



OURPASS

more than just a bus pass...

2025 Applications

Briefing Pack



ourpass.co.uk



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



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

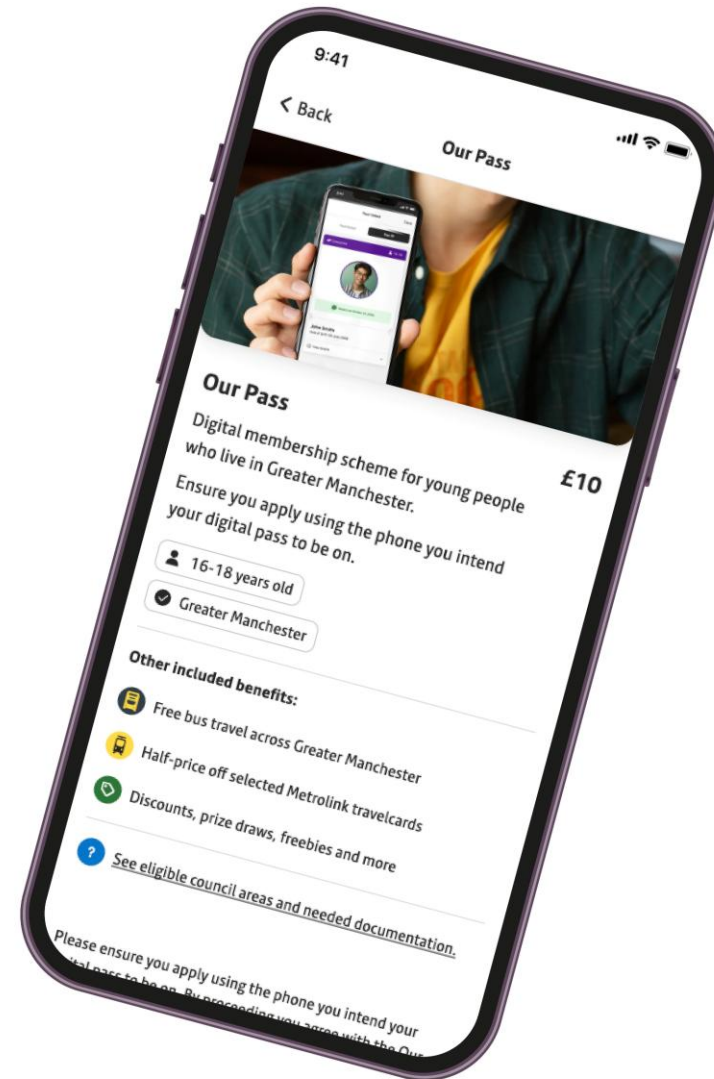
Our Pass is going digital





OURPASS

Year 11 students will be able to apply for the brand new **digital Our Pass** in the Bee Network app.

This pack explains how you can support your students to apply for Our Pass @ ourpass.co.uk

Please encourage your students to **apply from Monday 19th May** so you can help them if required - see page 9 for further info.



	From 1/05/25	From 19/05/25	From 18/08/25	From 1/09/25
Our Pass Activity	 <p>Application pack shared with schools across GM</p>	 <p>Year 11 application window opens</p>	 <p>New Our Pass cards issued for young people who choose a physical card</p>	 <ul style="list-style-type: none"> • New cohort eligible for Our Pass • Digital passes become active in Bee Network app
School Activity	Form tutors deliver Our Pass application session to their tutor group, or Head of Year 11 delivers to the year group in assembly	<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 • Send Our Pass emails to students and their parents and carers 		
Student Activity		<ul style="list-style-type: none"> • Students apply for Our Pass • Students who apply by 08/08/25 will receive their card before, or their digital pass will become active on, the 1/09/25 	Young people who have chosen to have a physical card 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 25th birthday.

Travel

For a £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.

Year 11 students can **apply** for Our Pass from **19th May 2025**.

Go to ourpass.co.uk

They will be applying for the brand-new **Digital Our Pass** in the **Bee Network smartphone app**. Digital Passes will become live in the app on the 1st September '25. Young people who are unable to use the Bee Network app can still apply for a **physical card**.

Providing young people apply by **Friday 8th August** they will receive their pass in the post at the end of the August, or their digital pass will go live in the app on 1st September.

To apply for Our Pass **young people will need:**

- 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 £10 administration fee.
this can be their parents or carers card with permission.*

Our Pass Applications presentation

OURPASS

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 leave school.

or

Heads of Year 11

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

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



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Our Pass Activity	 <p>Year 11 application window opens</p>	 <p>New physical Our Pass cards issued</p>	 <ul style="list-style-type: none"> • New cohort eligible for Our Pass • Digital passes become active in Bee Network app
Student Activity	<ul style="list-style-type: none"> • Apply for Our Pass from 19/05/25 • If you apply by 08/08/25 you will receive your Our Pass before or on the 1/09/25 	<p>If you apply for a physical Our Pass card, you will receive this in the post before the 1/09/25, if you apply by 8/08/25</p>	<p>You can now use your 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 you live in Greater Manchester • A valid payment card (so that you can pay the one-off £10 administration fee – this can be your parents or carers card with their permission) 		
Support from school	<p>Your school can help confirm your eligibility for Our Pass if you don't have these documents</p>		

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 students 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 0161 244 1000.

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

Or use the Live Chat function [here](#).

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

They can apply using a paper application form, which they can collect from a Bee Network Information and Ticket Office, where they can pay the fee by cash or by card. Bee Network Information and Ticket Office 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. When young people receive their pass, they will need to go to ourpass.co.uk to **register for Our Pass Exclusives**.

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/carers.

Click the leaflet to download

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



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

ourpass.co.uk

The leaflet features a group of six diverse young people holding their OURPASS cards. Below them are two circular images: one showing a hand holding an OURPASS card, and the other showing a yellow double-decker bus with 'OURPASS' on its destination sign. A QR code is located in the bottom right corner.

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

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
12/05/2025	What you'll need to apply for Our Pass	Instagram, Facebook
19/05/2025	Announcement that applications now open	Instagram, Facebook
20/05/2025	How to apply for Our Pass	TikTok, Instagram, Facebook
26/05/2025	Application support/answering FAQs	TikTok, Instagram, Facebook
07/07/2025	Application support/answering FAQs	TikTok, Instagram, Facebook

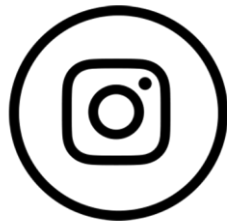
*Dates are subject to change however will always be posted within the same week as the date stated.



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