

Park Lane International School Bus Policy

This document clarifies the rules of using the bus service provided by Park Lane International School. By signing it, parents agree to all of the advice, terms and conditions stated below.

Please note, it is the responsibility of parents to ensure that their child gets to and from the bus stop every day.

Transportation rules:

- Pupils are advised to arrive at their pick up point 5 minutes before the bus' departure time.
- The school bus will wait at the meeting point for a maximum of 5 minutes. After that, unless the driver is informed by the parent/guardian and agrees to a make an exception, the bus will depart with the pupils who are on board.
- Pupils remain the responsibility of the parent/guardian until they are placed on the bus.
- The school has the right to make any changes in itinerary throughout the year, based on the changing needs of the users. Therefore, arrival and departure times may vary and are subject to change. Parents will be informed in reasonable time if any changes are made.
- If a pupil makes a last minute change to their transport agreement, e.g. to times of arrival and departure, or change their arrangement to a different day, then this is taken as an extra seat on the bus, and additional payment may be required.
- Transport services marked as "shuttle" serve as regular city transport. Their time schedules are set, and drivers are not allowed to wait for anyone.
- Pupils in Year 6 and below should be picked up or met at the bus stop by a parent or guardian.
- Students in Years 7 and above may be allowed to walk home unaccompanied if this has been agreed between the school and parents. Otherwise, the same procedure is adopted as is for pupils in Year 6 and below.
- Drivers can not wait for parents/guardians who are late picking up their child. If a parent/ guardian is not at the meeting point (for pupils in year 6 and below and pupils in year 7 and above where a parent/guardian is expected), the bus driver will contact the parent/guardian by telephone and inform them that the child will be taken back to school. The school will also be notified, and that child will then be dropped off at the

'after school club' (which ends at 5 pm), or with the Head of School.

- In the case where a parent/guardian is not able to pick up the child and has arranged for another person to collect the child, parents must inform the driver and the school and give that person's name and telephone number, to verify the person's identity.
- If changes are made to the timings or meeting points, a parent/guardian will be notified in advance by email if this is a permanent change or possibly by telephone in case of a temporary change.

Safety and behaviour on the bus:

- Pupils must sit in their seats with their **seatbelts** on throughout the journey.
- Gangways and emergency exits must be clear at all times.
- Noise should be kept to a minimum so as not to distract the driver.
- Pupils travelling by bus are representing the school and are expected to behave in an exemplary fashion. Any behaviour which contravenes Park Lane International School's Code of Conduct will be dealt with under the school's behaviour policy.
- Serious misconduct could result in a pupil being suspended or withdrawn from the bus.

Obligations for parents/guardians:

- A parent/guardian should have his/her phone on at times of arrival and departure.
- A parent/guardian is responsible for meeting the pupil off the bus if they are in year 6 or below.
- Only when the driver sees that a responsible adult is there to meet the student are they then allowed to let the child off the bus.
- Parents and guardians are obliged to be on time at the meeting point, and if for some reason they can not be there on time, they are required to inform the driver immediately and make alternate arrangements.
- They are also obliged to inform the school and bus driver about any changes in arrangements (including if there is a change in who collects the child from the bus, and if there is a cancellation for that day or week).
- If a child is allowed to leave from the meeting point alone, parental written consent must be given to the driver and the school.
- A parent/guardian should not allow their child to consume any hazardous food on the bus (e.g. we are a nut free school).

Payment:

- Park Lane International School provides the bus transportation service for a fee.
- For detailed information on fees, please see the school office.
- Travel to and from school on the school bus is billed for the whole term.
- Notice to change arrangements must be made in writing to the School Office at least one Term in advance. Failure to do so will incur fees in lieu of notice.

Parents should be informed that that the bus transportation is not guaranteed ...