



SCHOOL TRANSPORT INFORMATION 2023-2024

Requests for the bus service should be made as early as possible to assure the most effective planning of bus routes. Whereas the objective is to provide school transport to those parents who request it, this service cannot be guaranteed for everyone.

TRANSPORT FEES 2023-2024

La Moraleja (both ways)
197€ per month

La Moraleja (one way)
124€ per month

Other routes (both ways)
267€ per month

Other routes (one way)
164€ per month

Special circumstances may force the school to cancel existing routes. The bus service must normally be contracted for the school year (10 months). The school reserves the right to stop the bus service to students whose bus fees have not been paid on time.

The bus routes usually cover certain sections of the following areas:

- Pío XII
- Fuente del Fresno (Control)
- La Moraleja/Encinar de los Reyes
- Paseo de la Castellana
- Príncipe de Vergara
- Arturo Soria
- José Ortega y Gasset
- Ciudadcampo (Control)
- Velázquez
- Montecarmelo

(Detailed information on the bus routes will be provided by Ms. Amaya Mena upon request.)

Even if your address is outside the above mentioned areas, you are welcome to send us your bus request for our consideration.

The bus company determines the bus stops, but they are subject to changes that may be introduced by the "Comunidad de Madrid" authorities. Car Tour is the company responsible for organising the School Bus Service at International College Spain, and all queries and matters regarding this service must be addressed to Ms. Amaya Mena. The bus fees will be invoiced by International College Spain together with all other school fees.

Ms. Amaya Mena - ICS Routes Coordinator
+34 691 550 304 | Email: icstransport@cartour.es

Bus Request Form

Student Name (1): Grade:

Student Name (2): Grade:

Student Name (3): Grade:

Student Name (4): Grade:

Address:

Post Code: Email:

Service: Both ways: ☐ One way (mornings): ☐ One way (afternoons): ☐

Spanish phone 1: Spanish phone 2:

Requested starting date:

Please note that although the objective is to provide transport to all those who request it, the bus service is not guaranteed. You should be contacted by Ms. Amaya Mena, Bus Coordinator, that must confirm the status of your request.

FULL PARENT/TUTOR NAME:
(IN UPPER CASE)

SIGNATURE:

Legal warning: we would like to remind you that pursuant to Act 15/99 concerning protection of personal data, your details are included in our files, for which Car Tour, S.A. is responsible. You may exercise your right to access, rectify, eliminate or oppose this data by means of written notification to Car Tour, S.A.

School Bus Rules

- Whereas the aim is to provide school transport to those who request it, this service cannot be guaranteed for everyone. Special circumstances may force the school to cancel existing routes.
- In order to ensure we receive notifications, absences or news of any guests using the bus, please communicate these changes as follows:
 - a. Write to Ms. Amaya Mena BY EMAIL at icstransport@cartour.es BEFORE 12:00pm.
 - b. Changes or modifications received before 12:00pm will be accepted. Unfortunately, we cannot accept notifications after that time for safety reasons.
 - c. Exceptional issues such as emergencies, uncommon medical situations, accidents, complicated situations or sensitive family events need to be advised to the same email: icstransport@cartour.es or by phone to Ms. Amaya Mena (+34 691 550 304)
- The bus monitor is always to be listened and respected. Any problems with the bus should be referred to the School Bus Coordinator.
- Any failure to abide the bus rules will be reported to the Head of Primary or Secondary, who will impose, in school, sanctions. Repeated or extreme violation of these rules may result in temporary or permanent exclusion from use of the bus service.
- Students are required to be at the bus stop five (5) minutes in advance of the scheduled time. The bus will not wait for anyone after the official pick-up time in the morning. If the students are not at their bus stops, it will be assumed that they are not coming to school and that this fact is known by parents. Neither the school nor the Bus Company can take responsibility for students before they get on the bus.
- In the afternoon, it is the responsibility of the Secondary School students to be on the bus at 16:15. The bus will depart without waiting for the Secondary School students who are late, it will be assumed that they are not using the bus service to return home on that particular day. If a Secondary School student misses the bus in the afternoon, for whatever reason, they must report to Reception where they must contact their parents and inform the school of their new travel plans. The school cannot accept liability for the new travelling arrangements for students who miss the bus.
- In case of inviting a guest to use the bus, it requires Ms. Amaya's confirmation after receiving the guest family authorization by email: icstransport@cartour.es
- Signing this request, you are confirming you have read and accepted the rules previously mentioned.
- (Additional rules regarding safety and behaviour rules on the bus will be provided at the start of the school year).