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## BSB SY School Bus Policy

At BSB we aim to provide all students a safe and pleasant journey to and from school and this is of paramount importance.

To ensure this happens all parents whose child takes a school bus should read through the following information carefully and sign it to confirm that they agree to abide by the policy and bus rules. The signed form should be submitted to the Bus office.

We would appreciate if you could discuss the bus policy and rules with your child and support us in endeavoring to provide a safe and pleasant service to all.

### **Bus schedules**

In order for buses to keep to their schedules and not to inconvenience other students, ALL buses have been directed to leave at the scheduled time. Parents/guardians are asked to ensure students are at the bus stop 5 minutes before the departure time. Every bus is equipped with a clock and we suggest that all families synchronize their home clocks with the bus clock to avoid any differences.

Buses will wait no more than 2 minutes after the scheduled pick up time for students.

### **School Bus Transport Request**

Transportation arrangements generally take up to one week to finalise. A School Transport Request form (pdf available to download from the website) must be submitted five days prior to starting the service.

In some instances where students live in more isolated areas, parents may be asked to transport students to and from designated pick-up/drop-off points.

### **CCAs Buses and Late buses**

- CCAs buses: From Tuesday to Thursday on CCAs days, a 4.30pm bus service is available to take students home who attend an After School Activity only.
- Late buses: The late bus will depart at 5:30pm. (Please note that departure may be delayed on occasion due to the overrunning of a sports fixture)



When students sign up for the CCAs program all regular bus sign up students will, under normal circumstances, automatically be signed off the 3.30 pm bus and put onto the 4.30 pm CCAs bus lists or the 5.30pm list for late CCAs.

In some instances where students live very far from the normal route, parents may be asked to pick-up their child/ren from a designated drop-off point after the CCAs.

If students are unable to their CCAs for reasons other than absence from school, parents must notify the School before 12 noon on the day to ensure their names can be removed from the CCAs list and, if appropriate, added to the normal 3.30 pm bus list. This also applies to your child needing to change a bus on any given day.

### **Secondary Students Missing their normal bus**

If a student misses the bus they have been assigned to, due to circumstances beyond their control, they will be placed on the next available bus. They should report to the secondary office and inform the Secondary office staff that they have missed their bus and whether they will be picked up by parents or will need to go on a later bus.

- If a student wishes to remain behind after 3.30pm to work in the library, they must notify the bus monitor and sign in at the secondary office.
- Students who remain behind under the supervision of a member of staff must inform the bus monitor
- Students who stay behind for any unauthorised reason and have not signed in the secondary school office will not be permitted to catch a later bus, in which case parents need to make arrangements for their child to be picked up from school.
- Any exceptions to the above will be at the discretion of the Secondary Leadership team.

### **Changes to Primary Students taking their Normal or CCAs bus in the afternoons**

If your child is not taking the bus on a particular occasion; is taking a different bus or no longer requires the bus service, please send an email confirmation to your child's class teacher and the bus coordinator at [sybus@britishschool.org.cn](mailto:sybus@britishschool.org.cn) no less than 24 hours before the effective date. The bus monitor will be informed at once. This will help in the reduction of school bus delays and ensure your child's safety and well-being.

If you take your child home early from school please inform the bus coordinator or class teacher that your child will not be riding the bus home.



### **Parents Using Buses**

- Children younger than 3 years old must have an adult to accompany them on the bus to and from school each day. This can be the parent or the child's Aji. A car seat is compulsory. If parents would like permission for an older sibling to be responsible for their young child on the school bus, in place of an adult, please contact the school Principal.
- Once children are 3 years old they can travel on the bus by themselves but they must have a car seat.
- Parents of children older than 3 years of age are not permitted to travel on the school buses unless they have the permission of the Bus Coordinator and the Head of Primary. This is rarely given as the buses are normally very busy. If permission is given, it is normally only until an unsettled child settles into their new routine.

### **Drop off**

All the school buses will drop off students according to the scheduled time. If the bus is earlier or later due to unforeseen circumstances, e.g traffic delays, problems at previous drop off point, then the bus monitor will attempt to contact parents on the registered phone number given on the form to inform them. Please have your phone available at this time to receive the call.

If the parent/Aji is not at the bus drop off when the school bus arrives, the bus monitor will contact the parent and wait for no longer than 5 minutes, then the bus will go to the remaining stops and will return to the child's drop off point after dropping off the rest of the students.

### **Bus Usage, Code of Conduct:**

1. Students who attend BSB commute from many parts of Beijing. In order to facilitate their arrival and departure from school and to ensure that all students have a pleasant journey; BSB has clear expectations and rules in place to ensure that all students can in a safe and secure manner.
2. Students must be at their bus stop on time and behave appropriately whilst waiting for the bus to arrive. If a student is late three or more times in a month this would be classed as an incident that requires action/report.
3. Students must respect and obey the Bus Monitor/Driver at all times and behave appropriately in line with the school rules.



4. Students must sit in their seat and remain seated, with their seatbelt fastened, for the entire journey. Movement around the bus during the journey is not allowed.
5. Younger students need to sit near the front of the bus and older students towards the back.
6. Head, hands and feet must always be kept inside the bus, and windows should remain closed for safety and to ensure efficient air conditioning in the bus. Students must ensure that they sit in a manner that keeps the gangway clear
7. Eating/drinking/chewing gum on the bus is not permitted once the bus is moving.
8. Students should talk quietly – shouting is not acceptable behaviour.
9. The driver must not be distracted at any time during the journey.
10. Students should ensure that the bus remains free of damage; they should safeguard the safety and emergency bus equipment and ensure exits are kept free of obstructions.
11. Students should ensure that all litter is removed from the bus when they leave.

### **Consequences of Breaking Bus Rules (Secondary School)**

It is exceptionally rare that our students do not follow the Bus Usage Code of Conduct. However, if an incident does occur, every attempt will be made to ensure that we have a full picture of the situation. All buses are fitted with CCTV footage and this will be referred to if possible. Feedback from the bus monitor and other students on the bus will also be used to investigate any issues.

After investigating, if there is enough evidence to uphold the complaint, the student will be issued a warning and parents contacted by their Head of Year to advise them of the details of the incident. Both student and parents will be advised that a further offence will result in a ban from using the school bus for a set period determined by the school.

If the student receives a second warning and the investigation upholds the complaint, a bus ban between 1 – 5 days depending upon the severity of the issue. The parents will be contacted by the Head of Pastoral to discuss the situation and advised of the length of the ban.



Issues that constitute misbehaviour include but are not limited to the following:

<b>Issue</b>	<b>Length of ban (days)</b>
Eating on the bus after being repeatedly told not to do so	1
Refusing to wear seatbelt after being repeatedly instructed to do so	2
Walking around the bus while it is moving after being instructed not to do so	3
Distracting the driver	3
Bullying or anti-social behaviour towards other students	4
Drawing on, defacing or damaging the seats or covers on the bus	4
Repeatedly ignoring safety instructions from the bus monitor	5
Any action that endangers the safety of themselves or others such as standing on bus seats, throwing objects or pushing other students	5

**School bus fee ( Refer to “2023-2024 School Withdrawal & Refund Policy” ):**

If a family changes bus routes during the year, the bus fees will be adjusted accordingly. Once a term commences, there are no refunds for that term whether a student is leaving school on temporary absence, or no longer requires the bus service.


If a student engages in behaviour that the school or bus company believes may jeopardise the safety of themselves or others, or causes damage to the bus, the school reserves the right to withdraw bus services whilst investigating in order to safeguard other students.

There will be no entitlement to a refund due to suspension or withdrawal of the bus service.

We appreciate your support in helping us continually improve this very important service. If you have any questions about the school bus service, please contact:

Bus Office Mobile (Ms. Ann Liu): 15910784201  
Bus Office Tel: 80473580  
Bus Office E-mail: sybus@britishschool.org.cn

The Bus Office is located behind main school Reception in the school administration area, Room number C108.

Signature by Principal: 



## 北京英国学校顺义校区校车政策

北京英国学校致力于为全体学生提供安全且愉快的上学和放学之旅，这一点至关重要。

为此，所有乘坐校车的学生的家长都应仔细阅读以下内容并签字，以确认同意遵守本政策和校车规则。请在签字后，将表格递交至校车办公室。

希望您能与您的孩子沟通校车政策和规则，支持我们力求为全体学生提供安全愉快的校车服务，我们将不胜感激。

### **校车运行路线表**

为了使校车按时运行，且不给其他学生带来不便，所有校车均按指示在预定时间发车。家长/监护人应确保学生在校车驶离时间前提前 5 分钟到达校车站点。每辆校车都配备了一个时钟，我们建议所有家长将家庭时钟设置成与校车时钟同步，以避免出现任何时差。

所有校车会在到达预定接站时间后等待/停留不超过 2 分钟。

### **校车申请**

校车申请通常需要不超过一周的时间来确定。申请家庭须提前五天提交校车申请表（可登录网站下载 pdf 文件）。

在一些情况下，如学生的居住位置比较偏远或者不在现有规划成熟的校车路线内，家长可能需要将学生接送至指定接送点。

### **课外活动 (CCA) 班车和晚班车**

课外活动班车：课外活动课一般安排在星期二至星期四下午，课外活动班车发车时间为下午 4:35pm，为参加课外活动课的学生提供服务

- 晚班车：晚班车每日下午 5:30pm 发车。（请注意，由于体育活动超时，有时可能会延迟发车）

如果学生登记参加课外活动，在正常情况下，所有登记乘坐正常校车的学生将自动视为不乘坐下午 3:30 的校车，而是安排乘坐下午 4:30 的课外活动班车或下午 5:30 的晚班。



在一些情况下，如果学生的住所距离正常路线较远，则在课外活动之后，可能需要家长到指定的下车地点接回孩子。

如果学生由于除未上学以外的其他原因而无法参加课外活动，则家长必须在当天中午 12 点之前通知学校，以确保将学生姓名从课外活动名单中移除，并在适当的情况下，将学生姓名添加到下午 3:30 的正常校车名单中。这也适用于您的孩子在任何特定日期需要更换校车班次的情况。

### **中学生错过正常校车**

如果学生由于无法控制的原因而错过乘坐指定的校车，则将被安排乘坐下一班校车。这些学生应向中学部办公室报告，并告知中学部办公室工作人员其错过了校车，以及是否将由家长将其接走或是否需要乘坐较晚的校车。

- 如果学生希望在下午 3:30 后留在图书馆学习，则必须告知校车老师并在中学部办公室登记。
- 在教职工的监管下留在校内的学生必须告知校车老师。
- 出于任何未经许可的原因而留在校内但未在中学部办公室登记的学生将不得乘坐较晚的校车，在此情况下，家长需要去学校将学生接回。
- 除上述外的任何例外情况，将由中学管理团队酌情决定。

### **小学学生下午乘坐正常班车或课外活动班车的变动情况**

如果您的孩子在特定情况下不乘坐校车；或者乘坐其他班次的校车；或者不再需要校车服务，请在执行日期之前，至少提前 24 小时向您的孩子的班级老师和校车协调员 ([sybus@britishschool.org.cn](mailto:sybus@britishschool.org.cn)) 发送确认邮件。校车老师将会立即得到通知。这将有助于避免校车延误，并确保您孩子的安全和福祉。

如果您从学校提早接回孩子，请告知校车协调员或班级老师，表明您的孩子将不乘坐校车回家。



## **家长用车**

- 幼儿园 3 岁以下的学生乘坐校车须安排一名成人每天陪同，陪同人可以是家长或孩子的家庭阿姨。在校车内必须使用安全座椅。如您希望您的孩子在校车上由兄弟姐妹替代成年人来陪同，请跟学校校长申请。
- 幼儿园 3 岁以上的学生可自行乘坐校车，乘坐校车仍需配备安全座椅。
- 未经校车带车员和小学校长的许可，幼儿园 3 岁以上学生的家长不得乘坐校车。由于校车座位通常十分紧缺，因此极少情况下会给予此许可。如果确实给予许可，通常也只有未熟悉新路线的孩子适应路线之前，才可以这样做。

## **下午回程送站**

所有校车将按预定时间将放学学生送到下车站点。如果由于不可预见的情况（如堵车、其他站点出现问题）而导致校车早到或晚到，则校车老师将尝试通过登记的电话号码与家长取得联系，以告知有关情况。在此情况下，请注意接听电话。

如果家长/阿姨在校车到达时不在校车站点，则校车老师将与家长联系，且停留不超过 5 分钟，然后校车将前往余下站点，并在将余下学生送回后，返回到孩子的下车地点。

## **校车的使用，行为准则：**

1. 使用北京英国学校校车服务的学生居住在北京各地。为了方便他们的上学和放学，并确保所有学生的行程愉快，北京英国学校制定了明确的要求和规则，以确保所有学生都能以安全有保障的方式出行。
2. 学生必须准时到达校车站点，并在等待校车抵达期间注意个人举止。如果学生一个月内迟到三次或三次以上，则视为一次不良事件，将需要通报并采取措施。
3. 学生必须始终尊重并服从校车老师/校车司机，并遵守学校规定。
4. 在整个行程中，学生必须始终坐在座位上并系好安全带。不得在校车行使期间在车内四处走动。
5. 年龄较小的学生应靠前坐，年龄较大的学生应往后坐。





6. 学生不得将头、手和脚伸出车窗外，且为了保证安全和确保车内空调性能良好，窗户应保持关闭状态。学生应注意在自己的坐位做好，保持过道畅通。
7. 校车行驶中，禁止在车内吃东西、喝东西或嚼口香糖。
8. 学生应轻声讲话，不得大声喧哗。
9. 在行程中的任何时候，不得分散驾驶员的注意力。
10. 学生不得损坏校车；应爱护校车内的安全和紧急设备，并确保出口畅通无阻。
11. 学生在下车时应将所有垃圾带走。
12. 所有学生如在校车上频繁发生晕车，呕吐或严重不适的情况，为了学生本人的身体健康及其车内其他学生的乘坐感受，学校校车办公室或护士办公室会联系学生家长，依情况建议学生停止乘坐校车。

### **反复违反校车规则的后果（中学）**

我们的学生一般都会遵守《校车使用行为准则》。但是，如果确实发生了违规事件，将尽一切努力去全面了解情况。所有校车上均配备有监控摄像头，除了向同车的其他学生和工作人员了解情况外，我们还将查看监控录像。

经过调查，如果有足够的证据证明确实发生了投诉情况，学生将被下发一份警告，并且年级组长会联系家长，通知他们事件的具体情况。同时学生及家长都会被告知再次发生投诉事件的进一步处理方案：学校给与一定期限的乘车禁令。

如果学生收到第二次警告且证实投诉情况，学校会根据情形的严重性给与 1 天至 5 天不等的校车禁令。教务主任会联系家长就此讨论情形并通知禁令的期限。



构成不良行为包括但不限于下列情况：

情况	禁令期限（天）
经多次告知，仍在途中吃东西的行为	1
经反复提示系好安全带，仍拒绝使用安全带的行为。	2
经提示禁止途中走动，扔走动的行为。	3
分散司机注意力的行为	3
对其他同学有欺凌或者违背公共道德的行为	4
在座椅或者座套上乱画，污损或者破坏的行为	4
反复地忽视校车工作人员的安全指导的行为	5
一切危及自身和他人安全的行为，例如途中起身，投掷物品或者推搡他人的行为等	5

**校车费用（请参考“2023-2024”英国学校顺义校区退款规定）：**

学期间校车接送站点如有变化，车辆费用会相应进行调整。一旦学期开始，无论学生是暂时缺勤离开学校，还是取消校车服务，该学期都不再进行退款。

如果学生出现学校或校车公司认为可能危害其自身或他人安全或造成校车损坏的行为，则为了保护其他学生的安全，学校保留在调查期间取消提供校车服务的权利。

如果校车服务被予暂停或取消，将不予退款。

感谢您的支持，帮助我们不断改善这项极其重要的服务。如果您对校车服务有任何疑问，请联系：

校车办公室手机（Ann Liu 女士）：15910784201

校车办公室电话：8047-3580

校车办公室电子邮箱：sybus@britishschool.org.cn

校车办公室位于学校前台后方行政区域，房间号：C108

校长签名： 



## Bus Policy

Updated on 6<sup>th</sup> Sep., 2023

Please Print Clearly:

I have read the BSB School Bus Policy and accept the information and conditions stated above.

Student's name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent name: \_\_\_\_\_ Parent email: \_\_\_\_\_

Parent's/Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 校车政策

更新日期：2023年9月6日

请清晰填写以下信息：

本人已经阅读了北京英国学校校车政策，并接受以上信息和条件。

学生的姓名： \_\_\_\_\_ 班级： \_\_\_\_\_

家长的姓名： \_\_\_\_\_ 家长的电子邮箱： \_\_\_\_\_

家长/监护人的签名： \_\_\_\_\_

日期： \_\_\_\_\_