

# SCHOOL BUS REGISTRATION 2026-2027

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

| Student's Full Name  | Preferred Name       | Campus               | Grade Level          |
|----------------------|----------------------|----------------------|----------------------|
| <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 26,900,000**
- One-way: **VND 18,700,000**     Morning     Afternoon
- Route 2:** Districts 1, 3, 7, Binh Thanh, District 9 (Thu Duc City), Thu Duc District (Thu Duc City)
- Return: **VND 36,300,000**
- One-way: **VND 25,800,000**     Morning     Afternoon
- Route 3:** Districts 4, 5, 10, 11, Tan Binh, Go Vap, Phu Nhuan
- Return: **VND 39,800,000**
- One-way: **VND 28,100,000**     Morning     Afternoon
- Route 4:** Districts 6, 8, Tan Phu, Nha Be, Binh Duong
- Return: **VND 43,200,000**
- One-way: **VND 30,400,000**     Morning     Afternoon
- Route 5:** Bien Hoa, Dong Nai (Minimum 5 students)
- Return: **VND 53,900,000**
- One-way: **VND 37,800,000**     Morning     Afternoon
- Route 6:** Thao Dien Campus - Thu Thiem Campus
- Return: **VND 13,300,000**
- One-way: **VND 9,900,000**     Morning     Afternoon

## NOTES

- For the safety of your child, please ensure that a parent/guardian or authorized person is present at the pick-up/drop-off point at least 5 minutes before the bus arrives.
- All Kinder and Primary students (Kindergarten - Y6) are required to be picked up by parent/guardian from the school bus at their designated bus stop. If you allow your child to walk from the school bus to home or your apartment without parent/guardian's supervision, please send a confirm email to the transport team at [transport@aisvietnam.com](mailto:transport@aisvietnam.com).
- 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. Bus details and the Bus Hostess's contact information are available in the School Bus App if you need to make contact, or you may email the Transport Department directly at [transport@aisvietnam.com](mailto:transport@aisvietnam.com).
- School Bus Fees are calculated for the entire academic year.
- Partial cancellations or non-use on certain days (e.g., specific weekdays, sick days, holidays, personal arrangements, ASA activities or sports matches that end after the bus departure time) are not eligible for refunds. No refunds will be issued for bus cancellations during the final week of the academic year.
- Short-term registration is only if the bus has available space. The fee will incur an additional 6% fee.
- There are two afternoon departure times: 2:55pm for students without after-school classes or activities, and 4:05pm for those participating in after-school classes or activities.

Contact the AIS Transport Department: **+84 28 7300 6940 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 aims to meet the transportation needs of the student and parent community in Ho Chi Minh City. For safety reasons, however, this service is typically not extended to kindergarten students and infants unless they are accompanied by older siblings. Any exceptions must be approved by the school principal.
- 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 authorized personnel are at the pick-up and drop-off point with your child(ren).
- 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*