

User Guide

Application for In-principle Approval for School Bus at the OneMotoring Portal

Version 1.0
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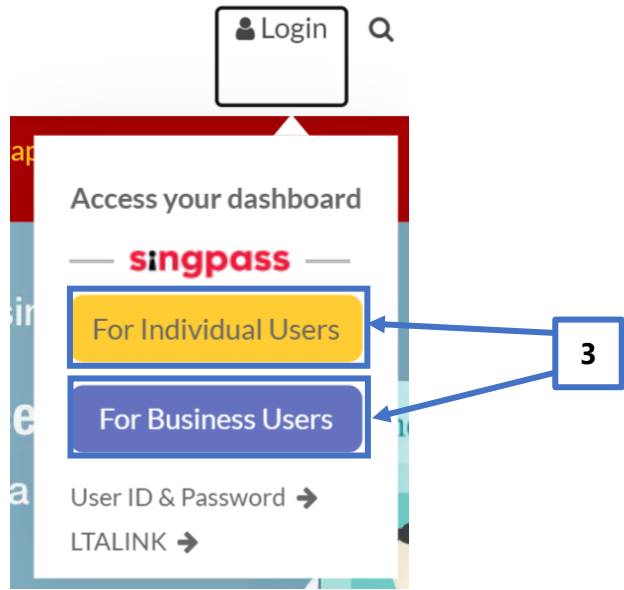
Getting Started

1.1 First-time Users

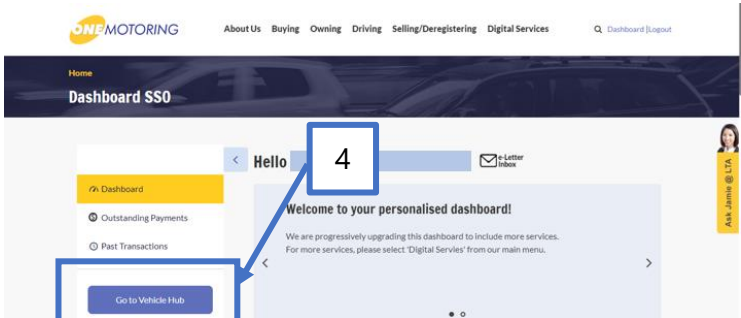
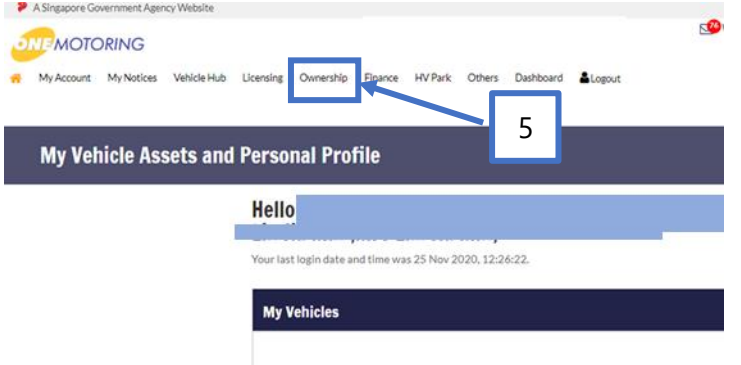
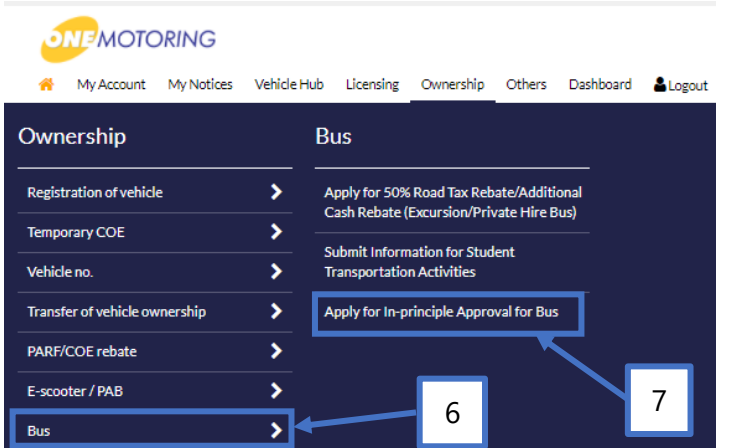
For buses that are registered under individuals, if you do not have a Singpass account or have forgotten your Singpass log-in details, visit www.singpass.gov.sg to apply for a new Singpass account or reset your Singpass password.

For buses that are registered under businesses, if your company does not have a Corppass account, please visit www.corppass.gov.sg to register for a Corppass Administrator account. The Administrator will create the Corppass accounts for the employees to transact on your business's behalf.

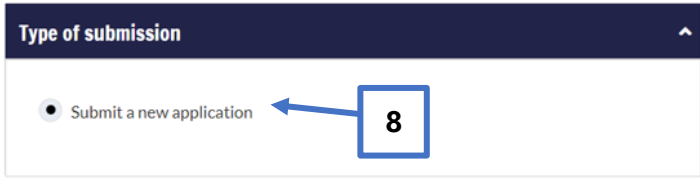
1.2 Accessing the OneMotoring Portal

<p>Step 1: Visit onemotoring.lta.gov.sg</p> <p>Step 2: Click the login button on the top right-hand corner of the webpage.</p>	
<p>Step 3: For buses that are registered under individuals, login with your Singpass by clicking the 'For Individual Users' button.</p> <p>For buses that are registered under businesses, login with your Singpass by clicking the 'For Business Users' button.</p>	

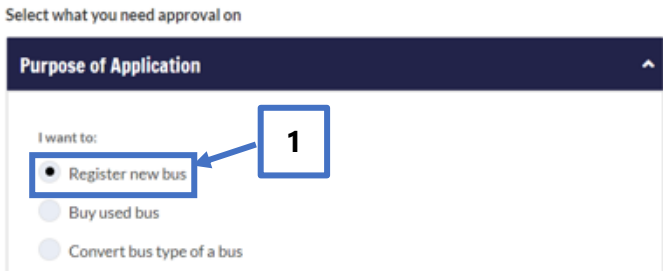
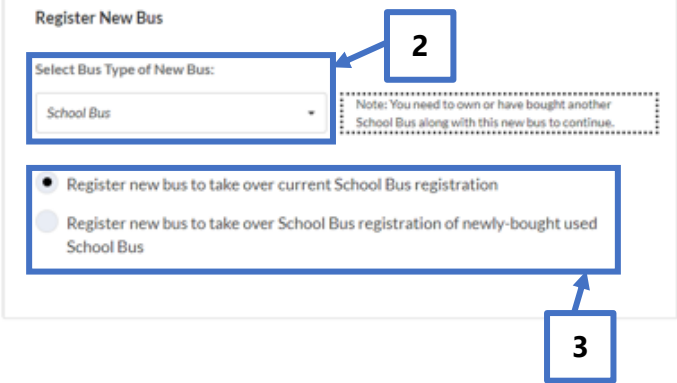
1.3 Apply for In-principle Approval for School Bus

<p>Upon successful login, you will be brought to the Dashboard.</p> <p>Step 4: Click on 'Go to Vehicle Hub'.</p>	
<p>Step 5: On the main page of Vehicle Hub, click on 'Ownership'.</p>	
<p>Step 6: On the 'Ownership' drop-down menu, click on 'Bus'.</p> <p>Step 7: Under the 'Bus' drop-down menu, click on 'Apply for In-principle Approval for Bus'.</p>	

1.4 Select Type of Submission

<p>Step 8: Click on 'Submit a new application' if you wish to submit a new application.</p> <p>If you have previously saved an application as draft but have not submitted it, refer to Section 1.10 Steps 1 and 2 to access the draft application.</p> <p>If you are doing a re-submission as requested by the LTA to provide missing information/ supporting document, please refer to Section 3.2.</p>	
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1.4.1 Replace my School Bus with New Bus

<p>Step 1: Select 'Register new bus'.</p>	
<p>Step 2: Select 'School Bus'.</p> <p>Step 3: Select 'Register new bus to take over current School Bus registration'.</p>	

Step 4: If you have valid retained bus registration number(s), they will be displayed in the yellow button(s).

Select the retained bus registration number that you wish to use for the registration of the new bus.

Tick the checkbox for 'Not Applicable' if you do not wish to use any retained bus registration number.

Note: If you do not have any valid retained bus registration number, 'Not Applicable' will be shown.

Step 5: The bus registration number of the School Bus(es) that you own will be displayed in the yellow button(s).

Select the bus registration number of the School Bus that you wish to replace with the new School Bus.

Proceed to Section 1.5 to enter School Information and to continue with your application.

The screenshot shows a 'Vehicle Information' form with a dark blue header. Below the header, there are two sections. The first section, 'Retained Vehicle No. to be Used:', has a blue box labeled '4' pointing to a yellow button 'CB1234A' with a checkmark. Below this button is a checkbox labeled 'Not Applicable'. The second section, 'My School Bus to be replaced', has a blue box labeled '5' pointing to a yellow button 'CB1234C' with a checkmark. Below this button are several other yellow buttons: 'CB1234B', 'CB1234D', 'CB1234E', 'CB1234F', 'CB1234G', and 'CB1234H'.

1.4.2 Convert my Excursion Bus/ Private Bus/ Private Hire Bus to Replace my School Bus

<p>Step 1: Select 'Convert bus type of a bus'.</p>	<p>Select what you need approval on</p> <div>Purpose of Application</div> <p>I want to:</p> <ul style="list-style-type: none"><input type="radio"/> Register new bus<input type="radio"/> Buy used bus<input checked="" type="radio"/> Convert bus type of a bus <p>1</p>
<p>Step 2: Select "Excursion Bus" or "Private Bus" or "Private Hire Bus" that you wish to convert to a School Bus to replace your existing School Bus.</p> <p>Step 3: Select 'School Bus'.</p>	<p>Convert Bus Type</p> <div><p>Select Current Bus Type of Bus that You Wish to Convert:</p><div><p>Please Select</p><p>Please Select</p><p>Excursion Bus</p><p>Private Bus</p><p>Private Hire Bus</p><p>School Bus</p></div></div> <p>2</p> <p>Convert Bus Type</p> <p>Select Current Bus Type of Bus that You Wish to Convert:</p> <div><p>Excursion Bus</p></div> <p>3</p> <div><p>Select New Bus Type:</p><div><p>School Bus</p></div></div> <p>Note: To convert this bus to a School Bus, you must deregister a School Bus you currently own.</p>

Step 4: If you have valid retained bus registration number(s), they will be displayed in the yellow button(s).

Select the retained bus registration number that you wish to use for the registration of the new bus.

Tick the checkbox for 'Not Applicable' if you do not wish to use any retained bus registration number.

Note: If you do not have any valid retained bus registration number, 'Not Applicable' will be shown.

Step 5: The bus registration number of the School Bus(es) that you own will be displayed in the yellow button(s).

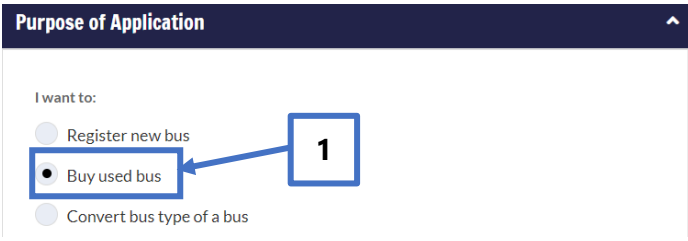
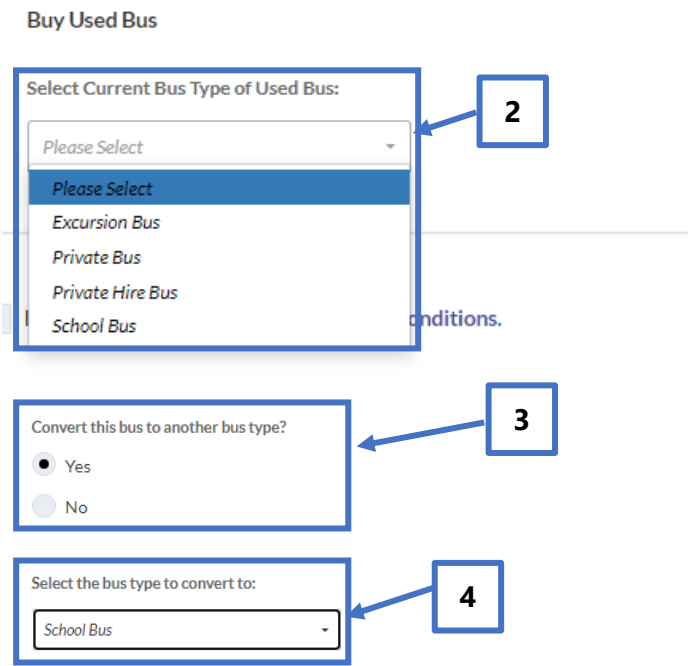
Select the bus registration number of the School Bus that you wish to replace with the converted School Bus.

Step 6: Enter the bus registration number of the Excursion Bus/ Private Bus/ Private Hire Bus that you wish to convert to a School Bus.

The screenshot shows a 'Vehicle Information' form with three main sections. The first section, 'Retained Vehicle No. to be Used:', contains a yellow button with 'CB1234A' and a checkmark, and a checkbox labeled 'Not Applicable'. A blue box with the number '4' points to the 'CB1234A' button. The second section, 'My School Bus to be replaced', has a 'Vehicle No.' label and five yellow buttons: 'CB1234B' (with a checkmark), 'CB1234C', 'CB1234D', 'CB1234E', and 'CB1234F'. A blue box with the number '5' points to the 'CB1234B' button. The third section, 'My Existing Bus to be converted to School Bus', has a 'Vehicle No.' label and a text input field. A blue box with the number '6' points to the text input field.

Proceed to Section 1.5 to enter School Information and to continue with your application.	
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1.4.3 Buy and Convert Used Bus to Replace my School Bus

<p>Step 1: Select 'Buy used bus'.</p>	
<p>Step 2: Select "Excursion Bus" or "Private Bus" or "Private Hire Bus" that you wish to buy and convert to a School Bus to replace your existing School Bus.</p> <p>Step 3: Select 'Yes'.</p> <p>Step 4: select 'School Bus'.</p>	

Step 5: If you have valid retained bus registration number(s), they will be displayed in the yellow button(s).

Select the retained bus registration number that you wish to use for the converted School Bus.

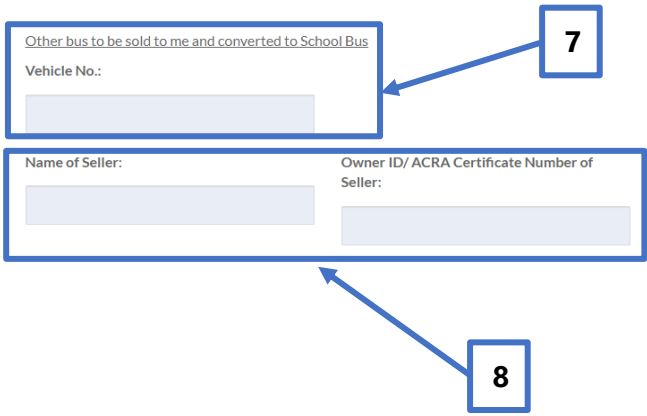
Tick the checkbox for 'Not Applicable' if you do not wish to use any retained bus registration number.

Note: If you do not have any valid retained bus registration number, 'Not Applicable' will be shown.

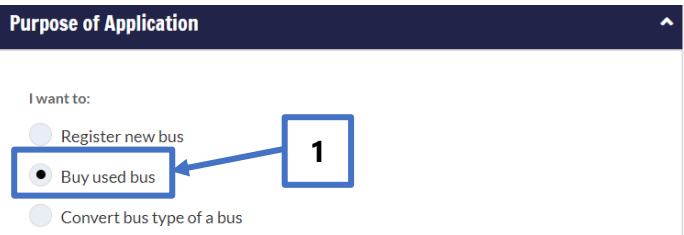
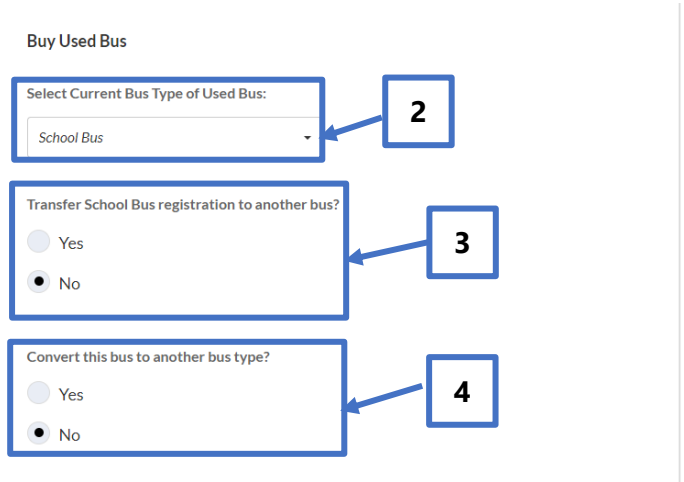
Step 6: The bus registration number of the School Bus(es) that you own will be displayed in the yellow button(s).

Select the bus registration number of the School Bus that you wish to replace with the converted School Bus.

The screenshot shows a 'Vehicle Information' form with two main sections. The first section, 'Retained Vehicle No. to be Used:', contains a yellow button labeled 'CB1234A' with a checkmark, which is highlighted by a blue box and labeled with a '5'. Below it is a checkbox labeled 'Not Applicable'. The second section, 'My School Bus to be replaced', has a sub-section 'Vehicle No.' containing five yellow buttons: 'CB1234B' (with a checkmark and highlighted by a blue box labeled '6'), 'CB1234C', 'CB1234D', and 'CB1234E'.

<p>Step 7: Enter the bus registration number of the Excursion Bus/ Private Bus/ Private Hire Bus that you wish to buy and convert to a School Bus.</p> <p>Step 8: Enter name and owner ID/ ACRA certificate number of the current registered owner of the Excursion Bus/ Private Bus/ Private Hire Bus.</p> <p>Proceed to Section 1.5 to enter School Information and to continue with your application.</p>	
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1.4.4 Buy Used School Bus

<p>Step 1: Select 'Buy used bus'.</p>	
<p>Step 2: Select 'School Bus'.</p> <p>Step 3: Select 'No'.</p> <p>Step 4: Select 'No'.</p>	

Step 5: If you have valid retained bus registration number(s), they will be displayed in the yellow button(s).

Select the retained bus registration number that you wish to use for the School Bus that you are buying.

Tick the checkbox for 'Not Applicable' if you do not wish to use any retained bus registration number.

Note: If you do not have any valid retained bus registration number, 'Not Applicable' will be shown.

Step 6: Enter the bus registration number of the School Bus that you wish to buy.

Step 7: Enter name and owner ID/ ACRA certificate number of the current registered owner of the School Bus.

Proceed to Section 1.5 to enter School Information and to continue with your application.

The screenshot shows a web form titled "Vehicle Information" with a dropdown arrow. It contains three main sections:

- Retained Vehicle No. to be Used:** A yellow button labeled "CB1234A" with a checkmark, and a checkbox labeled "Not Applicable". A blue box with the number "5" and an arrow points to the yellow button.
- School Bus to be sold to me:** A section with a label "Vehicle No.:" followed by a text input field. A blue box with the number "6" and an arrow points to this input field.
- Name of Seller:** and **Owner ID/ ACRA Certificate Number of Seller:** Two text input fields. A blue box with the number "7" and an arrow points to the "Name of Seller:" field.

1.4.5 Buy Used School Bus and Replace with New Bus

<p>Step 1: Select 'Buy used bus'.</p>	<div>Purpose of Application ^</div> <div>I want to:</div> <div><input type="radio"/> Register new bus</div> <div><input checked="" type="radio"/> Buy used bus</div> <div><input type="radio"/> Convert bus type of a bus</div> <div>1</div>
<p>Step 2: Select 'School Bus'.</p> <p>Step 3: Select 'Yes'.</p> <p>Step 4: Select 'New bus'.</p>	<div>Buy Used Bus</div> <div>Select Current Bus Type of Used Bus:</div> <div>School Bus -</div> <div>Note: You need to own or have bought another School Bus along with this new bus to continue.</div> <div>Transfer School Bus registration to another bus?</div> <div><input checked="" type="radio"/> Yes</div> <div><input type="radio"/> No</div> <div>3</div> <div>Select the type of bus that will replace the School Bus</div> <div><input type="radio"/> Existing bus owned</div> <div><input checked="" type="radio"/> New bus</div> <div><input type="radio"/> Another newly-bought used bus</div> <div>4</div> <div>2</div>

Step 5: If you have valid retained bus registration number(s), they will be displayed in the yellow button(s).

Select the retained bus registration number that you wish to use for the registration of the new School Bus.

Tick the checkbox for 'Not Applicable' if you do not wish to use any retained bus registration number.

Note: If you do not have any valid retained bus registration number, 'Not Applicable' will be shown.

Step 6: Enter the bus registration number of the School Bus that you wish to buy and replace with the new School Bus.

Step 7: Enter name and owner ID/ ACRA certificate number of the current registered owner of the School Bus.

Proceed to Section 1.5 to enter School Information and to continue with your application.

The screenshot shows a web form titled "Vehicle Information" with a dropdown arrow. It contains three main sections:

- Retained Vehicle No. to be Used:** A section with a yellow button labeled "CB1234A" with a checkmark, and a checkbox labeled "Not Applicable". A blue box with the number "5" and an arrow points to this section.
- School Bus to be sold to me and replaced:** A section with a label "Vehicle No:" followed by a text input field. A blue box with the number "6" and an arrow points to this section.
- Name of Seller:** and **Owner ID/ ACRA Certificate Number of Seller:** Two text input fields. A blue box with the number "7" and an arrow points to this section.

1.4.6 Register New Bus to replace Newly-bought Used School Bus

<p>Step 1: Select 'Register new bus'.</p>	<p>Select what you need approval on</p> <div>Purpose of Application ^</div> <div>I want to:</div> <div><input checked="" type="radio"/> Register new bus</div> <div><input type="radio"/> Buy used bus</div> <div><input type="radio"/> Convert bus type of a bus</div> <div>1</div>
<p>Step 2: Select 'School Bus'.</p> <p>Step 3: Select 'Register new bus to take over School Bus registration of newly-bought used School Bus'.</p>	<div>Register New Bus</div> <div>Select Bus Type of New Bus:</div> <div>School Bus</div> <div>Note: You need to own or have bought another School Bus along with this new bus to continue.</div> <div><input type="radio"/> Register new bus to take over current School Bus registration</div> <div><input checked="" type="radio"/> Register new bus to take over School Bus registration of newly-bought used School Bus</div> <div>2</div> <div>3</div>

Step 4: If you have valid retained bus registration number(s), they will be displayed in the yellow button(s).

Select the retained bus registration number that you wish to use for the registration of the new School Bus.

Tick the checkbox for 'Not Applicable' if you do not wish to use any retained bus registration number.

Note: If you do not have any valid retained bus registration number, 'Not Applicable' will be shown.

Step 5: Enter the bus registration number of the School Bus that you wish to buy and replace with the new School Bus.

Step 6: Enter name and owner ID/ ACRA certificate number of the current registered owner of the School Bus.

Proceed to Section 1.5 to enter School Information and to continue with your application.

The screenshot shows a web form titled "Vehicle Information" with a dropdown arrow. It contains three main sections:

- Retained Vehicle No. to be Used:** This section has a yellow button labeled "CB1234A" with a checkmark, and a checkbox labeled "Not Applicable". A blue box with the number "4" and an arrow points to the yellow button.
- School Bus to be sold to me and replaced:** This section has a label "Vehicle No:" followed by a text input field. A blue box with the number "5" and an arrow points to the input field.
- Name of Seller:** and **Owner ID/ ACRA Certificate Number of Seller:** These are two text input fields. A blue box with the number "6" and an arrow points to the "Name of Seller" field.

1.4.7 Buy Used School Bus and Replace with My Bus

<p>Step 1: Select 'Buy used bus'.</p>	<div><div>Purpose of Application</div><div><div>I want to:</div><div><div><input type="radio"/> Register new bus</div><div><input checked="" type="radio"/> Buy used bus</div><div><input type="radio"/> Convert bus type of a bus</div></div></div></div>
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Step 5: If you have valid retained bus registration number(s), they will be displayed in the yellow button(s).

Select the retained bus registration number that you wish to use for the conversion of your Excursion Bus/ Private Bus/ Private Hire Bus to School Bus.

Tick the checkbox for 'Not Applicable' if you do not wish to use any retained bus registration number.

Note: If you do not have any valid retained bus registration number, 'Not Applicable' will be shown.

Step 6: The bus registration number of the Excursion Bus(es)/ Private Bus(es)/ Private Hire Bus(es) that you own will be displayed in the yellow button(s).

Select the bus registration number of the Excursion Bus/ Private Bus/ Private Hire Bus that you wish to convert to School Bus to replace the newly-bought School Bus.

The screenshot shows a 'Vehicle Information' form with two main sections. The first section, 'Retained Vehicle No. to be Used:', contains a yellow button labeled 'CB1234A' with a checkmark, and a checkbox labeled 'Not Applicable'. A blue box labeled '5' with an arrow points to the 'CB1234A' button. The second section, 'My Existing Bus to be converted to School Bus', has a sub-section 'Vehicle No.:' containing three yellow buttons: 'PA1234A', 'PB1234A' with a checkmark, and 'PC1234A'. A blue box labeled '6' with an arrow points to the 'PB1234A' button.

Step 7: Enter the bus registration number of the School Bus that you wish to buy and replace with your converted School Bus.

Step 8: Enter name and owner ID/ ACRA certificate number of the current registered owner of the School Bus.

Proceed to Section 1.5 to enter School Information and to continue with your application.

The screenshot shows a web form titled "School Bus to be sold to me and replaced". It contains two main sections. The first section, labeled with a blue box and the number 7, is for "Vehicle No." and has a text input field. The second section, labeled with a blue box and the number 8, is for "Name of Seller:" and "Owner ID/ ACRA Certificate Number of Seller:", each with its own text input field.

School Bus to be sold to me and replaced

Vehicle No.:

Name of Seller: Owner ID/ ACRA Certificate Number of Seller:

1.4.8 Buy Used School Bus and Replace it with Another Newly-bought Used Bus

<p>Step 1: Select 'Buy used bus'.</p>	<div><div>Purpose of Application ^</div><div><div>I want to:</div><div><div><input type="radio"/> Register new bus</div><div><input checked="" type="radio"/> Buy used bus</div><div><input type="radio"/> Convert bus type of a bus</div></div></div></div> <div>1</div>
<p>Step 2: Select 'School Bus'.</p> <p>Step 3: Select 'Yes'.</p> <p>Step 4: Select 'Another newly-bought used bus'.</p>	<div><div>Buy Used Bus</div><div>Select Current Bus Type of Used Bus:</div><div><div>School Bus</div></div><div>Note: You need to deregister one of your School Buses in order to convert the used bus to School Bus</div><div>Transfer School Bus registration to another bus?</div><div><div><input checked="" type="radio"/> Yes</div><div><input type="radio"/> No</div></div><div>Select the type of bus that will replace the School Bus</div><div><div><input type="radio"/> Existing bus owned</div><div><input type="radio"/> New bus</div><div><input checked="" type="radio"/> Another newly-bought used bus</div></div></div> <div>2</div> <div>3</div> <div>4</div>

Step 5: If you have valid retained bus registration number(s), they will be displayed in the yellow button(s).

Select the retained bus registration number that you wish to use for the transfer and conversion of the Excursion Bus/ Private Bus/ Private Hire Bus to School Bus.

Tick the checkbox for 'Not Applicable' if you do not wish to use any retained bus registration number.

Note: If you do not have any valid retained bus registration number, 'Not Applicable' will be shown.

Step 6: Enter the bus registration number of the School Bus that you wish to buy and replace with the converted School Bus.

Step 7: Enter name and owner ID/ ACRA certificate number of the current registered owner of the School Bus.

The screenshot shows a 'Vehicle Information' form with a dark blue header. Below the header, there are three main sections. The first section, 'Retained Vehicle No. to be Used:', contains a yellow button with the text 'CB1234A' and a checkmark, and a checkbox labeled 'Not Applicable'. A blue box with the number '5' and an arrow points to the yellow button. The second section, 'School Bus to be sold to me and replaced', has a sub-section 'Vehicle No.:' with a text input field. A blue box with the number '6' and an arrow points to this input field. The third section contains two input fields: 'Name of Seller:' and 'Owner ID/ ACRA Certificate Number of Seller:'. A blue box with the number '7' and an arrow points to the 'Owner ID/ ACRA Certificate Number of Seller:' input field.

Step 8: Enter the bus registration number of the Excursion Bus/ Private Bus/ Private Hire Bus that you wish to buy and convert to School Bus to replace the newly-bought School Bus.

Step 9: Enter name and owner ID/ ACRA certificate number of the current registered owner of the Excursion Bus/ Private Bus/ Private Hire Bus.

Proceed to Section 1.5 to enter School Information and to continue with your application.

Other bus to be sold to me and converted to School Bus

Vehicle No:

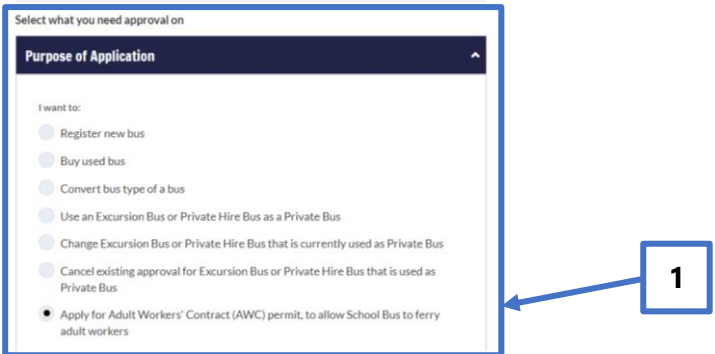
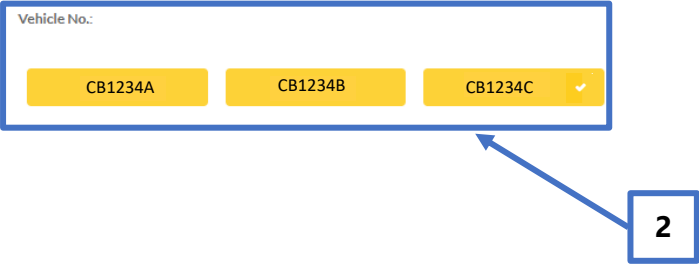
8

Name of Seller:

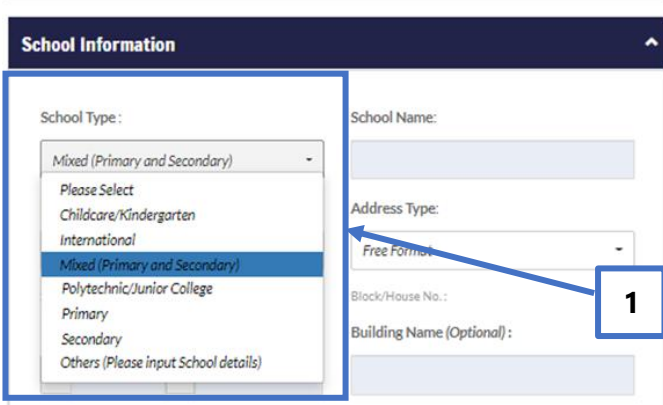
Owner ID/ ACRA Certificate Number of Seller:

9

1.4.9 Apply for Adult Worker's Contract (AWC) permit

<p>Step 1: Select 'Apply for Adult Worker's Contract (AWC) permit, to allow School Bus to ferry adult workers'.</p>	 <p>Select what you need approval on</p> <p>Purpose of Application</p> <p>I want to:</p> <ul style="list-style-type: none"><input type="radio"/> Register new bus<input type="radio"/> Buy used bus<input type="radio"/> Convert bus type of a bus<input type="radio"/> Use an Excursion Bus or Private Hire Bus as a Private Bus<input type="radio"/> Change Excursion Bus or Private Hire Bus that is currently used as Private Bus<input type="radio"/> Cancel existing approval for Excursion Bus or Private Hire Bus that is used as Private Bus<input checked="" type="radio"/> Apply for Adult Workers' Contract (AWC) permit, to allow School Bus to ferry adult workers <p>1</p>
<p>Step 2: The bus registration number of the School Bus(es) that you own will be displayed in the yellow button(s).</p> <p>Select the bus registration number of the School Bus that you wish to apply for AWC permit.</p> <p>Proceed to Section 1.5 to enter School Information and to continue with your application.</p>	 <p>Vehicle No.:</p> <p>CB1234A CB1234B CB1234C ✓</p> <p>2</p>

1.5 Enter School Information

<p>Step 1: Select the type of school that you are providing student transportation services to.</p>	 <p>School Information</p> <p>School Type:</p> <p>Mixed (Primary and Secondary)</p> <p>Please Select</p> <p>Childcare/Kindergarten</p> <p>International</p> <p>Mixed (Primary and Secondary)</p> <p>Polytechnic/Junior College</p> <p>Primary</p> <p>Secondary</p> <p>Others (Please input School details)</p> <p>School Name:</p> <p>Address Type:</p> <p>Free Form</p> <p>Block/House No.:</p> <p>Building Name (Optional):</p> <p>1</p>
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Step 2A: Enter **School Name**

*Tip: If you are ferrying students from a **Primary, Secondary, or Mixed (Primary and Secondary)** school, the school name can be filled with a quick search bar by typing the first few letters of the school name and selecting from the auto-populated list.*

The school's address will be auto-populated once the school name is filled.

If the school that you serve is not listed, please enter the school name and postal code manually. System will auto-populate school address based on postal code.

School Information

School Type: Mixed (Primary and Secondary)

Postal Code:

Street Name:

Unit No. (Optional):

School Name:

- CATHOLIC HIGH SCHOOL
- CHIJ ST. NICHOLAS GIRLS' SCHOOL
- MARIS STELLA HIGH SCHOOL
- METHODIST GIRLS' SCHOOL (PRIMARY)
- SINGAPORE CHINESE GIRLS' PRIMARY SCH.
- METHODIST GIRLS' SCHOOL (SECONDARY)
- SINGAPORE CHINESE GIRLS' SCHOOL

Building Name (Optional):

Step 2B: If you are **not** ferrying students from a **Primary, Secondary, or Mixed (Primary and Secondary)** school (e.g. international school, religious school, or kindergarten/childcare), enter **School Name** and **Postal Code**. System will auto-populate the school address based on **postal code** entered.

School Information

School Type: Childcare/Kindergarten

Postal Code:

Street Name:

Unit No. (Optional):

School Name:

Address Type: Free format

Block/House No.:

Building Name (Optional):

Step 3: Select "Free Format" under **Address Type**.

Enter unit no. and building no. if applicable.

School Information

School Type:

School Name:

Postal Code:

Address Type:

Street Name:

Block/House No.:

Unit No. (Optional):

Building Name (Optional):

Home to School Trip Information

Step 4: Enter pick-up time of first student (from student's home).

Step 5: Enter set-down time at school.

School to Home Trip Information

Step 6: Enter pick-up time from school.

Step 7: Enter set-down time of last student (at student's home).

Tip: Please enter pick-up/set-down times in HHMMSS format.

Home to School Trip Information

First Pick-up Time from Home:

Set-Down Time at School:

Pick-up Time from School:

Last Set-Down Time at Home:


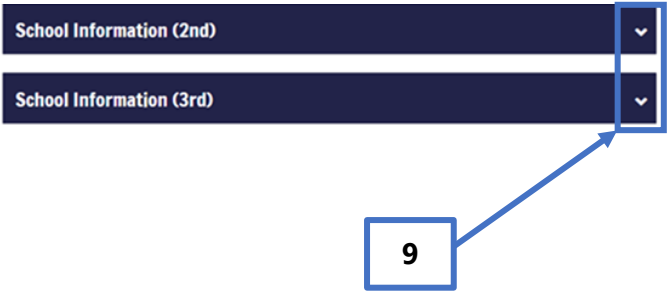
School to Home Trip Information

First Pick-up Time from Home:

Set-Down Time at School:

Pick-up Time from School:

Last Set-Down Time at Home:

<p>Step 8: Select type of student transportation contract.</p> <p>Select 'School Agreement' if you have entered into a contract with the school.</p> <p>Select 'Private' if you have entered into a contract directly with the students' parent(s).</p>	
<p>Step 9: If you serve more than one school with the same bus, click on the arrow(s) and follow Steps 1 to 8 (provided above) to fill in the relevant information for the subsequent schools that you serve.</p> <p>You may enter school and trip information for up to three schools.</p>	

1.6 Select Conveyance Activity

Step 1A: If you are **not** using the School Bus to ferry adult workers, **do not** select 'School Bus with Adult Worker's Contract (AWC)'.

Proceed to Section 1.8 to enter transport details.

Step 1B: If you are using the School Bus to ferry adult workers, **select** 'School Bus with Adult Worker's Contract (AWC)'.

Proceed to Section 1.7 to enter worker's transport information.

Conveyance Activity

☐ School Bus with Adult Workers' Contract (AWC) Year of Student Conveyance: 2022

1A

Conveyance Activity

☒ School Bus with Adult Workers' Contract (AWC) Year of Student Conveyance: 2022

1B

1.7 Enter Workers' Transport Information (If Applicable)

Step 1: Enter **Workers' Organisation Name** and **Postal Code**. System will auto-populate the address based on **postal code** entered.

Step 2: Select "Free Format" under **Address Type**.

Step 3: Enter unit no. and building no. if applicable.

Workers' Transport Information

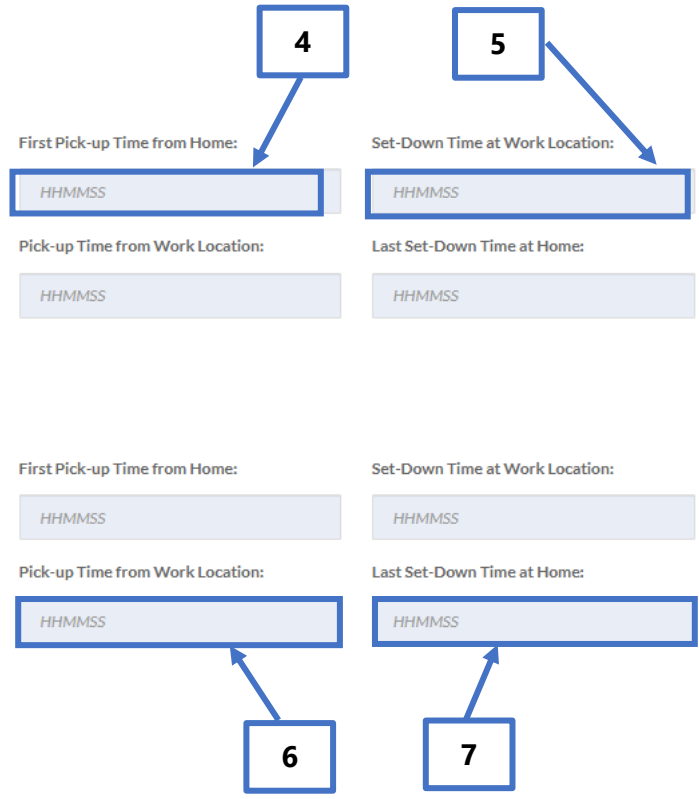

Workers' Organisation Name: [Text Field] 1 2

Postal Code: [Text Field] Address Type: Free Format

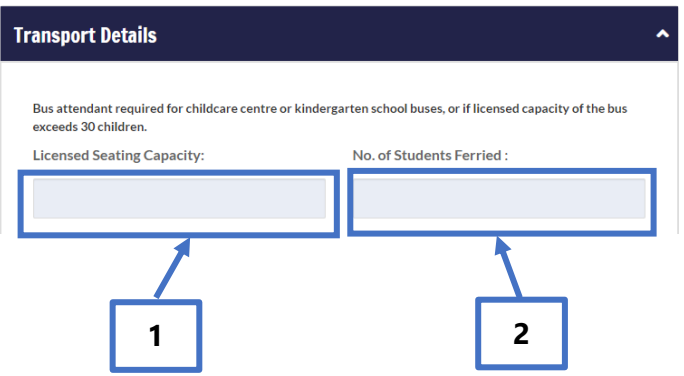
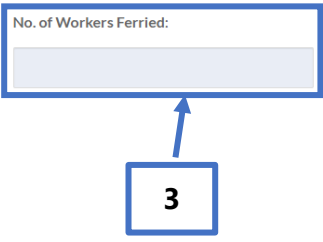
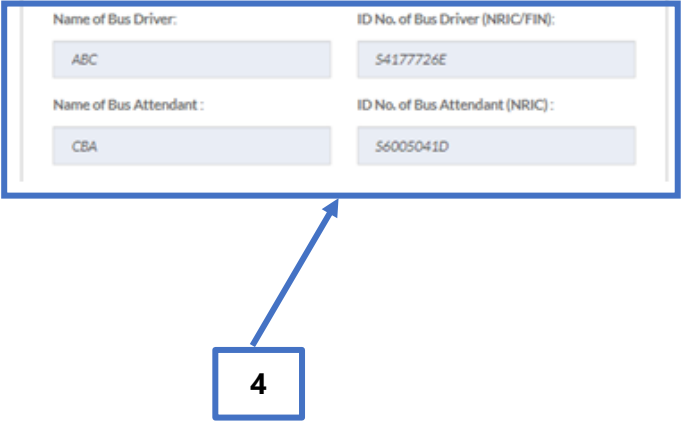
Street Name: [Text Field] Block/House No.: [Text Field]

Unit No. (Optional): [Text Field] Building Name (Optional): [Text Field]

[Text Field] - [Text Field] 3

<p><u>Home to Work Trip Information</u></p> <p>Step 4: Enter pick-up time of first worker (from worker's home).</p> <p>Step 5: Enter set-down time at workers' organisation.</p> <p><u>Work to Home Trip Information</u></p> <p>Step 6: Enter pick-up time from workers' organisation.</p> <p>Step 7: Enter set-down time of last worker (at worker's home).</p> <p><i>Tip: Please enter pick-up/set-down times in HHMMSS format.</i></p>	 <p>4</p> <p>5</p> <p>First Pick-up Time from Home: HHMMSS</p> <p>Set-Down Time at Work Location: HHMMSS</p> <p>Pick-up Time from Work Location: HHMMSS</p> <p>Last Set-Down Time at Home: HHMMSS</p> <p>6</p> <p>7</p>
<p>Step 8: Select type of worker transportation contract.</p> <p>Select 'Company Agreement' if you have entered into a contract with the workers' organisation.</p> <p>Select 'Private' if you have entered into a contract directly with the workers.</p> <p>Proceed to Section 1.8 to enter transport details.</p>	 <p>8</p>

1.8 Enter Transport Details

<p>Step 1: Enter the Licensed Seating Capacity (applicable only if you are registering a new School Bus).</p> <p>Step 2: Enter the number of students that you are ferrying for the forward or return trip, whichever is higher.</p>	 <p>Transport Details</p> <p>Bus attendant required for childcare centre or kindergarten school buses, or if licensed capacity of the bus exceeds 30 children.</p> <p>Licensed Seating Capacity: <input type="text"/></p> <p>No. of Students Ferried: <input type="text"/></p> <p>1 2</p>
<p>Step 3: Enter the number of workers that you are ferrying for the forward or return trip, whichever is higher (applicable if you selected 'School Bus with Adult Worker's Contract (AWC)' under conveyance activity).</p>	 <p>No. of Workers Ferried: <input type="text"/></p> <p>3</p>
<p>Step 4: Enter bus driver and bus attendant names and ID numbers.</p> <p>A bus attendant is required if:</p> <ul style="list-style-type: none"> You are ferrying students from a childcare centre or kindergarten; or The licensed seating capacity of your bus exceeds 30. <p><i>Tip: Number of passengers (i.e. students ferried and the bus attendant or workers ferried) cannot exceed the licensed seating capacity of your bus.</i></p>	 <p>Name of Bus Driver: <input type="text"/> ID No. of Bus Driver (NRIC/FIN): <input type="text"/></p> <p>ABC S4177726E</p> <p>Name of Bus Attendant: <input type="text"/> ID No. of Bus Attendant (NRIC): <input type="text"/></p> <p>CBA S6005041D</p> <p>4</p>

<p>Step 5: Enter minimum and maximum monthly school bus fares (per student).</p>	
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1.9 Save Information Entered, Print and Obtain School Endorsement

<p><i>Note: If you have previously input information and have already obtained school endorsement on hardcopies of your Form A-1 and A-2, please skip Steps 6 and 7 below and proceed to Section 1.10 for steps on uploading your supporting documents.</i></p> <p>Step 6: Click "Save" button to generate and view the pre-filled Forms A-1 and A-2 based on the information that you have entered earlier.</p> <p><i>Tip: Clicking the "Save" button in Step 6 will generate one copy of Form A-1 and Form A-2 for each school that you serve, e.g. if you are serving three schools, you will see three copies of Form A-1 and Form A-2, one copy for each school. Your application will also be saved as a draft application.</i></p>	
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Fill in the student name list in Form(s) A-2 accordingly.

If you have entered into a contract with the school you serve, please obtain the school's endorsement on both Forms A-1 and A-2.

If you have entered into a contract directly with the students' parents, please obtain the school's endorsement on Form A-2 only.

[illegible]

1.10 Upload Supporting Documents

Once you have obtained the school endorsement on the respective copies of Form A-1 and A-2, please upload the supporting documents by re-accessing the digital service, based on steps provided in Sections 1.2 to 1.3 of this User Guide.

Retrieve saved information under your draft application by selecting the relevant application according to the steps below.

<p>Step 1: Select type of submission as 'Draft submission'.</p> <p>Step 2: Select your draft submission.</p>	
---	--

You may amend the saved information under your current application, if required. Otherwise, proceed to scroll down to the "Upload Supporting Documents" section of the digital service to continue your application according to the steps below.

<p>Step 1: Scan or take a photo of duly completed forms with endorsement by the school, and save these copies in a single PDF or image file format. Please ensure that your vehicle number and school name are included in the filename (e.g. PB1234Z_Ang Mo Kio Secondary School_Form A-1.pdf or PB1234Z_Ang Mo Kio Secondary School_Form A-1.jpg).</p> <p>Please refer to Section 2 of this user guide if you need to upload multiple images within your supporting document(s).</p>	<p>Upload Supporting Documents</p> <p>Step 1: Click the button below to save a copy of Form A-1 and Form A-2 containing the information entered above</p> <p>Save</p> <p>Step 2: Obtain school endorsement for Form A-1 and Form A-2 (Only applicable for school contracts)</p> <p>Step 3: Upload the file below</p> <p>Upload File</p> <p>Please ensure that your uploaded file meets the following requirements:</p> <ul style="list-style-type: none">• The document format should be in PDF or image file format (e.g. .jpg)• The filename contains only letters, numbers and underscore, without spaces or other special characters• The documents should not be encrypted <p>If the contract is a private arrangement between parents and the bus owner, only Form A-2 is required.</p>
--	--

<p>Step 2: Click the 'Upload' button under respective documents to attach the scanned copies or images of the Form A-1(s) and Form A-2(s).</p> <p>Click the 'Not Applicable' checkbox under Form A-1, if you have entered into a contract directly with the students' parent(s).</p>	<p>2. Form A-1: Details of Student Transportation Activities (endorsed by the school) (Only applicable for school contracts) (Optional) :</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="button" value="Upload"/> Max file size 5 MB</p> <p>3. Form A-2: Student Namelist. For school agreement, every page of this form must be endorsed by the school. For private arrangements between parents and the bus owner, parents' contact numbers must be shown. :</p> <p><input type="button" value="Upload"/> Max file size 5 MB</p> <p>2</p>
<p>Step 3: Upload the other supporting documents, if applicable. Otherwise, click the 'Not Applicable' checkbox(es).</p>	<p>1. Seller's letter of consent (if applicable) (Optional) :</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="button" value="Upload"/> Max file size 5 MB</p> <p>5. Certification Letter from Company (only applicable for School Bus with Adult Workers' Contract) (Optional) :</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="button" value="Upload"/> Max file size 5 MB</p> <p>6. Form B: Worker Namelist. For company agreement, every page of this form must be endorsed by the workers' organisation. For private arrangements between workers and the bus owner, workers' contact numbers must be shown (Optional) :</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="button" value="Upload"/> Max file size 5 MB</p> <p>3</p>

Please ensure that your supporting documents (i.e. Form A-1 and A-2) contain the following details on every page:

- School stamp;
- Signature of school personnel;
- School endorsement date; and
- School endorsement on amendments made.

1.11 Declarations

<p>Step 1: Check the box to declare that the information you have provided are true and correct.</p> <p>Step 2: Click 'terms and conditions' to view the terms and conditions for submission of the application.</p> <p>Step 3: Check the box if you are agreeable to the terms and conditions.</p> <p>Step 4: Click the 'Next' button to proceed to next page.</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p><input checked="" type="checkbox"/> I declare to the best of my knowledge that the information provided in this form are true and correct.</p> <p><input checked="" type="checkbox"/> I have read and I agree to the terms and conditions.</p> <p>Next →</p>
---	---

1.12 Review and Submit Application

Step 1: Please scroll down and verify that all details entered are correct.

Step 2: At end of page, click the **'Previous'** button to return to the previous page, if you need to modify the information entered. **Please do not click the 'Back' button on your browser.**

Step 3: Click the **'Confirm'** button to submit the application.

Apply for In-principle Approval for Bus

Progress bar: 1. Enter Application Details (1/4), 2. Upload Supporting Documents (2/4), 3. Review Details (3/4), 4. Acknowledgement (4/4)

Apply for In-principle Approval for Bus (Confirmation)

Type of submission
Type of submission
New Submission

Purpose of Application
Purpose of Application

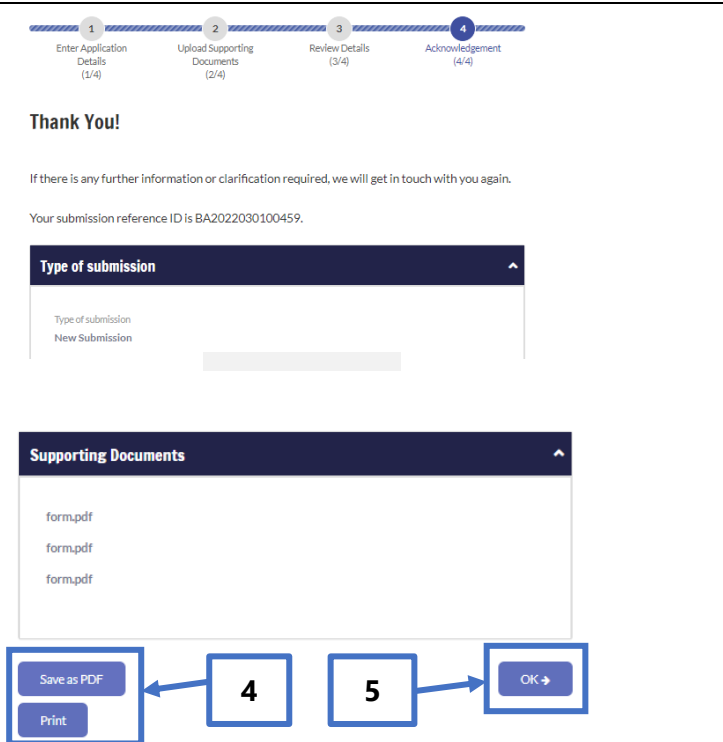
Supporting Documents

- 1. Seller's letter of consent (if applicable):
Not Applicable
- 2. Form A-1: Details of Student Transportation Activities (endorsed by the school) (Only applicable for school contracts):
Not Applicable
- 3. Form A-2: Student Namelist. For school agreement, every page of this form must be endorsed by the school. For private arrangements between parents and the bus owner, parents' contact numbers must be shown.:
[New_pdf_doc.pdf](#)
- 4. School Agreement (indicating that the bus is conveying its students and the contract period) (Only applicable for school contracts):
Not Applicable
- 5. Certification Letter from Company (only applicable for School Bus with Adult Workers' Contract):
[New_pdf_doc1.pdf](#)
- 6. Form B: Worker Namelist. For company agreement, every page of this form must be endorsed by the workers' organisation. For private arrangements between workers and the bus owner, workers' contact numbers must be shown.:
[New_pdf_doc2.pdf](#)
- 7. Other supporting documents:
Not Applicable

Previous **Confirm →**

Step 4: You have successfully submitted your application. Click the **'Save as PDF'** button to save a copy of your application in PDF format. Click the **'Print'** button to print a hardcopy of your application.

Step 5: Click the **'OK'** button to return to the main page for Application for In-principle Approval for School Bus.



The screenshot shows a four-step progress bar at the top: 1. Enter Application Details (1/4), 2. Upload Supporting Documents (2/4), 3. Review Details (3/4), and 4. Acknowledgement (4/4). Below this is a 'Thank You!' message stating that further information will be contacted if needed and providing a submission reference ID: BA2022030100459. The main content area has two sections: 'Type of submission' showing 'New Submission' and 'Supporting Documents' showing three 'form.pdf' files. At the bottom, a navigation bar contains three buttons: 'Save as PDF', 'Print', and 'OK'. Arrows point from a box labeled '4' to the 'Save as PDF' and 'Print' buttons, and from a box labeled '5' to the 'OK' button.

2. Combining Multiple Images Into One Document

If your supporting documents consist of multiple images (e.g. photos from your phone camera), you will need to combine the images into a single document for upload.

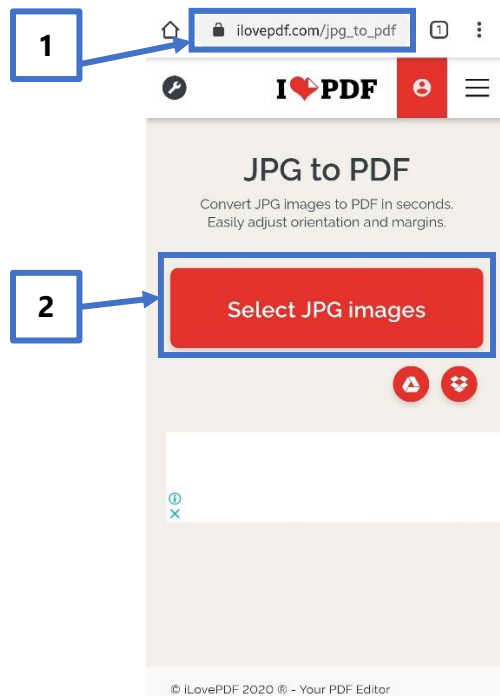
There are free online tools available for this purpose. You can access these online tools through any web browser on your mobile device or computer. Some examples of such online tools are as follows:

1. www.ilovepdf.com/jpg_to_pdf
2. www.convert-jpg-to-pdf.net
3. www.jpg2pdf.com

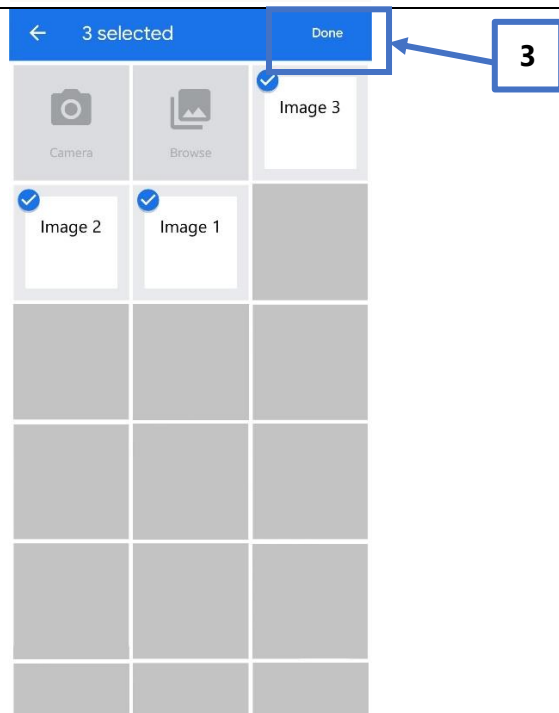
Below is an example of how you can use one of these online tools (www.ilovepdf.com/jpg_to_pdf). The steps listed are generally applicable to the other online tools listed above as well.

Step 1: Visit www.ilovepdf.com/jpg_to_pdf on your mobile device or computer.

Step 2: Click "Select JPG images".

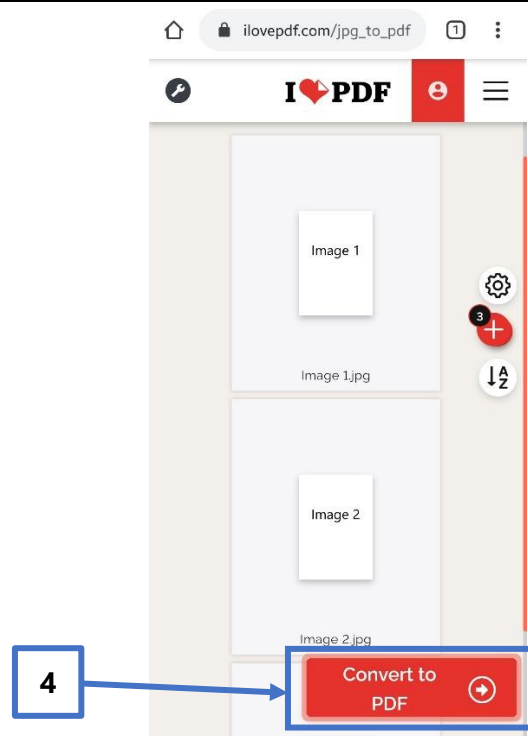


Step 3: Select the images to combine and click "Done".



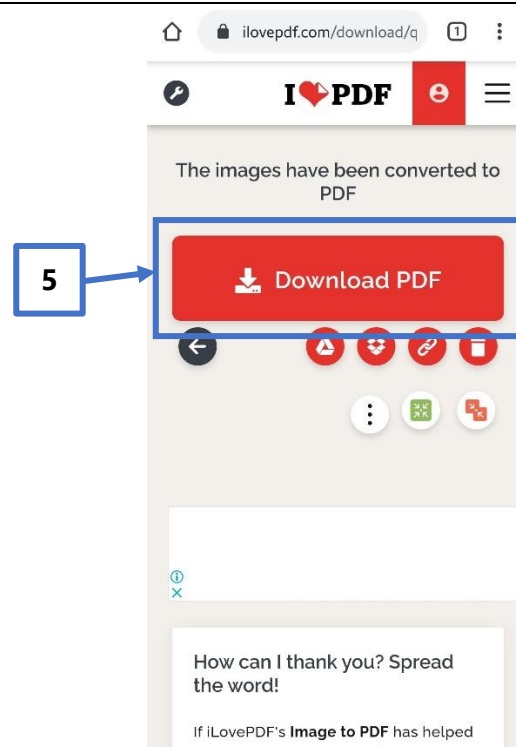
Step 4: Click "Convert to PDF" to merge the images.

Tip: To rearrange the order of images, hold down an image and drag it to its correct position.




Step 5: Click "Download PDF". A PDF file with the combined images will be saved to your mobile device or computer.

You may then proceed to upload the PDF file according to Section 1.10.



3. Request For Clarification

You will receive a letter from LTA if we need further information on your application. You will receive this letter in your OneMotoring e-letter Inbox with a Short Message Service ("SMS") notification to alert you on the e-letter or by post if you have opted for hardcopy letters. Please see sample of the letter below.



10 Sin Ming Drive Singapore 575701
www.lta.gov.sg

27 Jan 2022

Our ref 2701222009N007111315

Dear Sir/Madam

Your Application to Replace School Bus CB [REDACTED] With A New Bus Is Incomplete

We received your application to Replace School Bus CB [REDACTED] With A New Bus.

However, your application is incomplete due to the following reason(s):

- Reason 1
- Reason 2

Please visit onemotoring.lta.gov.sg > Digital Services > Apply for In-Principle Approval for Bus and submit the missing information by 03 Feb 2022.

Visit onemotoring.lta.gov.sg for more information and to access a wide range of vehicle-related services. If you need a Singpass or Corppass account, visit www.singpass.gov.sg or www.corppass.gov.sg.

Yours sincerely

Assistant Registrar of Vehicles
Bus Licensing Division
Land Transport Authority
[This is a computer-generated letter, no signature is required.]

What You Need To Do:

- Visit onemotoring.lta.gov.sg > Digital Services > Apply for In-Principle Approval for Bus
- Retrieve your earlier application and submit the missing information by 03 Feb 2022

Items required from the bus owner

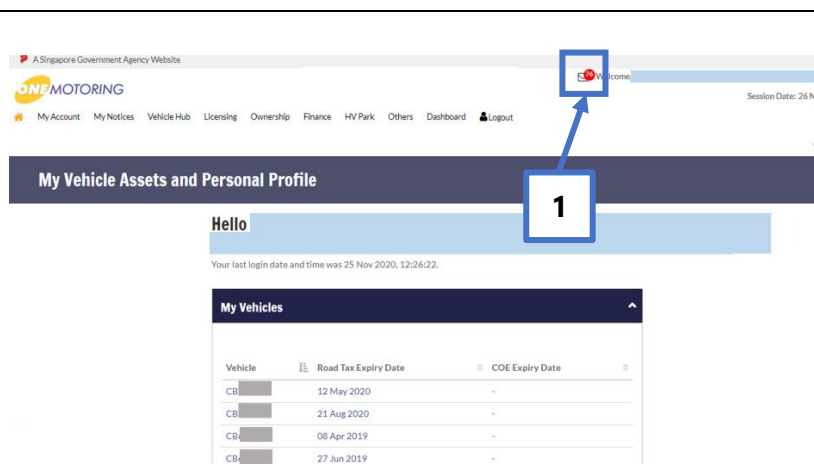
3.1 View Your e-Letter

Step 1: Click the 'mailbox' icon to access your e-letter Inbox through the Vehicle Hub portal.

Alternatively, refer to Steps 2 and 3 below.

Step 2: Click on 'My Account'.

Step 3: On the 'My Account' drop-down menu, click on 'e-Letters'.

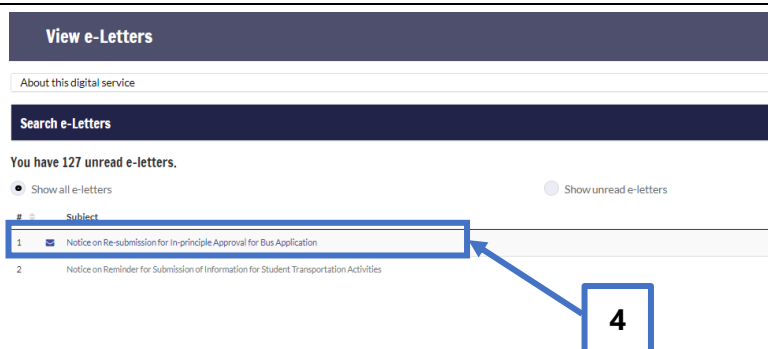


OR

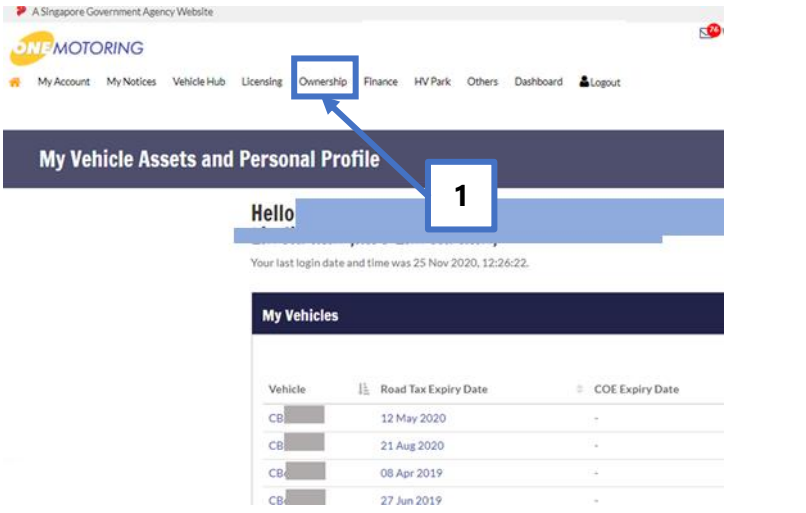
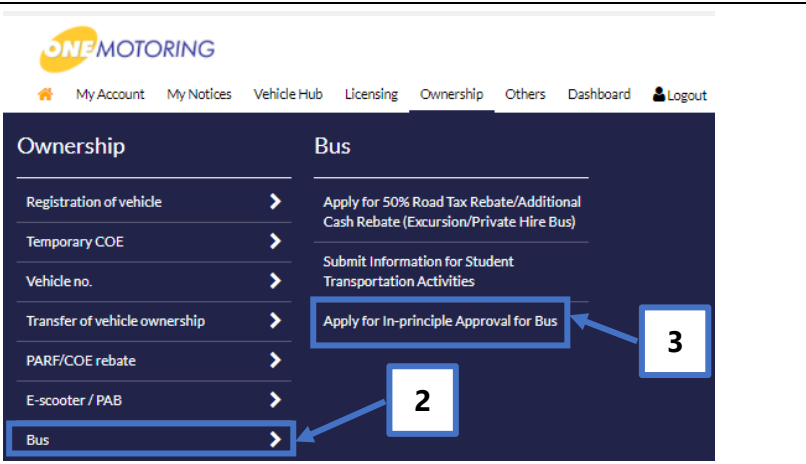


Step 4: Click the e-letter titled 'Notice on Re-submission for In-principle Approval for Bus Application' to view the details of the information required for your vehicle.

The selected e-letter will pop-up in a new window.



3.2 Re-submit Information Required

<p>Step 1: On the main page of Vehicle Hub, click 'Ownership'</p>	
<p>Step 2: On the 'Ownership' drop-down menu, click 'Bus'.</p> <p>Step 3: Under the 'Bus' drop-down menu, click 'Apply for In-principle Approval for Bus'.</p>	

Step 4: Select 'Re-submit an application'.

Step 5: Retrieve your application requiring resubmission by selecting your application number.

*Tip: Previously submitted information will be auto-populated if resubmission is performed **within 7 calendar days from the date of the e-letter.***

The screenshot displays a four-step process bar at the top: 1. Enter Application Details (1/4), 2. Upload Supporting Documents (2/4), 3. Review Details (3/4), and 4. Acknowledgement (4/4). Below the bar, a message states: 'This transaction will take about 5 - 10 mins to complete.' A link 'About this digital service' is provided. The main heading is 'Apply for In-principle Approval for Bus'. Under the 'Type of submission' section, there are two radio buttons: 'Submit a new application' and 'Re-submit an application'. The 'Re-submit an application' option is selected and highlighted with a blue box and a blue arrow labeled '4'. Below this, the text 'Application No. / Vehicle Type / Application Type / Resubmit By :' is followed by a dropdown menu. The dropdown menu is open, showing a list of options. The first option is 'Please Select'. The second option is 'BA2022030300465 / School Bus / Buy existing School Bus / 21 Apr 2022', which is highlighted with a blue box and a blue arrow labeled '5'.

Please resubmit the information indicated in the letter within 7 calendar days from the date of the letter. You may refer to Sections 1.3 to 1.12 of this User Guide to retrieve the steps which are relevant to the information you are resubmitting.

4. Post-application Approval/Rejection

4.1 In-principle Approval Letter

When your application has received in-principle approval, you will receive the letter titled "**Notice on In-principle Approval for Bus Application**" in your OneMotoring e-letter Inbox with an SMS notification to alert you on the e-letter or by post if you have opted for hardcopy letters. Please see sample of the letter below:

Land Transport Authority

10 Sin Ming Drive Singapore 575701
www.lta.gov.sg

10 May 2022

Our ref 1005222009N005165538

Dear Sir/Madam

You Have In-principle Approval to Replace School Bus [REDACTED] With A New Bus

LTA has given you in-principle approval to replace your existing school bus [REDACTED] with a new bus. The registration number for the new bus is ([REDACTED]).

There are several requirements to meet before your new bus can be registered.

Vehicle Inspection

Your bus needs to pass an inspection at an LTA-appointed inspection centre (go.gov.sg/inspectioncentres).

Vehicle Parking Certificate

You will also need to obtain a valid Vehicle Parking Certificate (VPC) for your new bus, if its seating capacity exceeds 15 passengers. You can apply for or renew your VPC through the following:

- URA: visit ura.gov.sg > Car Parks > Vehicle Parking Certificate.
- HDB: visit hdb.gov.sg > e-Services > Renewal of Vehicle Parking Certificate (VPC).
- Any private vehicle park operator. To view which operators have available VPCs, visit onemotoring.lta.gov.sg > Digital Services > Enquire Private Vehicle Parking Certificate (VPC) Availability.

Deregister ([REDACTED])

You need to deregister ([REDACTED]) at onemotoring.lta.gov.sg > Digital Services > Deregister

What You Need To Do:

- Send your new bus for inspection
- Obtain a Vehicle Parking Certificate for your new bus, if its seating capacity exceeds 15 passengers
- Deregister [REDACTED] at onemotoring.lta.gov.sg > Digital Services > Deregister Vehicle
- After meeting the requirements, register [REDACTED] by 10 Aug 2022

Page 1

Vehicle.

After you have met the above requirements, please register [redacted] via your motor dealer by 10 Aug 2022.

You can also register it on your own by following the steps at onemotoring.lta.gov.sg > **Buying > Vehicle Types and Registration > Commercial Vehicle > Bus > Register a School Bus.**

We wish to remind you of the following:

- The driver of a school bus must have a valid Bus Driver's Vocational Licence
- A bus attendant holding a valid Bus Attendant's Vocational Licence is required for buses used to ferry children from childcare centres or kindergartens, or if the licensed capacity of the bus exceeds 30 children
- A school bus that is hired under a contract, express or implied, for ferrying children from schools at any rate, is not allowed to ply for road hire
- Your school bus must be used to ferry school children regularly, with a minimum of one forward and return trip per day
- The number of students ferried must be at least 40% of the licensed seating capacity
- Your school bus must always have valid road tax and insurance coverage
- You need to submit information on the student transportation activities for your school bus annually via onemotoring.lta.gov.sg > **Digital Services > Submit Information for Student Transportation Activities**

Visit onemotoring.lta.gov.sg for more information and to access a wide range of vehicle-related services. If you need a Singpass or Corppass account, visit www.singpass.gov.sg or www.corppass.gov.sg.

Yours sincerely

Assistant Registrar of Vehicles
Bus Licensing Division
Land Transport Authority

[This is a computer-generated letter, no signature is required.]


Road Safety Reminder: Please drive safely and look out for fellow road users, including cyclists. Digital enforcement cameras are deployed island-wide to deter and detect traffic offences. A safer commute starts with you. Join the Community Watch Scheme at <https://go.gov.sg/spf-cws>. Let's keep everyone safe on our roads!

**Conditions for
your
application for
School Bus**

You need to meet all the required conditions listed in this in-principle approval e-letter and may proceed with the transaction(s).

4.2 Rejection letter

You will receive the letter titled **"Notice on Unsuccessful Application for In-principle Approval For Bus Application"** at your OneMotoring e-letter Inbox with an SMS notification to alert you on the e-letter or by post if you have opted for hardcopy letters, if your application is rejected. Please see sample of the letter below.



10 Sin Ming Drive Singapore 575701
www.lta.gov.sg

18 Feb 2022

Our ref 1802222009N006145120

Dear Sir/Madam

Your Application to Buy School Bus CB [REDACTED] Is Unsuccessful

We wish to inform you that your application to Buy School Bus CB [REDACTED] is unsuccessful because:

- Reason 1
- Reason 2

←

Reasons for rejection

If you wish to re-apply, please ensure that you provide the following information and supporting documents before you submit a new application.

Visit onemotoring.lta.gov.sg for more information and to access a wide range of vehicle-related services. If you need a Singpass or Corppass account, visit www.singpass.gov.sg or www.corppass.gov.sg.

Yours sincerely

Assistant Registrar of Vehicles
Bus Licensing Division
Land Transport Authority
[This is a computer-generated letter, no signature is required.]

Road Safety Reminder: Please drive safely and look out for fellow road users, including cyclists. Digital enforcement cameras are deployed island-wide to deter and detect traffic offences. A safer commute starts with you. Join the Community Watch Scheme at <https://go.gov.sg/spf-cws>. Let's keep everyone safe on our roads!

Page 1

5. Contact Information

For enquiries on the application process, you may write to LTA at www.lta.gov.sg/feedback.