



SSIS SCHOOL BUS POLICY

GENERAL INFORMATION

1. SSIS provides an **optional** bus service to our students. SSIS will try to offer school bus services to all families that apply for the service. However, there is a possibility that some locations cannot be served due to new traffic regulations, distance/direction and traffic conditions.
2. All our routes and stops are registered with and monitored by relevant government agencies, such as the Shanghai Education Bureau and Shanghai Traffic Police. Our routes are **pre-determined annually** by the end of June.
3. Students, in principle, are required to embark and disembark the bus at the main entrances or the opposite entrance of their compounds. However, in certain cases, as stated below, students are required to embark and disembark from the bus near their compounds, and parents/caregivers are responsible for their child(ren) until he/she has embarked and after he/she has disembarked the SSIS school bus.
 - A. The estates' Management Offices do not permit the school bus to enter residential compounds.
 - B. Roads in residential compounds are narrow, crowded or as such conditions that pose potential risks to the safety of the students in the school bus.
 - C. The compound area is a one-way street or in the opposite direction of school bus routes.
 - D. The time taken to enter residential compounds will cause a delay in the arrival time of the buses.
 - E. Parking outside of some residential compounds is illegal according to the rules of Shanghai Traffic Police.
 - F. Other cases that are deemed to affect the normal routes of school bus.
4. In the morning, to help ensure safe travelling speed and on time arrival. School buses will **leave at the given time and will not wait**. If a student is late and misses the bus, it will be the parents' responsibility to send the student to school.
5. As an added safety feature, we highly recommend that students under the age of 4 or height not exceeding 1 meter to be provided with a child seat during their ride to and from school.
6. If the school bus is unable to arrive at the designated pick-up point due to road conditions or unexpected circumstances, the Bus monitor will inform the parents of the necessary details such as the new pick-up/drop-off time or the information of the replacement bus, etc. at the earliest possible time. Thus, all parents are required to ensure that the school has the most current emergency contact number and the contact person to facilitate such emergency situations. This disruption due to unforeseen circumstances does not constitute SSIS's inability to fulfill its transportation obligation.

PROCEDURES

1. Bus routes are planned before the beginning of the new school year and they are based on the number of applications we have received by the middle of May. Thus, if you desire to request for a new pick-up point, you must submit your application form **by the third Friday of May**, after which no application will be accepted.

2. SSIS retains the right to determine all the pick-up and drop-off points. After having established the bus routes, SSIS will inform each family of the designated time, the pick-up point and drop-off point before the beginning of the new school year.

3. Change of Address

If you have to move your residence during the school year, SSIS will assign your child to the most appropriate existing route and closest existing school bus stop according to your new address, pending on seat availability. Should no seat be available, parents can choose to opt out of the bus service and whatever remaining bus fees paid in advance will be refunded.

4. Temporary Change of Bus Ride

This service is only available to students from Grade 7 to 12. There will be an additional charge of 25 yuan per person per one-way trip. If a student is to ride on a bus different from his/her usual designated bus, parents are requested to send a note to be delivered to the Reception Area in the main lobby with the student no later than 1:30 p.m. on the day which this temporary change is necessary. For security reasons, parents will be called to confirm the change. Approval will be subject to parent confirmation, seat availability and time the request is being made. The school reserves the right to approve or reject all requests.

5. Cancellation of Bus Service

A. From the parents' side

- If a student does not require the bus service on a certain day, his or her parents must inform the school in writing one day ahead of time. The parents must inform both the bus monitor and form teacher on how the student will get home from school and to provide the name of the person who will be responsible for the student.
- If the parents find out in the morning that the student will not be going on the bus, parents are also expected to inform both the bus monitor and form teacher in writing of this arrangement.
- In the afternoon, children without authorization from their parents to leave school will not be permitted to do so and they will have to ride their bus home as usual.
- To ensure the safety of the students, the school will not allow any Preschool and Primary students to switch to another bus.

B. From the school's side

- In the case of extreme weather or other unforeseen emergencies, SSIS may be closed on short notice. Should this situation arise, all families will be notified. SSIS will cancel the transportation services if the closure takes place early in the morning.
- In the unlikely event that the School Administrators decide to close the school after some students have already been picked up by the school buses, the students will be taken care of by the Administrative Staff/Teachers upon arrival at school until transportation arrangements for their return have been made.
- In the case of bad weather, SSIS may be closed midway through the day. In this case, the SSIS emergency telephone tree will come into effect and all families will be notified of when their child/children will be dismissed for the day.

6. SSIS Transportation Fees

The SSIS transportation fees will be billed with the tuition fees prior to the beginning of the school year as per outlined in the SSIS Fee Schedule. For new students, this bill will be made available prior to the commencement date. This SSIS transportation fee is a one-time lump-sum payment for each student based on the current school year.

Students who wish to engage the SSIS Bus Services will be required to complete the SSIS Bus Registration Form during the Admissions Process.

RULES AND REGULATIONS

1. Your child's safety is our foremost concern. For that reason, rules concerning safety on the bus must be respected and not compromised. Please make sure that you and your child(ren) read carefully and comply with the following rules:
 - Students must be seated and **WEAR A SEAT BELT** throughout the bus journey, regardless of whether the bus is moving or staying still.
 - Students will be **ASSIGNED A SEAT** at the beginning of the school year and he / she should sit in the assigned seat according to the seating plan. Younger students and students who are prone to car sickness will be assigned to seats in the front section of the bus.
 - Students are required to respect all the rules that apply to school behaviour.
 - Students are to comply with the bus monitor's instructions.
 - Students should help keep the buses clean.
 - Students should keep all belongings in their backpack and respect the property of others.
 - Students should be respectful to the driver / bus monitor and other passengers at all times.
 - Students should be courteous and talk softly without disturbing other passengers on the bus. Throwing objects, shouting, abusing other pupils / bus driver / bus monitor physically or verbally will not be tolerated.
 - Students are forbidden to chew gum or eat hard candy on the bus.
 - Students are not allowed to bring dangerous materials, e.g. knives, sharp items, lighters, etc. onto the bus.
 - Students must board and disembark the bus in an orderly and safe manner.
2. Violation of or failure to comply with the bus rules can result in disciplinary action. In serious cases, a student's bus service may be terminated.
3. All bus disciplinary infractions will be dealt with seriously by the School Administrators. The following are consequences for failure to respect bus rules:
 - First Offence : A verbal warning will be issued
 - Second Offence : A written warning letter will be issued
 - Third Offence : One - week suspension from bus service
 - Fourth Offence : One - month suspension from bus service
4. The School reserves the right to ban a student from using the school bus according to the above stipulated period of time depending on the offence(s). Serious or repeat offence could mean a permanent ban. Parents will then be responsible for transport to and from the school. **No refund** will be awarded when a student willfully flouts the above rules repeatedly and is suspended or permanently banned from the bus service.

5. Parents are responsible for any damage to the bus that their child(ren) may cause. A bill for the amount of the damage and other incidental expenses will be sent to the parents for settlement, if necessary. Parents, prior to student's first bus ride and periodically, as needed, must read and review all SSIS bus rules with their child(ren).
6. Parents are not allowed to ride the school buses under any circumstances.

NOTE: SSIS reserves the right to change the terms and conditions of the SSIS School Bus Policy. It may be updated from time to time and any subsequent amendments will supersede any previous versions of the Policy.