

## AIS SCHOOL TRANSPORTATION

### THE ROLE OF THE SCHOOL

AIS will provide a safe and reliable School Bus service using modern air-conditioned vehicles for the purpose of picking up and dropping off AIS students on designated operational routes determined by the School.

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

AIS will ensure Primary students will be taken to the bus departure area by a teacher or support teacher. If a primary bus student misses from the bus, the school bus will wait for a maximum of 10 more minutes to contact teacher and parent. If the student still cannot be located, the bus will depart and the primary students will be sent home later by another bus. If another bus is not available transport home will be the responsibility of the parent.

### Please Note:

1. Each bus is equipped with a mobile phone. Please ask School Reception for the telephone number of the bus that your son/daughter(s) is/are on so that you can contact the Bus Driver if required.
2. School Bus Fees are for the full Academic Year and are **not refundable**.
3. To maintain an effective and efficient service, it is expected that parents adhere to the agreed pick up and drop off details agreed in the Bus Registration Form. In the event of repeated lateness, the School reserves the right to withdraw the service without refund.
4. The AIS school bus service is a service for all members of our community. If a student repeatedly infringes the rules set out in this document, or endangers other users, the school reserves the right to withdraw the service without refund.
5. **For safety reasons however, the bus service is not normally extended to students in Kindergarten.**
6. Transportation arrangements typically take up to one week to finalise. This registration form must be submitted five days prior to the start of service.
7. The School may change the Bus Schedule from time to time. In such case, the School Bus Coordinator will notify parents by email.

### THE ROLE OF PARENTS

Parents who request and pay for the School Bus will:

1. Sign a Bus Registration Form which confirms the pick-up and drop-off address and requirements.
2. Inform the School of any required changes to the bus route at least 1 week in advance of the required change.
3. Inform the Bus Coordinator as early as possible but at minimum 24 hours in advance if their child is not catching the School bus on any given day.
4. Ensure that students are ready for morning pick up and at the pick-up point at least 5 minutes before the scheduled departure time.
5. Ensure that appropriate authorised personnel are at the pick-up / drop-off point with all primary student(s) until the bus departs in the morning and prior to its arrival in the afternoon.
6. Ensure that their children behave in an appropriate manner at all times while on and waiting for the School Bus.

**Morning Bus (to AIS):**

1. For the safety of your son/daughter(s), please ensure that an appropriate authorised person is at pick up point with all primary age students, and waits with them until the bus departs.
2. Students must be ready at the pick-up points 5 minutes prior to the scheduled departure time of the bus.
3. To ensure on-time arrival at School, buses can wait no longer than five minutes after the designated pick-up time before moving to the next pick-up point.
4. Students who miss the school bus must arrange their own transportation to school with their parents.

**Afternoon Bus (from AIS):**

There are two afternoon departure times from the Thao Dien Campuses and the Thu Thiem Campus (2.45pm and 4.10pm).

**1. At School:**

**Primary students** will be taken to the bus area by a teacher or support teacher.

- If the primary bus students miss from the bus, the school bus will wait for a maximum of 10 more minutes to contact teacher and parent. If the student still cannot be located, the bus will depart and the primary students will be sent home later by another bus. If another bus is not available transport home will be the responsibility of the parent.

**Secondary students** meet in the bus area of the cafeteria after school.

- The school bus will depart at the stated time. If a Secondary student misses the bus, the student must contact his/her parents to arrange other transportation home.
- Secondary students who want to change the bus time need to follow the Change Bus Procedure which is displayed in the Bus Area of the Cafeteria. This includes informing the School Bus Coordinator by 1.00 pm if they will not be taking the bus on any given day.
- If a Secondary student wants to change his/her pick-up/drop-off address then the parent needs to inform school either in person or by email mail as early as possible but no later than 24 hours in advance.
- It is the students' responsibility to inform their parents if they change their bus time or go home by other transportation than the school bus.
- The School is not responsible for the student's safety if they travel by other means of transportation.

**2. At the collection/drop-off point:**

**Primary students:**

- An appropriate authorised person must wait to pick up the children from the bus in the afternoon.
- If the bus arrives but no one picks up your child. It is essential that the bus adheres to the schedule. For the safety of the child, they will remain on the bus and the bus hostess will attempt to contact the parent to set up an alternative drop-off point on the existing bus route.
- In case the bus hostess can't contact the parent to set up an alternative drop off point, or there is no drop off point available, the student will be returned to school and the parent will be required to collect their child from school.

**Secondary students:**

- It is not an expectation that students be met at the drop-off point by an adult
- The School's responsibility for the student does not extend beyond drop off at the collection/drop-off point.

## THE ROLE OF STUDENTS

Good conduct is not only a safety requirement it is also an expectation of AIS students.

### Students travelling on the bus must:

1. Be prompt for bus departures, by being at the assigned bus stop five (5) minutes before scheduled departure.
2. Listen and follow the instructions from teacher/guard/bus hostess/driver at all times
3. Treat all staff (drivers/bus hostesses) as you would treat a teacher.
4. Be at the assigned bus stop five minutes before the bus is scheduled to depart.
5. Secondary students who miss the bus must arrange their own transportation to school or home.
6. Behave in an appropriate manner at all times. Be polite, courteous, and respectful to the driver and other passengers.
7. Remain seated and wear a seatbelt at all times until the bus comes to a complete stop.
8. Do not talk to, or distract the driver.
9. Talk both respectfully and in quiet voice.
10. Keep the bus clean and respect the rights and property of other passengers on the bus
11. Keep head, arms, legs, and hands inside the bus at all times
12. Keep feet off the seats
13. Never throw objects around the bus or outside the windows
14. Never open the windows without the driver's permission
15. Do not push or shove
16. **No food or drink is allowed on the bus.** (Only a water bottle)
17. Remain in the seat allocated by the duty teacher/guard/bus hostess/driver
18. Get off the bus at your approved drop off point only
19. 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 bus coordinator may allow changes before 1pm on the day of travel.