



OURPASS

more than just a bus pass...

2024 Applications

Briefing Pack



ourpass.co.uk



[@ourpass_gm](https://www.instagram.com/ourpass_gm)



[@ourpassgm](https://www.tiktok.com/@ourpassgm)

OURPASS

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Application timeline

	From 18/03/24	From 15/04/24	From 01/05/24	From 19/08/24	From 01/09/24
Our Pass Activity	 <p>Promotional video shared with schools across GM</p>	 <p>Application pack shared with schools across GM</p>	 <p>Year 11 application window opens</p>	 <p>New Our Pass cards issued</p>	 <p>New cohort eligible for Our Pass</p>
School Activity	Year 11 students view Our Pass promotional film	Form tutors deliver Our Pass application session	<ul style="list-style-type: none"> Remind students to apply for Our Pass Share social media posts on school channels Support students to confirm their eligibility for Our Pass 		
Student Activity			<ul style="list-style-type: none"> Students apply for Our Pass Students who apply by 09/08/24 will receive their card before 01/09/24 	Young people receive their Our Pass cards	Young people can use Our Pass

What is Our Pass?

OURPASS

Our Pass provides the freedom to travel, learn and work, and make the most of what Greater Manchester has to offer.

Our Pass is available to all 16 to 18-year-olds who are in years 12 and 13 or equivalent, and who reside in Greater Manchester.

Our Pass can be used from the 1st September after a young person's 16th birthday until the 31st August after their 18th birthday, unless they turn 18 on the 31st August. [Care leavers](#) can use Our Pass up to their 21st birthday.

Travel

For a one-off £10 administration fee, Our Pass provides free bus travel across Greater Manchester. Our Pass holders can also purchase half-price off-peak 1 day and weekend travelcards on Metrolink.

Our Pass Exclusives

Our Pass is **more than just a bus pass**, it also provides access to loads of free and discounted offers, events and experiences across Greater Manchester.

When can young people apply?

The application window for **current year 11 students** opens on the 1st May 2024.

Our Pass cards will be sent out in late August, ready for use on 1st September, to young people who apply before the 9th August.

How can young people apply?

Young people need to go to ourpass.co.uk

The documents and information they will need are:

- An email address
- Passport-style photograph
- Proof of date of birth
- Proof that they live in Greater Manchester
- A valid payment card (so that they can pay the one-off £10 administration fee).

The following three pages are the Our Pass Applications presentation slide deck.

Year 11 form tutors

Please deliver this presentation to your year 11 students before they start study leave.

or

Heads of Year 11

Please deliver this presentation to your year group during an assembly before they start study leave.

The PowerPoint slide deck can be downloaded [here](#) and there are Presenter notes for each slide.



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	From 01/05/24	From 19/08/24	From 01/09/24
Our Pass Activity	 <p>Year 11 application window opens</p>	 <p>New Our Pass cards issued</p>	 <p>New cohort eligible for Our Pass</p>
Student Activity	<ul style="list-style-type: none"> • Students apply for Our Pass • Students who apply by 09/08/24 will receive their card before 01/09/24 	<p>Young people receive their Our Pass cards</p>	<p>Young people can use Our Pass</p>
What you'll need	<ul style="list-style-type: none"> • An email address • Passport style photograph • Proof of date of birth • Proof that they live in Greater Manchester • A valid payment card (so that they can pay the one-off £10 administration fee) 	<p>You can use your Our Pass from the 1st September after your 16th birthday until the 31st August after your 18th birthday, unless you turn 18 on the 31st August.</p>	
Support from school	<ul style="list-style-type: none"> • Confirmation of eligibility if student doesn't have required documents 		

Eligibility verification documents

If a student is unable to provide verification documents, then a letter from their school, sent to the young person's home address, confirming they are age eligible for Our Pass can be submitted instead.

Application rejected

Applications are sometimes rejected because the photo, proof of address or date of birth documents have been uploaded incorrectly.

Please encourage them to look at the information and diagrams here: [Everything you need to know before you apply](#)

They can also call Transport for Greater Manchester's (TfGM)

Customer Services team for help, on 0300 232 0777

Open Mon - Fri 7am - 8pm, and 8am - 8pm at weekends.

What about young people who don't have internet access?

They can apply using a paper application form, which they can collect from a TfGM Travelshop. They can pay the fee in the Travelshop by cash or by card. Travelshop locations can be found [here](#).

More information

- All queries about the application process, problems in applying, and use of the travel card: help@ourpass.co.uk
- For more information and feedback about Our Pass, and Our Pass Exclusives: opportunities@ourpass.info

Check out our Frequently Asked Questions here: [FAQ's](#)

Please note: registration for Exclusives is currently a separate process to the Our Pass travelcard registration with TfGM.

Our Pass Poster

OURPASS

Please print and display this poster in communal areas to help raise awareness of Our Pass. It can be printed A4 or A3 size.

Click the poster to download

Or get in touch and we'll send you a copy
opportunities@ourpass.info



Information for students

OURPASS

This information leaflet is to email to your students and their parents/guardians.

Click the leaflet to download

There's a printer friendly version [here](#) if you want to print and share with your students



OURPASS
more than just a bus pass...

Free 16-18 bus travel
Unlock all Greater Manchester has to offer

ourpass.co.uk



Your journey starts here!

Our Pass gives 16-18* year olds free bus travel across Greater Manchester - providing the freedom to travel, work and learn.

How to apply for Our Pass

Our Pass is for 16-18* year olds who live in Greater Manchester.

The pass can be used from September 1st after your 16th birthday until August 31st after your 18th birthday.

Apply online at ourpass.co.uk - you will need proof of age and address, a photo, and a credit/debit card to pay the £10 administration fee.

Our Pass Exclusives

Our Pass is more than just a bus pass - members have access to loads of free and discounted offers, events and experiences across Greater Manchester. Past Exclusives have included free tickets for ParkLife, Disney's The Lion King, Hamilton, The Halle, Manchester Originals and much more.

Download the Our Pass app or go to the website to sign up for an Exclusives account and make sure you're following our social media accounts for the latest updates and offers.

Apply now

ourpass.co.uk help@ourpass.co.uk 0300 323 0777



@OurPassGM



@ourpass_gm



@OurPassGM

* subject to eligibility, check website for details

Social Media Content

Below are the dates* of key content which you can share on your Social Media accounts to promote Our Pass. Please share them on your social media channels with your students, across your networks and in any relevant newsletters. Please make sure to follow all our social media channels so that you can have up-to-date information regarding the application process, as well as share this information via your own social media channels to keep students and parents informed.

Date	Main Topic	Platform
30/04/2024	What you'll need to apply for Our Pass	Instagram, Facebook, X (formerly Twitter)
01/05/2024	Announcement that applications now open	Instagram, Facebook, X
02/05/2024	How to apply for Our Pass	TikTok, Instagram, Facebook, X
27/05/2024	Application support/answering FAQs	TikTok, Instagram, Facebook, X
08/07/2024	Application support/answering FAQs	TikTok, Instagram, Facebook, X

*Dates are subject to change however will always be posted within the same week as the date stated.



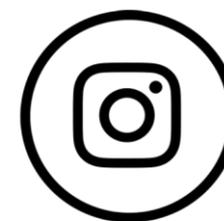
[@OurPassGM](https://twitter.com/OurPassGM)



[@OurPassGM](https://facebook.com/OurPassGM)



[@OurPassGM](https://tiktok.com/@OurPassGM)



[@OurPass_GM](https://instagram.com/OurPass_GM)

Our Pass videos

OURPASS

The Our Pass YouTube channel has step by step videos to help your students

Our Pass GM
@ourpass_gm · 25 videos
Our Pass is a membership scheme for young people who live in Greater Manchester, and s... >
ourpass.co.uk and 2 more links
Subscribe

Home Videos Shorts Community



For you

Things to do on a day out in Bolton...
453 views

How to apply for an Our Pass card
234 views · 1 year ago

The Our Pass team have been on a...
210 views

- They...
- Were massive
- Had a sweet & smokey flavour
- Were served from a bus!

Our Pass How to activate your exclusives account
165 views · 1 year ago

Our Pass: More than just a bus pass...
222 views · 1 month ago

You can also **[watch this video on Instagram](#)** which shows the Our Pass 'Exclusives' registration process on a mobile phone - the process is exactly the same on the Our Pass App.

In school screen image

OURPASS

Please display this image on your information screens in communal areas

Click the image to download

Our GCSE leavers can get all of the below with Our Pass. Find out more at ourpass.co.uk, or talk to us for details.

**Free bus travel.
Exclusive offers
and experiences.
Savings of up to £500.**

