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## Transport Policy

2018-2019

Transport or Bus Service is a service provided to students of Little Village Kindergarten to assist parents without removing their personal responsibility for transporting their children to school.

- Bus services will be provided on a certain route ONLY if the number of students requesting the service is more than 5.
- Seats on school buses are available on a first-come first-served basis.
- Enrollment for transportation is on term basis. Students may enroll any time during the term, depending upon space availability. Transportation fees for the term in which enrollment occurs will be paid in full irrespective of the number of days used. Failure to pay the fee by the due date will result in the cancellation of the bus service.
- Application for transportation must be submitted to the Administration office and full term payment of bus fee must be done at least two weeks prior to the start of school (in September) or two weeks prior to the term of enrollment of the student to ensure availability.
- Fee for both one way and two ways are the same.
- **The school reserves the right to cancel the transport service to a student if found to be nuisance to other students in the bus and/or if he/she causes harm or shows disrespect to others (drivers, monitors or other students) while being on the bus and Paid fees will be refunded.**
- Bus Monitors are on board to ensure the safety of each and every student. Parents are asked to refrain from conversations or arguments with the bus monitors during their routes as it distracts them from the students that are on board.
- Parents and/or guardians are asked to refrain at all times from stopping the bus at any time or point other than its usual assigned stop points. The driver will only stop the bus for police and/or emergency personnel provided they are in a marked emergency vehicle and in clearly identifiable uniforms.
- The service is only available to and from the designated points. Services to new location are not guaranteed and are subject to approval.
- All bus details and information will always be available through our Administration Office.



### Application Process

1. Applicant's address is sent to driver to locate your residence (if not, you will be contacted for direction, in some cases we ask parents to meet us at a land mark or map for driver to follow to the house).
2. Once finalized, our office will provide/inform parents with the following:
  - Bus number
  - Time of pick-up & drop-off.
  - Location/Bus Stop

### Morning Pick-Up from home:

- It's the parents/guardians responsibility to get their child on time at the designated area for pick-up.
- Children between Foundation Stage and Year 2 must be accompanied by an adult who waits until the bus arrives and picks up the child from the bus stop drop-off location (Clubhouse/Main Gate)
- Bus Drivers and Monitors have been instructed to wait no longer than two (2) minutes for a house pick up, during the morning pick-up time.
- Should the child be late, the bus will move to the next stop.
- If a child misses the bus, the parents must provide transportation to school.

### After School Drop-Off:

- Drivers and Monitors have been instructed to NOT drop off any young child unless there is an adult present to meet and pick the child. Should the bus arrive at the stop and no adult is present to meet the bus on arrival, the child will be kept on the bus and brought back to school where parents will be contacted to provide transportation home. **This rule is strictly enforced for KG, Year 1 and Year 2 students.**
- If the school is dismissed earlier than the usual hours during Ramadan, and on specific dates (please see school calendar for specific dates); parents have to make sure that they make arrangements to receive their child/children earlier than usual time.
- Compounds with big number of students will be assigned a bus stop within a walking distance from their homes, where it will be their spot for pick-up/drop-off.



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- Requests to have a child ride to school or ride home on a different bus is strictly prohibited as drivers are obliged to follow the designated route.
  - Request to hold the child from riding the bus home **MUST** be made to the administration office at least 1 hour before the bus leaving time. If request is not received (via email or phone call **ONLY**- text messages are not accepted) by that time the child will ride the bus as usual and changes will **NOT** be entertained for any reason.

### Bus rules

- Students will be assigned seats by the bus monitor and they are expected to keep that seat.
- Priority of the front seats is always given to EYFS and younger students.

### Students Are NOT Allowed To:

- Remove/loosen or refuse to wear seatbelts while inside the bus.
- Change seats, stand or move around the bus.
- Shout, yell, speak in loud voices or use profane or vulgar language.
- Open the window at any time. Should the air conditioning fail and it becomes necessary to open the windows, the monitor will open windows. Students are to remain seated in seatbelts at all times and keep all body parts inside the bus.
- Exit from or enter via any means but the bus door.
- Fight, tease, bull or harass other students, the monitor or the driver.
- Behave in any way that is distracting to the driver and/or other students.
- Shout at pedestrians or passengers.
- Mark or vandalize the bus on the inside and/or outside.
- Destroy or cut the seats cushion, window tint, curtains and seatbelts.
- Play music.
- Eat or drink on the bus. **Only drinking water is permitted.** This is for safety reasons (i.e. choking) and in the event we have students on board with allergies, etc.,
- Carry any type of sharp objects, pocket knives, etc.,
- Carry any prescribed medications without prior notification and approval of our office.
- Leave trash on the bus seats and floors.



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- Leave the bus or get-off once boarded. **The bus will only wait 15-minutes from the school dismissal time.**
  - Treat or address fellow students, the bus monitor or the bus driver disrespectfully or discourteously.
  - Request the bus driver to stop at any undesigned bus stop.
  - Be dropped at any other stop other than their designated stop without written permission from a parent.
  - Ride on any other bus at anytime.
  - Bring friend/s to ride in the bus at anytime.

The Bus Monitors have the authority to stop misbehaviour and to report any violations to the parents and transport in-charge or to School Principal. Students who misbehaved on the bus are subject to referral and/or discipline. Serious incidents and/or repeated misbehavior will result in suspension or termination of the privilege of bus transportation.

### **Discipline**

- Children who receive two written (2) warnings will be suspended from riding on the bus for 3 days.
- Children who receive three written (3) warnings will not be provided with transportation for the remainder of the term or 10 weeks, whichever is greater.
- In the above situation, parents will be fully responsible for the transportation of their children, to and from school.
- Serious infractions between where any type of verbal or physical abuse, bullying and/or false accusations made against one another will be brought to parents and school attention. Should our office and parents efforts fail to resolve or end such behavior, a termination of one, both or all involved children may be the last resolution. **In case of terminating a student from the Bus service he/she will not be able to register in this service at all in the future.**
- Parents are asked to refrain from conversations or arguments with the bus monitors during their routes as it distracts them from the students that are on board.
- **Parents and/or guardians, etc., are not allowed to board the bus at anytime.**
- Parents should refrain from sending sick children to school as the bus is a confined space.



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- All information regarding our riders is kept strictly confidential. We cannot share or disburse information such as route sheets, etc., as it contains most confidential information.
  - Parents and/or guardians are asked to refrain at all times from stopping the bus at any time or point other than its usual assigned stop points.
  - In the event that a quarrel, dispute or any disagreement occurs on the bus between two children, the parents must immediately inform the school management and vice versa. We will investigate the matter.

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**AGREEMENT**

I, parent/guardian of \_\_\_\_\_ have read the above Transport Policy and I agree to the terms of the policy and accept responsibility for complying with the relevant conditions above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Contact#: \_\_\_\_\_