

SCHOOL BUS RULES AND REGULATIONS

(Parents to keep)

These rules and regulations are written to make sure that Boston International School offers a bus service which is safe and timely for students. To ensure the safety of the students it is important that the students follow the rules and that parents support the school in making sure that their children know what is expected. The school also sets guidelines and procedures for the bus supervisor and driver which must be followed to make sure the students are safe and the bus is in the proper condition to transport children. Please discuss these rules and regulations with your children to make sure they know what is expected.

Expectations of

The bus driver:

- Makes sure the bus is serviced, roadworthy and safe
- Makes sure the seatbelts are adjusted correctly before the morning and afternoon pickups
- Drives carefully and responsibly
- Picks up and drops off in the authorized areas as designated by the school
- Follows the laws of the People's Republic of China

The morning supervisor:

- Collects the bus list from the school office
- Records each student entering the bus
- Makes sure the students follow the bus rules
- Makes a note of students who do not follow the rules and informs the Bus Manager who then inform the relevant Department Principal
- Makes sure the students are wearing their seatbelts and that they are adjusted properly
- Helps younger students on and off the bus
- Informs the parents if the bus is going to be late
- Reports any safety issues to the Bus manager immediately

The afternoon supervisor:

As above plus

- Collects the updated student lists each day from the office
- Notes any changes to students travelling on the bus e.g. sick, cancelled a ECA, travelling with friend
- Records each student entering the bus
- Records each student leaving the bus
- Helps younger students on and off the bus

Boston

International School

- If parents are late for pick up, the supervisor will contact and if there are no answer students may be given to parents of other children of our school as previously approved by the parent. The supervisor will continue to contact the parents to inform them of the situation. The school bus will continue with remaining routes and send the student back to school if parents are uncontactable. Parents need to collect student from school.

The students:

- Stay seated for the whole journey
- Wear their seatbelt
- Finish drinking and eating before getting on the bus
- Talk quietly
- Respect the supervisor and the driver
- Do not fight or argue or use bad language on the bus
- May read books on the bus
- May not play with toys on the bus
- May not use mobile phones, iPads or laptops on the bus.
- Children under 3 years old cannot take school bus.
- Children who misbehave on the bus will receive a bus behaviour report from the supervisor each time. For students who receive more than three behaviour reports a year, the school will reconsider whether to give him/her the right to take the school bus.

The parents:

- Make sure the students understand the bus rules
- Make sure their children are 3-5min earlier waiting at the morning stop
- Make sure the school knows who is picking up children in the afternoon from the drop off place
- Makes sure the students are picked up on time from the evening stop hence parents need to be 3-5 min earlier waiting at the bus stop.
- Informs the school at least 24 hours if their child is cancelling or changing a ECA or going to a friend's house, etc. A change of routine form at the Reception to be completed.

The bus has many stops to make. If students are late to their stop the bus may not be able to wait, in which case parents will be responsible for their own transport. We hope that in following these rules and regulations we can all make sure that our students can enjoy a safe and comfortable journey to school each day.

SCHOOL BUS RULES AND REGULATIONS

(To be returned to school)

1. I will collect my child each day from the bus drop off point
2. I give permission for older son/daughter to take my child home
3. I give permission for a friend/neighbor to pick up my child and supervise them crossing the road. (Please provide the name and contact numbers) _____
Mobile Number _____
4. My (Grade level____) child can go home alone from the bus drop-off point and cross the road on his/her own. Students must be PYP4 or higher.

I understand the school will not be responsible for the safety of my child before he/she gets on the school bus in the morning and after he/she gets off the school bus in the afternoon. I will be responsible for the safety of my child during that time.

Please circle which of the above apply. Please note the school does not recommend that any child below P4 goes home alone.

Child/Children's names _____ Parent's signature: _____
Class: _____ Date: _____

Notes:

In case of an accident the bus monitor will first call an ambulance if a student or students are injured and then will call the school to inform them of the accident. The school will then call parents. Bus monitors will then move the children to a safe location, provide basic First Aid and wait for the ambulance and/or School personnel and/or another bus.

***If the approved parent is also not at the bus stop at the end of the day to pick up your child we will bring your child back onto the bus. We will try to contact you so you can pick him/her up at an agreed upon regular bus stop that the bus is heading too.**