

School Bus Policy

Originator: ICHK Bus Committee	Reviewed by: Roy White	Approved by: ICHK Bus Committee
Date: June 2011	Date: June 10, 2011	Date: June 14, 2011

Purpose: The purpose of this policy is to ensure that our bus service is safe and effective. It describes the Code of Conduct and Emergency Procedures. It also describes the responsibilities of those involved.

Students are not required to use the authorized school bus service.

Guiding Principles

1. In order for students to reach ICHK within an acceptable amount of time they will be expected to congregate at specified locations/stops along designated routes. Thus, we do not run a door-to-door service. The stops have been chosen to ensure for the safety of the students and to accommodate the largest possible number of students.
2. To provide a service at a reasonable cost to parents and to ensure that we maintain proper oversight, particularly for the safety of students, the school will appoint an Authorized Bus Service Provider and advertise this company within our community. To reduce congestion, buses from the authorized provider will be given priority to enter the school parking lot and have designated parking places.
3. Every effort will be made to accommodate students on their preferred bus route; however this may not always be possible.
4. The advertised routes/stops will only be altered in exceptional circumstances, with the prior agreement of the ICHK Bus Administrator/Committee & the Authorized Bus Services Provider. Bus places are subject to availability and cannot in any event exceed the legal maximum for the bus.
5. Students who do not abide by the following code of conduct will risk being suspended from using the service.

Code of Conduct

Students who ride school buses authorized by School, whether on regular daily runs or on field trips, are expected to abide by the following code of conduct.

Students are expected to:

- Treat the bus driver, and others on the bus, with respect and courtesy.
- Contact the bus administrator for approval if they wish to travel on a bus other than their own or if they will not be travelling on their designated bus. Note: It may not be possible for students to travel on another bus, as space is limited.
- Contact the Bus Driver before 7:00 am if they are going to be absent for any reason.
- Be at the bus stop at least five minutes before the pick-up time (the bus will not wait).
- Obey the instructions of the Bus Prefect and Bus Coordinator;

- Act in a safe manner and ensure for the safety and comfort of all others. It follows that students must:

- Remain seated throughout their entire journey with their seatbelt fastened.
- Position bags under or on their seat, keeping aisles clear.
- Not eat or drink on the bus.
- Not lean out of the window or put their arms out of the window.
- Not throw anything out of the window.
- Not interfere with other children who wish to read or simply sit quietly.
- Not talk to the driver while it is in motion.
- Not create any noise or disturbance inside the bus.
- Not carry dangerous toys or articles (e.g. knives and lighters) on the bus.
- Put all litter carefully in the appropriate bin or take it off the bus on departure;
- Report immediately to the driver any illness or injury sustained on/or around the bus;
- After getting off the bus, wait for the bus to leave before crossing the street, to allow you a full view of on-coming traffic;
- Look carefully before crossing the street when necessary prior to getting on the bus.

Consequences for Students Not Meeting the above Expectations

1. The Head of Lower School will (depending on the seriousness of the situation) give a verbal warning to the student, and parents will be notified by email.
2. On the second occurrence, the student will receive a written warning and parents will be notified.
3. Upon the third occurrence the student will be suspended from the service for one or more days (to be determined by Head of Lower School after consultation with Head of School).
4. Any further occurrences (or any one occurrence which is considered dangerous) will result in permanent cancellation of bus privileges without any refund of the school bus fees.

Parents are expected to:

- Ensure their child/children understand the above code of conduct when traveling on the school bus;
- Understand and accept that the general principles described above, are necessary to ensure for a safe and efficient service for all students;
- Make suitable arrangements for meeting and picking up their children, if necessary.

Drivers are expected to:

- Arrive punctually;
- Be courteous at all times;
- Treat all passengers equally and fairly;
- Complete journeys safely, adhering to speed limits & braking with due care;
- Keep all items brought onto the bus within and on the bus;
- Use initiative to deal with seating if students act inappropriately (and later advise the bus administrator);
- Remain seated, wearing a seat belt.

The Bus Administrator is expected to:

- Monitor the Authorized bus Service Provider in line with Hong Kong Government recommendations and the statutory requirements;
- Assist parents/students in determining the most appropriate route/stop;

- Make suggested changes to routes/stops in conjunction with the Authorized Bus Service provider;
- Keep records and handle all complaints and action these accordingly; informing the bus committee and/or the Head of Lower School as appropriate; and liaise with the Authorized Bus Service provider as needed.
- In conjunction with teachers,
 - Ensure that students embark/exit buses safely;
 - Ensure that once students are on their bus, they remain on it;

Bus Committee

- Review and have oversight of the school bus service including the work of the Bus Administrator (see responsibilities of the Director of Finance).
- Hold bi-annual meetings (or as needed) to review and make recommendations for improvement.

Director of Finance is expected to:

- Ensure that the authorized School Bus Services Provider provides the service in line with the Memorandum of Understanding;
- Provide priority parking facilities (or lay-by space) to the authorized School Bus Provider to allow students to exit and embark safely
- In conjunction with the Bus Administrator ensure that payments from parents are recorded according to our finance policy and monies paid accordingly to the Authorized Bus Service provider as per the MOU
- Publish bus routes for current and prospective students and their families
- Line-manage and oversee the work of the bus administrator; informing the bus committee as appropriate.

Head of Lower School/Pastoral Coordinators are expected to:

- Monitor the behaviour of students on the school buses, liaising with the school bus administrator accordingly
- Follow the school Behavior Policy when students do not follow the above code of conduct
- Assign duties to teachers to ensure that students alight/embark safely

The authorized School Bus Services Provider is expected to:

- Ensure all drivers are registered and qualified to provide a safe journey;
- Ensure all buses are fit for travel, licensed, roadworthy and clean;
- Ensure all buses have seatbelts for each seat;
- Liaise with ICHK / Bus Committee about issues concerning the buses;
- With the assistance of the school, create bus routes for current and prospective students and their families;
- Be responsible for claims and compensation for injuries in the event of a traffic accident that agreed with parents directly.

Payment:

- By term in advance. Cheque is payable to "International College Hong Kong Ltd."
- **REFUNDS** will only be given for a complete calendar month of non-bus use. Notice must be given in writing one month in advance. **A refund cheque will not be issued without one month's notice in writing.**
- N.B. the fees have taken into consideration the holiday periods including the date that school finishes in June and the start in August. Payment for August and September is to be made in August with the single term payment covering the first term.

Emergency Procedures:

1. In Event of an Accident

(i) Bus Break Down

- Students remain on bus under the supervision of bus prefects and wait for a replacement bus to pick you up.

(ii) If The Bus Doesn't Arrive

- Wait until 10 minutes after listed picked up time for a replacement bus then contact the Bus Service Provider.

(iii) Accidents / Emergency Procedure Handling:

- All passengers must stay Calm and remain at the scene in a safe location.
- The Bus Driver, if able or senior student will organize the following:
 - Contact the POLICE
 - Give exact location of bus – street/road/area and remain on the scene until the police arrive. The police should ask if ambulance/fire service is required and organize it.
 - Contact the BUS COMPANY
 - Give the Bus Route No.
 - Give the exact location of the bus – street/road/area.
 - School Bus Company will advise whether a bus will come to pick you up or what you should do.
 - Contact the SCHOOL / School Bus Administrator.

2. Rainstorms and Typhoon Warnings (as described in the Student Handbook)

- Hoisting of Red signal** (before school starts): ICHK will be closed. Students in all lower years should not come to school for the entire day. **However, the bus service will continue as normal as external GCSE and IB examinations may go ahead (even though the school may be closed). Examination students should monitor the TV, radio and/or the school website for specific information.**
- Hoisting of the Black or Typhoon 8 (or above) signals.** ICHK will be closed. Students in lower years will not be required to come to school for the entire day. The bus service will not run. All Examinations will be postponed. **However, students taking external GCSE and IB examinations may be required to come to school later in the day to take their postponed examination. (they will need to make their own way to school).**

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