



## SCHOOL BUS TRANSPORTATION CONTRACT

READ CAREFULLY BEFORE SIGNING

COMPLETE ONE CONTRACT PER FAMILY AND INCLUDE ALL STUDENTS WHO WILL BE USING THE SCHOOL BUS.

Parent/Guardian Surname:	Parent/Guardian First Name::	Mother's Mobile	Father's Mobile
Primary Student Address:			Zip Code:
Emergency Contact Information (Name, Relationship to student and Phone Number):			
STUDENT SURNAME	STUDENT FIRST NAME	YEAR GROUP	DATE SERVICE TO COMMENCE
ROUTE/STOP: (Refer to stops list)		***All stops require a minimum of 6 students to operate. If these numbers are not reached the bus stop will be removed.***	
(Please check) <input type="checkbox"/> Part time <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon		<input type="checkbox"/> Invoice by Term <input type="checkbox"/> Invoice Annually	



## TERMS AND CONDITIONS

### THE FOLLOWING TERMS AND CONDITIONS FORM PART OF THE SCHOOL BUS TRANSPORTATION CONTRACT ("THIS AGREEMENT").

1. Parent/Guardian acknowledges and agrees that both Parent/Guardian and the above-listed student(s) will comply with the School's Code of Conduct, all rules, policies, and procedures of the School, including those set forth in the Parent Handbook, as amended from time to time, and the terms of the Student Enrollment Agreement, all of which are incorporated herein by reference. The School's Code of Conduct and Parent Handbook are available on school website.
2. **Routes, Time Schedules and Stops:** British School of Houston (the "School") agrees to provide transportation for the above listed students on such routes, at such times, and making such stops as may be designated by the School from time to time. While Parent/Guardian may make suggestions and recommendations, the School will make all final determinations in this regard, at its sole discretion. All routes are subject to change.
3. **Fees:** The current costs per year for each of the routes currently offered are as follows:

Cost per student	Per Term	Per Year
All current routes Full time	\$1,567	\$4,700
All routes Mornings only	\$860	\$2,580
All routes Afternoon only	\$860	\$2,580

4. **Payment:** When this Agreement is signed, the School will send Parent/Guardian an invoice for the transportation service requested. Parent/Guardian must pay for the transportation service net 30 days of receiving the invoice.
5. **Payment Nonrefundable:** Fees for transportation services are nonrefundable.
6. One full terms notice is required to withdraw from the bus service.
7. School, Sam's Limousines & Bus representatives may contact you on occasion with bus related information.
8. **Disputes:** Parent/Guardian agrees to raise all transportation-related issues and concerns with the current bus service provider by email at [sales@samslimousine.com](mailto:sales@samslimousine.com) not with the bus drivers.



**9. Service Provided:**

- a. Morning Pick Up: Scheduled pick up times and locations will be communicated to families at least one week prior to the bus service start date. To ensure smooth, on-time service, students must be at the pick-up location Ten (10) minutes prior to the scheduled pick up time. The bus will not wait past the schedule time.
- b. School Drop Off: Students will be dropped off at the School campus by 8.15am, traffic and weather conditions permitting.
- c. Afternoon Pick Up and Drop Off: Students will be picked up from School at the end of the school day. Buses will depart within 15 minutes after students are dismissed from School. Students should be at the designated pick up location within 10 minutes after dismissal time. If a student is late without prior notice, the bus may depart without the student and the parent will be responsible for the student's transportation in that instance. Parents are responsible to ensure their presence at the drop off location to avoid any bus delay.

**School Bus Safety Information**

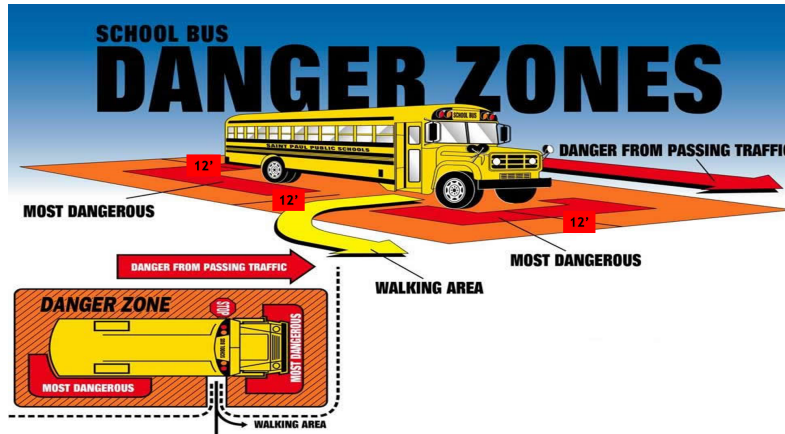
**Riding the school bus is a privilege, not a right. Please discuss the following with your children:**

1. A privilege is granted as a special benefit or advantage and may be suspended or revoked. The privilege of riding one of the School's buses must be earned by exhibiting good behavior while on the bus.
2. The bus drivers are responsible for the safety of their passengers. They must be as free as possible to devote full attention to driving safety. Any distraction caused by passengers makes the driver's job more difficult and compromises everyone's safety.
3. The school day begins at the bus stop and continues through the end of the bus ride home. Poor conduct is not tolerated in the classroom and will not be tolerated on the bus. Inappropriate behavior on the bus may result in assigned seating on the bus, or suspension or revocation of bus riding privileges.
4. Students must wear a seat belt at all times during the bus journey. Students found to be taking off seatbelts during the journey may be suspended from riding the bus.

**Appropriate bus conduct is essential for the safety of all. Please discuss the following with your children:**

1. Since most serious student injuries occur just prior to boarding or just after exiting the school bus, certain precautions must be taken to ensure safety.
2. The DANGER ZONES are the areas within ten feet of the bus in any direction. If you can touch the bus, you are too close. It is important to stay out of the DANGER ZONES in order to be seen by the bus driver.

*[See diagram on next page]*



3. Students who are walking through or standing in the DANGER ZONES are very likely to be outside of the bus driver's field of vision. When boarding and exiting the bus, stay out of the DANGER ZONE.
4. If you can see the bus driver's eyes, the bus driver can see you. If you cannot see the bus driver's eyes, then the bus driver very likely cannot see you.
5. Students who must cross the street after exiting the bus need to be aware of the hazards presented by other vehicles that might fail to stop for the bus. Students must never cross the street behind the bus.
6. Be on time. You must be at your bus stop ten minutes before the bus is scheduled to arrive. If the bus arrives on time, the driver will stop, look up and down the street for students, and leave if none are at the location or coming to the location. If you miss the bus it is your responsibility to find a way to school.
7. Always sit down. Your personal safety as well as the safety of others is at risk if you stand while the bus is moving. You must remain seated until the bus comes to a complete stop at school or at your drop of location. You must wear a seatbelt at all times and until the bus fully stops at its final destination.
8. Be courteous. No fighting, swearing, or yelling. Fighting and swearing may be cause for suspension from school or the loss of bus riding privileges. There is ZERO tolerance for violence. Violence includes physical and verbal attacks or intimidation. This policy applies to time spent on the bus and at the bus pick up and drop off locations.
9. No eating or drinking. Students are not permitted to eat or drink on the bus.
10. Keep the bus clean. Nobody should have to ride on a bus that is messy or filled with trash. Each student shares the responsibility of keeping the bus clean. Any repair costs due to willful damage or acts of vandalism will be billed to the student responsible for the damage.
11. Only registered permitted students are permitted to ride on the school bus. Non-enrolled friends will not be permitted.



Correct procedures for boarding the bus are as follows:

1. Wait at least 10 feet from the street until the bus comes to a full stop.
2. Form a single line.
3. Do not crowd or push.
4. Use the handrail.
5. Take the steps one at a time.
6. Go straight to your seat.
7. Fasten seatbelt correctly.
8. Stay in your seat until the bus arrives at school.

Procedures for exiting the bus are as follows:

1. Wait until the bus is completely stopped at your drop off locations or at school.
2. Unfasten seatbelt only when bus has come to a complete stop
3. Stand up and go straight to the front of the bus.
4. Do not go back for dropped or forgotten items; tell the bus driver.
5. Do not crowd or push, wait your turn.
6. Use the handrail.
7. Take the steps one at a time.
8. Move away from the bus immediately (get out of the DANGER ZONE).

Procedures for safely crossing the street in front of the bus are as follows:

1. Tell the bus driver you need to cross.
2. After exiting the bus, move directly to the sidewalk and out of the DANGER ZONE.
3. Move forward of the bus to a spot at least ten feet ahead of the front bumper.
4. Turn back to look at the bus driver and make eye contact.
5. When the driver gives the signal, cross the street while checking continuously for oncoming vehicles.
6. After reaching the opposite side of the street, move onto the sidewalk and proceed directly home.
7. If you hear a horn of any kind as you begin to cross the street, return to the sidewalk where you were dropped off.

**By signing below, I acknowledge that I have read, understand, and agree to the TERMS AND CONDITIONS of this Agreement as well as those within the 2024/25 Bus Policy, and have discussed and explained the School Bus Safety Information to my child(ren).**

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SIGNATURE OF PARENT/GUARDIAN

MM/DD/YYYY

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DATE



### **GENERAL INFORMATION**

- All bus routes, stops and schedules are subject to change based on participation.
- The cost for school transport, AM and PM is \$4,700 per student/year or \$1,567 per student/term.
- A part-time option of morning only / afternoon only is available at a cost of \$860 per student/term.
- Enrollment forms must be completed and submitted in full prior to riding the school bus.
- All school buses are fully air conditioned and equipped with 3-point safety belts, tray tables and cameras.

### **SAFETY MEASURES**

Drivers check seatbelts before each bus journey. Secondary children are responsible for ensuring their seatbelts are properly fastened. Please ensure your child understands the requirement of wearing a seatbelt prior to using the bus service.

It is up to each parent to ensure they are at the bus stop to collect their child/ren. Children Year 7 and above may be released from their bus unsupervised with written permission. Students Years 3-6 may be released with a sibling Year 7 or above, with written permission. Students Year 2 and below can only be released to a parent or guardian.

### **SCHOOL BUS RULES**

The Rules and Regulations listed below must be strictly observed for the safety of all students. Any breach of these rules may result in your child losing their place on the school bus without refund. Please ensure all bus safety information in the enrollment contract is also reviewed. Please review these rules with your children prior to them riding the bus.

- Please arrive 10 minutes prior to departure time. Buses will NOT wait for late students.
- Obey the driver's instructions to ensure safety.
- Stand in a safe place while waiting for the bus. Cross at least 15 feet in front of the bus. NEVER in rear of the bus.
- Always remain seated with seat belts fastened while the bus is in route.
- Wait for the bus to make a complete stop before entering or exiting the bus.
- Do not leave the bus without the driver's consent. No unauthorized stops will be made.
- Keep feet out of aisles and off seats/ seatbacks.
- Students must behave in an appropriate manner.
- The driver must not be distracted while the bus is in motion.
- Eating or drinking is NOT allowed on the bus.
- Students must not deface the bus or its equipment. Damages will be repaired at the cost of the responsible students' parents.
- The school bus is for registered bus students only. Students not enrolled for bus service may not use the bus. Students may only ride the bus to which he/she is assigned, without exception.
- Personal electronic devices are allowed with the use of earphones to avoid disturbances. Neither the school nor the bus service company will be responsible for any lost or damaged property.



## MORNING DEPARTURE

Please arrive at the bus stop at least 10 minutes prior to the scheduled departure time.

Parents are welcome to board the bus as long as this does not delay the departure of the bus.

Morning buses are scheduled to arrive at school by 8.15am.

Early Years through Year 2 are escorted from the bus into school upon morning arrival.

- Each bus will depart the bus stop at its scheduled time without exception. If a parent arrives as the bus is leaving, the bus will not stop.
- If a parent arrives late, they must not impede the motion of the bus with their vehicle.
- If the bus is departing or has already departed it is the responsibility of the parent or guardian to transport the student(s) to school.
- If parents intend to leave immediately or before the bus has departed, please park well away from the bus.
- Parents are reminded of the need to observe traffic laws relating to school buses, even when the bus is parked. Under no circumstances should they travel close to or between parked buses.
- If your student is not riding the bus in the morning, no prior notification is required.

## AFTERNOON JOURNEY

Buses are scheduled to depart school by 3.45pm.

Please note – failure to notify BISH that a student will not ride the afternoon bus will delay every bus on campus. **Parents must inform the school prior to 1.00pm if their child will not be riding the afternoon.** For safety reasons, we cannot make changes to the bus register after 1pm.

- If your child will not be riding the afternoon bus, parents must inform the school prior to 1:00pm.\*
  - Changes to a student's daily bus usage must be emailed to [bus@houston.nae.school](mailto:bus@houston.nae.school)
  - In the subject line of the email, please indicate student's full name and bus route.
  - Parents can also submit their changes via Schools Buddy using the change request feature.
- If a bus is considerably late leaving the school, a message will be sent to parents via text and/or email.
- The drive will wait no longer than 5 minutes at each bus stop before either going on to the next stop or returning to school.
- If a parent is not at the bus stop to collect a child at the end of the day, the child will be returned to school where they will need to be collected. The bus company may charge a fee for the additional time and mileage.
- Ample time is given to secondary students (Year 7 and above) to board the bus in the afternoon. If a secondary student missed the bus, it is the responsibility of the parent to collect the student from school.
- If you have concerns regarding a bus running late, please contact Sam's Limousines dispatch at 713-780-7077, option 4.



## **ADMINISTRATIVE NOTES**

It is the responsibility of parents to inform BISH of any changes to their contact details.

School reserves the right to change stops, routes and times based on the needs of the school.

## **PRIVACY POLICY**

Unless required under emergency conditions, the bus company will not release any information obtained during its normal course of business to any person, organization or entity without prior approval of the student's parent or guardian.

## **WITHDRAWAL FROM BUS SERVICE**

If you wish to withdraw your student from the bus service during the school year, a completed School Bus Withdrawal Form is required with at least one terms notice. Failure to do so will result in forfeiture of any fees paid. Withdrawal forms can be obtained by contacting [bus@houston.nae.school](mailto:bus@houston.nae.school).

## **EMERGENCIES**

Each driver is first aid trained in case of a medical emergency on board a bus. If warranted, the driver will call 911 for further assistance and parents will be contacted immediately.

## **CONTACTS**

Communication regarding the school bus should be made through the school. Only in the instance of the school office being closed and a parent or guardian needing to contact the bus company in an emergency should they contact the bus company directly.

British International School of Houston  
Lizbeth Cantu  
[bus@houston.nae.school](mailto:bus@houston.nae.school)  
713.290.9025 ext. 8803

Sam's Limousines  
Transportation Dispatch  
713-780-7077, option 4