



**Città di Anzio**

*Medaglia d'Oro al Merito Civile*

*3 Education Service*

***School Transport Service S.Y. 2025/2026  
Online registration via KEY REF portal***

We would like to inform users that also for the 2025/2026 school year, registration for the School Transport Service can be carried out **ONLY ONLINE** via the **KEY REF portal**

**Online registration is mandatory and is the only way to access the service**

**Online registration will also be available in the dedicated section of the procedure for the School Transport service for students with disabilities**

**REGISTRATION IS OPEN  
FROM 7 JULY TO 12 SEPTEMBER 2025**

**1. How to access and register**

Registration for the school transport service must be carried out each year through an online procedure.

**Registration on the portal is active and access to the Portal via the link <https://anzioscuola.cittadigitale.org> is made via SPID and CIE of the subscribing parent.**

Pursuant to the new Regulations of the School Transport Service - approved by Municipal Council Resolution no. 20 of 19/07/2024 - only those who are up to date with their payments for the 2024/2025 school year may register for the transport service for the 2025/2026 school year.

**The registration procedure stops if there is a previous debt, even a minimal one.**

**Users are therefore invited to regularise their payments by settling any electronic purse debt.**

For further detail on registration procedures, we invite parents to refer to the **Guide to the Key Ref Portal**.

**2. Choice of the Line and rankings**

During the registration, the chosen route associated with the School Complex must be specified.

**Before proceeding with the online registration, it is advisable to look at the “School Transport Lines” Table to check the routes and lines.**

Only one line may be indicated for the outward and return journey.

The Street (approximate) where the stop for the child’s ascent and descent is located must also be indicated.



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Based on the registrations received and approved by the Offices in charge and the location along the route of the users, the company entrusted with the service - SAC Mobilità srl - will identify “collection points” that will be communicated to the parents before the start of the service.

### 3. Online registration students with disabilities

Students with disabilities with certification pursuant to Law 104/92 resident in Anzio, attending kindergarten, primary and secondary schools of first grade (middle schools) may request the transport service by registering on the KeyRef portal, following the instructions in the specific section (Guide to compilation).

The transport for students with disabilities will be guaranteed in two ways:

- with school buses, some of which are equipped with platforms for people with disabilities
- with specially equipped vehicles

During the registration, the parent must indicate whether the student requires a vehicle equipped with the platform for people with disabilities, the school complex, entry and exit times and any other information that may be useful to arrange an appropriate service that respects the student's needs.

For the transport of students with disabilities, total exemption from payment is applied.

### 4. Rates and rate reductions

- **Full rate: €22.00 monthly**
- **Reduced rate: €15.40 monthly for resident minors**

As provided for in the new Municipal Regulations, the following users are eligible for rate reductions (reductions according to ISEE income bracket or total exemption from payment):

- with **valid ISEE 2025** (expiring 31 December 2025) specific for “subsidised services for minors” of less than **€4,500.00**. The 2025 ISEE is valid for the whole 2025/2026 school year.

The benefit percentage for **resident minors** is determined by the ISEE bracket they belong to as reported below:

#### ***RATES RESIDENT STUDENTS***

ISEE INCOME BRACKETS	BENEFIT PERCENTAGE	MONTHLY COST
€0.00 - €1,500.00	100%	0.00
€1,500.01 - €4,499.00	30%	€15.40
more than €4,500.00	Full rate	€22.00

#### **Users exempted from paying for the service**

Users belonging to the following categories are exempt from paying for the service:

- Minors with recognition of Law 104/1992 residing in the Municipality of Anzio
- Minors suffering from 100% disability residing in the Municipality of Anzio
- Minors in foster care to families residing in the Municipality of Anzio with Decree of fostering
- Special situations



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In order to access the above-mentioned reductions, it is **compulsory** to indicate the following during the registration phase:

- **for the income-based rate reduction:** the protocol of the valid ISEE certificate “for subsidised services for minors”, **otherwise the request will not be accepted. The Offices in charge, during the preliminary phase, will electronically acquire the ISEE declarations according to the protocol indicated.**
- **For special situations:** a reduction or temporary exemption from payment of the rate may be envisaged for minors residing in the Municipality of Anzio and/or in the care of the Social Service.

### 5. **Proxies to pick up the minor**

In the appropriate section during the online registration, the option must be selected if you wish to indicate people other than the parent (max 4) for the proxy to collect the child when boarding/descending the School bus stop.

The name, surname, identity document number and telephone number of the delegates must be indicated **compulsorily** in the appropriate section.

Please note that children will not be handed over to people other than the declared delegates.

### 6. **Admission to the service - confirmation of registration - rankings**

All online registrations will be subject to approval/denial by the relevant Offices.

The result of the assessment or any requests for additions will be communicated exclusively by electronic mail (e-mail).

Please note that for the confirmation of enrolment and admission to the service will be given priority to primary school students (compulsory education).

As far as kindergarten students are concerned, confirmation of enrolment will be determined after the placement of all eligible primary school students.

Following the approval of the registration by the offices, a “**travel document**” (badge) will be generated, which will be delivered to the enrolled directly by the Company entrusted with the service.

The **payments for the 2025/2026 S.Y. - and for any payments referring to previous years -** must be made **exclusively** in the following manner:

- **Pago PA (credit card, bancomat, prepaid card) directly from the electronic purse using the “online reloading” mode**

**It is also recalled that only PagoPA payments will entitle the subscriber to obtain certification of payments for the purposes of tax deductions for the year 2026.**

### 7. **Launch of the Scuolabus App**

SAC Mobilità srl has activated the **Scuolabus Anzio app** for all enrolled, which will allow parents to receive real-time information on the position of the vehicles and the waiting time at the stop.



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All information will be shared with the Municipality of Anzio. Data will be processed complying with privacy regulations.

### 8. Code of conduct

The new Regulations of the Transport Service includes the Annex “*Rules of conduct for users of the school transport service*”.

Parents/parental guardians are invited to read this document before proceeding with online registration and to give their consent and acceptance in the appropriate section.

### 9. Waiver of the service

- If the user wishes to interrupt the service during the school year, they must give formal and timely notice using the appropriate form that can be downloaded from the IT platform to be sent by certified e-mail/e-mail to the municipal offices and return the travel badge.
- The formal waiver must be received by the end of the month preceding the month for which the service is no longer required.
- If a formal waiver of the service is not received, the service is considered to have been used, and the user will therefore be required to pay for the full monthly fee until the formal waiver is received.
- The waiver is considered final for the current school year.

### 10. Information and support for online registration

- The personnel of the transport and school meal offices will be available for information and support for online registration **only by telephone or e-mail**
  - 06/98499431 - 401 – 494
  - e-mail [refezione.scolastica@comune.anzio.roma.it](mailto:refezione.scolastica@comune.anzio.roma.it)
- Only in special cases that cannot be resolved by telephone or e-mail – it will be possible to request **an appointment at the offices**
- The “Punto Digitale Facile” desk is active in the Anzio area and will be able to support users with online registrations:
  - tel. 334/6495472
  - e-mail: [inform6.6@digitalefacile.online](mailto:inform6.6@digitalefacile.online)
  - for offices and reception opening times, please refer to the poster on the Portal

Anzio, 4 July 2025

The Head 3 Education Service  
*Ms Sabrina Napoleoni*