

## Buying your child's bus pass for 2023/24

This document outlines the process for purchasing your child's bus pass for the 2023/24 academic year. If you have not yet purchased a deposit ticket you will need to contact [schools@masonscoachhire.co.uk](mailto:schools@masonscoachhire.co.uk) for further information.

### Step 1: Logging in

Go to [masonscoachhire.bushub.co.uk](https://masonscoachhire.bushub.co.uk) and sign in to your online account using your registered email address and password (please note that tickets cannot be purchased via the app).

If you have forgotten your details then click the 'Forgot your password?' link and you will receive an email telling you how to reset them.

The screenshot shows the Masons mini bus & coach hire website. The header includes the logo and navigation links: 'Back to main website', 'Login', and 'Register'. The main banner features the text 'Say goodbye to paper tickets when you go mobile!' and 'Welcome to our new mobile ticketing website, buy your scholar ticket online - it's the smarter way to travel.' On the right, there is a 'Sign in' form with fields for 'Email' (joe.bloggs@gmail.com) and 'Password' (masked with dots). Below the password field are links for 'Forgot your password?' and 'Need support using M-tickets? Email us info@masonscoachhire.co.uk'. A 'Log In' button is at the bottom of the form.

### Step 2: Select your school, service and pick-up point

Once you have logged in to your account, go to the main menu (1) and click 'Buy Passes'.

You will now be taken through to a page where you need to confirm your child's school (2), route number (3) and pick-up point (4).

**Note: this must be the same information you provided when purchasing your £100 deposit in March.**

The first screenshot (1) shows the Masons mini bus & coach hire app's main menu. The menu items are: Dashboard, Buy Passes (highlighted), My Travellers, My Tickets, Order History, Account, and Sign Out. The second screenshot (2) shows the 'Select your school' screen. It has a 'BACK TO MAIN MENU' link and an 'Application progress' section with radio buttons for: Choose school (selected), Choose route, Choose ticket, Traveller details, and Verify information. Below this, there are two school options: 'Aylesbury Grammar School' (Walton Road, Aylesbury, HP21 7SX) and 'Aylesbury High School' (Walton Road, Aylesbury, HP21 7RP). Each option has a 'Continue' button.

3.

← BACK TO MAIN MENU

**Select your school transport route**

Please select a school transport route from the options provided below.

**MAS 104**  
**Swanbourne - Cottesloe School**  
Mon - Fri  
[View timetable](#)

This route serves COTTESLOE SCHOOL

Please select a pickup

Next >

4.

← BACK TO MAIN MENU

**Masons**  
mini bus & coach hire

**Select your school transport route**

Please select a school transport route from the options provided below.

**MAS 104**  
**Swanbourne - Cottesloe School**  
Mon - Fri  
[View timetable](#)

This route serves COTTESLOE SCHOOL

Please select a pickup

- Post Office, Swanbourne
- St Mary's Church, Mursley
- The Old Crown PH, Little Horwood
- Magpie Way (am), Winslow
- 56, Elmfields Gate, Buckingham
- 36a, High Street, Buckingham
- The Crown PH, Granborough
- High Street, North Marston
- Bowling Alley, Oving
- The Surgery, Whitchurch
- White Horse Lane, Whitchurch
- The White Swan, Whitchurch**
- Lower Road, Hardwick
- The Five Elms PH, Weedon
- The Green, Aston Abbots
- Hay Barn Business Park, Aston Abbots
- Crossroads, Cublington

Please select a pickup

Next >

### Step 3: Choose your ticket and select payment method

Once you have selected your school, route and pick-up point you will be taken through to the bus pass tickets and payment page.

**Note: you will only see and have authorisation to purchase a bus pass for a service you have paid a deposit for. If you do not see your ticket, then contact [schools@masonscoachhire.co.uk](mailto:schools@masonscoachhire.co.uk)**

Next, select the bus pass ticket you wish to purchase and check the box which relates to your preferred payment method.

You have two payment options: pay in full right away using a debit/credit card or choose to pay in instalments by setting up a Direct Debit mandate. Please note that if you choose to set up a Direct Debit, your first payment of ten will not reach us until around five days after the date that you set up, so the latest you can leave it to set up is Wednesday 26<sup>th</sup> July.

Once you have confirmed your payment method click 'Continue' to move to the ticket assignment page.

### Step 4: Select traveller and gift ticket to child

On this page you can select the person (your child) who will be receiving the bus pass you have purchased (1). You can do this by simply ticking the box against their name in the 'Select traveller' box. Once done click 'Save and continue'.

If your traveller/child does not appear in this list, then scroll down the page and complete the required fields to add them (2).

1.

2.

## Step 5: Verification process

Once you have assigned the ticket to your named traveller (child), the site will present a full overview of your bus pass purchase and ticket gifting. Please check and confirm that all account, traveller, trip and ticket information is present and correct. If anything is missing or needs updating then you can go back to the relevant section by clicking on the menu on the left-hand side of the page.

Once you are happy that all details are correct, agree to the Conditions of Carriage, click 'Save and continue' and move to checkout.

If you have any problems, or for further information, please contact [schools@masonscoachhire.co.uk](mailto:schools@masonscoachhire.co.uk)