

# BUS REGISTRATION 2024-2025

We would like our child (children) to use the AIS bus service:

Family Name	Given Name	Preferred Name	Year	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## PARENT INFORMATION

Father / Legal Guardian		Mother / Legal Guardian	
Full Name:	<input type="text"/>	Full Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Mobile Phone:	<input type="text"/>	Mobile Phone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

In case the bus is delayed due to unavoidable traffic conditions, we will contact the parent listed above, or the following person:

Contact name:  Phone number:

## PICK UP / DROP OFF ADDRESS

House Number:	<input type="text"/>	Street:	<input type="text"/>
Ward:	<input type="text"/>	District:	<input type="text"/>
For Apartment building: Building / Block:	<input type="text"/>	Apartment Number:	<input type="text"/>
		Floor:	<input type="text"/>

\* If the address is difficult to find (or not accessible by bus) and you would like your son/daughter(s) to be picked up at a different address, please provide special instructions here:

Commencement Date: \_\_\_\_\_  
*day / month / year*

\* The pick up and drop-off address must be the same, otherwise you will need to inform AIS Transport Department. The bus fee will be adjusted accordingly.

## BUS ROUTES AND FEES (Please tick the route and trip type below)

- Route 1:** District 2 (Thu Duc City)  
 Return: **VND 24,765,000**  
 One-way: **VND 17,250,000**     Morning     Afternoon
- Route 2:** Districts 1, 3, 7, Binh Thanh, District 9 (Thu Duc City), Thu Duc District (Thu Duc City)  
 Return: **VND 33,390,000**  
 One-way: **VND 23,750,000**     Morning     Afternoon
- Route 3:** Districts 4, 5, 10, 11, Tan Binh, Go Vap and Phu Nhuan  
 Return: **VND 36,640,000**  
 One-way: **VND 25,880,000**     Morning     Afternoon
- Route 4:** Districts 6, 8, Tan Phu, Nha Be, Binh Duong (Minimum 5 students)  
 Return: **VND 39,790,000**  
 One-way: **VND 28,020,000**     Morning     Afternoon
- Route 5:** Bien Hoa, Dong Nai (Minimum 5 students)  
 Return: **VND 53,890,000**  
 One-way: **VND 37,760,000**     Morning     Afternoon
- Route 6:** Thao Dien Campus - Thu Thiem Campus  
 Return: **VND 12,890,000**  
 One-way: **VND 9,640,000**     Morning     Afternoon

## NOTES

- For the safety of your son/daughter(s), please ensure that someone is at the drop off point 5 minutes prior to the bus arriving.
- The bus will only wait for **2 minutes** past the agreed pick up time. It is essential that the bus adheres to the schedule.
- Each bus is equipped with a mobile phone. Please ask Transport Department for the telephone number of the bus that your son/daughter(s) is/are on so that you can contact the Bus Supervisor if required.
- School Bus Fees are calculated for the entire academic year.
- In case of cancellation, refunds will be prorated based on the remaining days of the academic year. There is no refund for bus cancellations in the final week of the academic year.

Bus information can be viewed at: [services.aisvietnam.com](https://services.aisvietnam.com)

Contact the AIS Transport Department:  
**+84 28 3742 4040 ext 6314 | [transport@aisvietnam.com](mailto:transport@aisvietnam.com)**

## STATEMENT OF AIM

AIS aims to provide a safe and reliable School Bus service using modern air-conditioned vehicles for the purpose of picking up and dropping off School students on designated operational routes determined by the School. The School contracts an independent, local school bus operator (Saigon School Bus company) to provide point-to-point bus transportation.

All vehicles will have regular safety and maintenance checks and will be operated by a licensed driver.

## RATIONALE

- The School wishes to service the transport needs of the student and parent community in Ho Chi Minh City. For safety reasons however, this service is not normally extended to students in Kindergarten who are not accompanied by their older siblings.
- Transportation arrangements typically take up to one week to finalise. This registration form must be submitted five days prior to the start of service.
- The School may change the bus schedule from time to time. In such cases, AIS Transport Department will notify parents by email.
- To ensure on-time arrival at School, buses can wait no longer than 2 minutes after the designated pick-up time before moving to the next pick-up point.
- To ensure that our school bus service runs effectively and efficiently, it is expected that students adhere to the pick-up and drop-off details agreed upon in the Bus Registration Form. In the event of repeated lateness or failure to follow the bus rules, the school reserves the right to withdraw the service.

## THE ROLE OF PARENTS

Parents who request and pay for the School Bus will:

- Inform the School of any required changes to the bus route at least 1 week in advance of the required change.
- Inform the Transport Department prior to pick-up, if the child is not catching the School bus on any given day.
- Sign a Bus Registration Form which confirms the pick-up and drop-off address and requirements. This is a service agreement that parents, students and the School will use to their best endeavours to adhere to.
- Ensure that students are ready for pick up at the agreed designated time with the Transport Department.
- Pick up/ Drop off times can fluctuate by up to 15 minutes, depending on traffic. In case of lateness, bus monitors shall contact the parents with the amended time.
- Ensure that appropriate authorised personnel are at the drop-off point with your son/daughter(s).
- Ensure that your son/daughter(s) behave in an appropriate manner at all times while on, or waiting for the School Bus.

## THE ROLE OF STUDENTS

Good conduct is necessary for a safe bus ride. Students must be prompt for all collections and drop-offs.

Students travelling on the bus please:

- Be prompt for bus departures, by being at the assigned bus stop **5** minutes before scheduled departure.
- Listen and follow the instructions from teacher/guard/bus hostess/driver at all times.
- Place bags and parcels under your seat or on your lap.
- Treat all staff (drivers/bus hostesses) as you would treat a teacher.
- Secondary students who miss the bus must arrange their own transportation to school or home.
- Behave in an appropriate manner at all times. Be polite, courteous, and respectful to the driver and other passengers.
- Do not talk to, or distract the driver.
- Talk both respectfully and in quiet voice.
- Keep the bus clean and respect the rights and property of other passengers on the bus.
- Keep head, arms, legs, and hands inside the bus at all times.
- Keep feet off the seats.
- Never throw objects around the bus or outside the windows.
- Dangerous, disturbing, or annoying objects are not permitted on the bus.
- Never open the windows without the driver/bus hostess's permission.
- Do not push or shove.
- **No food or drink allowed on the bus.** (Water is ok).
- Remain in the seat allocated by the duty teacher/guard/bus hostess/driver and wear a seatbelt at all times until the bus comes to a complete stop.
- Get off the bus at your approved drop off point only.
- Inform the school as early as possible (ideally 24 hours in advance) if you are on a bus list but not using the bus. In exceptional circumstances, if routes and seats allow, the Transport Department may allow changes before **1pm** on the day of travel.

## DECLARATION

The details I have provided above for the Bus Registration are accurate and I have read, understood and agree to the information and bus conditions. I understand that neither the School nor any of its employees are responsible for incidents or accidents that occur while a student is on a School Bus or while waiting for a School Bus or while waiting to be collected by a parent/guardian.

\_\_\_\_\_  
*Signature of Parent / Guardian*

\_\_\_\_\_  
*Name of Parent / Guardian*

\_\_\_\_\_  
*day / month / year*

### Thu Thiem Campus

(Kindergarten – Year 13)  
264 Mai Chi Tho (East-West Highway)  
An Phu Ward | Thu Duc City | HCMC  
t: +84 28 3742 4040

### Thao Dien Campus

(Kindergarten – Year 6)  
APSC Compound | 36 Thao Dien Road  
Thao Dien Ward | Thu Duc City | HCMC  
t: +84 28 3744 6960

### Xi Campus

(Kindergarten)  
190 Nguyen Van Huong Street  
Thao Dien Ward | Thu Duc City | HCMC  
t: +84 28 3519 2727