

SRIS

Bus Rules and Regulations

We aim at making the bus journey safer and more pleasant for both students and Bus Monitors. We have therefore implemented following Rules and Regulations. We would really appreciate your support in helping us implement these Rules and Regulations.

1. Student

- a. The bus journey to and from school is an integral part of the school day. Students should be aware that the Rules and Regulations stipulated in the Student Handbook (See pages 12-19 -Student Handbook- in the Parent Handbook) apply to the school bus journey as well. Bear in mind that school bus behaviour is reflected in the overall student behaviour assessment, which is reflected on the Student Report Card.
- b. Students should treat the school bus monitor and bus driver with the same respect as any member of the school teaching/ancillary staff. Disrespectful behaviour towards the bus monitor will result in a ban on using the school bus or will expose the student to the same disciplinary measures that are imposed for disrespectful behaviour towards a teaching/ancillary staff member (as stipulated in the Student Handbook).
- c. Students should be punctual. The bus will not wait for more than 3 minutes! If a student is tardy, it is the parents' responsibility to provide transport to the school.
- d. Students should remain seated and WEAR A SEATBELT AT ALL TIMES throughout the bus journey, regardless of whether the bus is driving or standing still.
- e. Students will be ASSIGNED A SEAT at the beginning of each term and should sit in the seat that has been assigned to them. Younger students and students prone to car sickness will be assigned seats in front of the bus.
- f. Students should be quiet throughout the bus journey. Throwing objects, shouting, abusing other pupils/bus monitor/driver physically or verbally...are not tolerated.
- g. Students should wait for the sign of the bus monitor to disembark from the bus.
- h. Nursery-Year 2 (3-6 years old) students should assemble in the Central Courtyard. The bus monitor will meet them there and accompany them to the bus. In case of rain, the Nursery-Y2 children will assemble in the auditorium.
- i. If a student fails to communicate directly with the bus monitor, he/she should ask the assistance of another pupil who is able to translate from English/Chinese.
- j. Students may only travel on their designated bus. If a temporary change is required, parents should inform in writing the school office (Ms. Tracy Shen) and the Head of Secondary or the Head of Primary. A note will be recorded in the School Diary.
- k. Students cannot bring friends/other people onto the bus without having informed the school and having obtained permission from the school office (Ms. Tracy Shen) or the School Principal (Mr. Hadyn Adams) or the Heads of Department (Ms. Muir, Mr. Hughes). A note will be recorded in the School Diary

Inappropriate school bus behaviour will be punished. The school reserves the right to ban a student from using the school bus for any period of time depending on the offence(s). This could mean a permanent ban. Parents will then be responsible for transport to and from the school. No financial compensation will be awarded when a student is not taking the school bus.

2. Parents

- a. Please familiarise yourself and your child(ren) with the above stated rules and regulations and the consequences involved.
- b. If due to circumstances (illness...) your child will not be using the school bus, please phone the Bus monitor or the Bus Supervisor PRIOR to the scheduled bus pick up time. Both mobile numbers will be printed on the bus routing you will receive before your child starts attending school or at the beginning of the term.
- c. Please make sure you inform the school (Ms. Tracy Shen) when you move house. You should do this at least 3 working days before the school bus is supposed to collect your child at the new address. Students are not allowed to change bus on their own initiative!
- d. Students may only travel on their designated bus. If a temporary change is required, parents should inform in writing the school office (Ms. Tracy Shen) and the Head of Secondary or the Head of Primary. A note will be recorded in the School Diary.
- e. Your child cannot bring friends/other people onto the bus without having informed the school and having obtained permission from the school office (Ms. Tracy Shen) or the School Principal (Mr. Hadyn Adams) or the Heads of Department (Ms. Muir, Mr. Hughes). A note will be recorded in the School Diary.
- f. Please inform the school office (Ms. Tracy Shen) if you would like the school bus to/from school. She will then inform the bus monitor. You will not be allowed to take the school bus if you have not informed the school office first.
- g. Keep in mind that the bus does not wait for more than 3 minutes! Please refrain from calling the Bus monitor to request the bus would wait longer as this would cause trouble for the Bus Monitor. If your child is tardy and misses the bus, you are responsible for the transport to school.
- h. Your child is allowed to embark the bus at the next stop (provided there is a next stop) provided he/she will be there on time and you have informed the Bus Monitor.
- i. Please make sure an adult is present to meet your child (Primary school children only or special requests) at the designated bus drop off point. No Primary school child will be allowed to disembark if there is no adult present to meet the child. Should this occur, please immediately phone the Bus Supervisor.

Please contact the school office at 6492 3431 or email Tracy at tshen@srisreggo.com.

You can also reach her at(insert Tracy's mobile no)

