 'The Manor', and 'West End Lane'. Each option is an 'ANNUAL ticket' valid from 1 September 2022 to 19 July 2023, priced at £798.00. The 'The Manor' option is highlighted with a red underline. Each ticket card includes a 'Continue' button at the bottom.


Choosing your bus pass

- Now you have located the bus service, ticket and pick-up stop you require, check the payment box, review the Terms and Conditions and the press continue.

Choose a ticket

x
🔍

Please select a ticket from the options provided below.



ANNUAL
ticket

BVC1: Annual school bus pass 2022/23

Valid from 1 September 2022 - 19 July 2023

Eco Hub


🗳️ Single payment

☐ £798.00

This pass is valid between 01/09/2022 - 19/07/2023

📄 Terms and Conditions

Continue



ANNUAL
ticket

BVC1: Annual school bus pass 2022/23

Valid from 1 September 2022 - 19 July 2023

The Manor


🗳️ Single payment

☐ £798.00

This pass is valid between 01/09/2022 - 19/07/2023

📄 Terms and Conditions

Continue



ANNUAL
ticket

BVC1: Annual school bus pass 2022/23

Valid from 1 September 2022 - 19 July 2023

West End Lane

🗳️ Single payment

☐ £798.00

This pass is valid between 01/09/2022 - 19/07/2023

📄 Terms and Conditions

Continue

Select your traveller

- You will now be asked to select your traveller – ie the person the bus pass you are buying is for. This page will show your account and those of all the travellers you have added. Please check the relevant box.

If your child traveller does not show, then you can ‘create a new traveller’ by scrolling down the page and providing the required information before pressing the ‘add traveller’ button.

Once you have confirmed who the bus pass is for you will be taken through to a ‘verify information’ summary page which shows:

- Account holder information
- Traveller details
- Trip information (route and pick-up stop)
- Bus pass ticket details (ticket name and price)

Please check that all details are correct* before agreeing to the Conditions of Carriage and hitting ‘save and continue’.

*You can amend or change any information using the small blue pencil icon which appears in the top right-hand side of each box.

Making a payment

4. Here you have a final chance to review your order details before providing your payment card details. Simply follow the onscreen instructions.

The screenshot shows a web browser window with the URL cozytravel.bushub.co.uk//Cart/Basket. The page features the CozyTravel logo and a navigation menu on the left with items like Dashboard, M-tickets, Bus Passes, My Travellers, Order History, Account, Contact us, and Sign Out. The main content area displays a table of tickets:

Tickets	Type	QTY	Price
BVC3: Annual school bus pass 2022/23 Valid from 1 September 2022 - 19 July 2023	Whitecroft Road	1	£798.00

Below the table, the subtotal is £798.00 and the grand total is £798.00. A red button labeled "Proceed to checkout" is visible. The footer contains the text "Website by Rise Digital Media. Powered by BusHub." and links for "Privacy Policy" and "Terms and Conditions".

Receiving the bus pass

- When you have gifted and paid for your child's bus pass, they will receive an automated email telling them that there is a bus pass waiting for them. They will be able to view it by logging into the portal using the email address that this notification was received on. They will find the ticket within the 'my tickets' area although it cannot be activated until the ticket start date of 1 September.