

Bus Policy

Student Code of Conduct:

Students utilizing the school bus service are expected to adhere to the following terms and regulations:

1. Be prepared and wait on time in a visible position for the bus driver before the bus stops.
2. Upon entering the bus, promptly take a seat, fasten seatbelts, and remain seated while the bus is in motion. Seat switching during travel is not allowed.
3. Always respect the instructions of the driver and bus assistant.
4. Keep aisles clear of books, bags, and other belongings.
5. Eating and/or drinking on the bus are strictly prohibited.
6. Maintain quiet conversations using an 'inside' voice.
7. Respect the property of the transport company.
8. Arrive on time at the bus stop in the morning and promptly board the bus at the end of the school day.
9. Show respect to the driver and assistant.
10. Do not open windows or dangle hands or head from the bus window.
11. Avoid actions and behaviors that may disturb the driver.
12. Refrain from tampering with or damaging any fixtures or fittings on the bus.
13. In the case of damaged bus property, the guardian will bear the costs of repairing the damage.

Parental Responsibilities for Efficient Bus Service:

To ensure an efficient and effective bus service, parents are strongly recommended to follow these guidelines:

1. Inform the bus monitor of any changes to their child's transport arrangements.
2. Provide updated telephone or mobile phone numbers to the school and relevant Bus Monitor for emergency contact.
3. Ensure that students are at the pickup point at the designated time to guarantee punctual arrival at school.
4. Ensure students leave the house on time, as the bus will not wait beyond 3 minutes.
5. Ensure a responsible adult is present to send and collect primary children to and from the school bus.
6. For any complaints or suggestions to enhance the bus service, contact the school administration.

7. Guardians are not allowed on the bus; any complaints should be directed to the school administration.
8. To avoid traffic congestion, students will be assigned a new "pick up" point closest to their house.

Regulations Agreement for Bus Service: (Message to Parents/ Guardians)

Dear Guardian,

To provide an effective and comfortable bus service, encourage your children to follow the rules below:

1. The students must sit in their designated seat; changing seats during the trip is not allowed.
2. Eating or drinking on the bus is strictly prohibited.
3. Avoid using inappropriate language or comments towards the bus driver.
4. Keep hands and legs to oneself.
5. Always keep the bus clean.
6. Maintain a quiet demeanor.
7. The school reserves the right to terminate transportation service to any student not following regulations and instructions.
8. The guardian is responsible for the cost of damaged items caused by their student.

I, the undersigned guardian of the student: Grade: _____ Bus No: _____

Region: Phone: _____

I pledge to adhere to the terms and rules for the use of the bus provided by INPSAA.

This Policy is issued on 3rd September 2023