

# MyBus fast track booking form

We recommend that you register your details prior to booking MyBus by completing and returning this form, along with a recent passport sized photograph for your fast track booking card. This will speed up the booking process and enable you to let us know about any special requirements you may have such as requiring a wheelchair space.

Completed forms, photographs and any supporting documentation required should be sent to:  
**SPT, MyBus, Buchanan Bus Station, Killermont Street, Glasgow, G2 3NW.**

## Personal Information

Title:	<input type="text"/>
Surname:	<input type="text"/>
Forename(s):	<input type="text"/>
Date of birth:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/>
Town:	<input type="text"/>
City:	<input type="text"/>
Post code:	<input type="text"/>
Telephone number:	<input type="text"/>
Mobile telephone number:	<input type="text"/>
E-mail:	<input type="text"/>



## Concessionary travel information

Do you have a concessionary travel card? Yes  No

If yes:

Please indicate what category of card this is? Disabled  Blind  Elderly

Is this a companion card? Yes  No

Please provide your travel card number

## Allowances

**If you are in receipt of any of the allowances listed below, please enclose evidence when returning this form.**

Attendance allowance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disability living allowance mobility component (higher rate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
War pensioners' mobility supplement	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Accessibility requirements

Are you registered blind? Yes  No

If yes, please provide your blind registration number:

Do you have hearing difficulties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you use a wheelchair?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do you have a guide dog? Yes  No

Do you use a walking stick or a walking frame? Yes  No

Do you need to take an escort to accompany you on journeys? Yes  No

Do you have a medical condition that prevents you from using or makes it very difficult for you to use public transport? Yes  No

If yes, please provide details

To enable us to facilitate your accessibility requirements, we may contact your doctor for further information. Please provide your doctors details below.

Doctor:  Tel no:

## Declaration

**Please read the following information carefully before signing:**

I consent to the processing by Strathclyde Partnership for Transport of my personal data (including sensitive personal data) shown in, and for the purposes outlined in, the information notice contained within this form.

Signature:  Date:

## Data Protection Act 1998

Under the terms of the Data Protection Act 1998 ("the Act"), Strathclyde Partnership for Transport, as data controller, is required to provide you, the data subject, with notice of the kind of data that we will be/are processing with you, the purposes for which we will be/are processing your data, the source of the data that we process and third parties to whom we may transfer our data.

**We process the following personal data:**

- personal details such as name, address and date of birth;
- details relating to health;
- employment details.

**In carrying out the above purposes, we may transfer personal data relating to you to the following third parties:**

- unitary authorities;
- medical practitioners;
- social work departments.

**We process the above data for the following purposes:**

- to administer the MyBus scheme;
- to make decisions relating to eligibility under the scheme;
- to develop improvements to the scheme;
- to develop new schemes;
- to monitor the effectiveness and efficiency of the scheme;
- market research and analysis;
- training and testing purposes.

You will be the principal source of any data that we process. We may, however, also receive information from relevant health professionals. **In order to process your registration/renewal/replacement for a MyBus card, it may be necessary for us to process your sensitive personal data**, in particular data relating to your health. We require your explicit consent to process such data. Accordingly, you should be aware that by signing the registration form **you are providing your explicit consent** for us to process your sensitive personal data for the purposes outlined above. As data subject, you have a number of rights under the Act in relation to the data which we process about you. One of these rights is a subject access right. In effect this means that you have the right to have a copy of the data which we process about you which is held in our computer records and also some data which is held in our manual records. If you want to exercise your right of a subject access, or if you have any other data protection queries relating to MyBus please contact the Data Protection Officer.

**How did you hear about the MyBus service?**

Newspaper/Magazine  Leaflet  Radio  Word of Mouth

Social Media  Poster  Other

I would like to receive the MyBus newsletter to keep informed of service updates.

## Check list

Completed and signed form  Recent passport sized photograph

Evidence of any Department for Work and Pensions allowance (if required)

Please return to:  
**SPT, MyBus**  
**Buchanan Bus Station**  
**Killermont Street**  
**Glasgow G2 3NW**