

# THE BRITISH SCHOOL OF BAHRAIN



## School Bus Programme Policy - Transportation

DOCUMENT CONTROL	
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## **BSB SCHOOL BUS PROGRAMME POLICY**

### **1.0 Introduction**

1.1 This policy contains information that will assist you to register your child for the school bus service.

### **2.0 Application**

2.1 Once you have read the information and you decide to enroll your child for the school bus service, please complete the attached Student Enrollment form and submit it to the school transportation office prior to the beginning of the academic school year.

2.2 Please be advised that the following Transport Service Regulations have been put in place to ensure the School transport service maintains a regular, punctual and secure service at all times. Parents wishing to make use of this service are kindly requested to adhere to them at all times to enable the School to provide a smooth, efficient and trouble-free service.

### **3.0 Payment**

3.1 Once the application is accepted, parents will be required to make the necessary payment immediately, please note that should your child be absent for any reason you are still required to pay the fees in full.

#### **3.2 Payment Plans**

3.2.1 All students using the bus service (except those who are approved for free bus service) must pay the transportation fee by one of the 2 following payment options:

3.2.1.1 Annual Payment Plan - one-time payment for three terms

3.2.12 Termly Payment Plan - three equal termly payments

3.2.2 The preferred method of payment would be by cash or cheque directly at the School's Accounts Department. Those parents wishing to pay by Cheques should be made payable to "The British School of Bahrain".

## **4.0 Bus Stop and Bus Route Information**

4.1 The School buses will operate on routes officially recognized by the Management. Please note that any Requests for route changes by a parent or small group of parents will not be considered. Only the Management will make changes to routes, these changes include cancelling, creation of new routes, changing stops, times or size of the bus, this will be done in accordance to the feasibility of implementing such changes.

4.2 Once the School has received the application request for transport service, the stop will be fixed after inspecting the site.

## **5.0 Communications and Concerns**

5.1 Any problems with the driver, attendant or student the parent should approach the school immediately.

5.2 Under no circumstances is the parent permitted to deal directly with the driver or attendant of any bus, this includes giving orders to bus-duty staff, drivers, teacher-escorts or bus attendants for any matter whatsoever, any problems relating to transport must be referred to the Transport Office immediately.

5.3 Parents are also not allowed to speak to or deal with any other child on the bus other than their own, however should it be incident related then they should report the issue immediately to the school transport office.

5.4 Parents should not hold up a bus for a child who is not ready. Children should be ready to board the bus five minutes before the expected time of arrival and at the correct bus stop.

5.5 It is the parents responsibility to escort their children to their appointed bus stops and arrange to have their children picked up on their return from school. If there is no one at the bus stop to do this, drivers are under instructions to bring the child back to school and it will be the responsibility of the

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parent to collect the child from school, as no second trip will be made. Should your child for whatever reason miss his/her bus in the morning, then it is the responsibility of the parents to make arrangements to get the child to school on time.

5.6 If parents decide not to use the School transport on any particular day and plan to collect their child from school with their own transport before the end of the day, they must inform the school Transport Office in advance. We strongly request parents to avoid where possible interrupting this routine as it causes disruption to the School transport arrangements.

5.7 A minimum of 15 days' notice is required to notify the school transport office of any change requests that may be required. However, the School is under no obligation to meet these requests if they are impractical, and only if feasible will changes be implemented to the system.

5.8 Should a parent not require transport for several days, then the parent must fill in the required paperwork and submit it to the Transport Office at least two days in advance.

## 6.0 Discipline

6.1 Any student that misbehaves on the bus may be denied the use of future transport services and could be subject to disciplinary action in line with the school's code of conduct. Should the school receive a School Bus Incident Report on your child, then the Head of School will conduct an investigation of the incident and notify you accordingly of the incident and the outcome.

## 7.0 Code of Conduct for BSB School Bus Usage

7.1 All students travelling on school buses agree to abide by the following rules:

7.1.1 At the designated school bus stops and while boarding, students shall:

7.1.1.1 Not bring any other child onto the bus that is not a registered passenger.

7.1.1.2 Be on time at the designated school bus stop in order to keep the bus on schedule.

7.1.1.3 Conduct themselves in a safe manner by staying off the road whilst waiting for the bus to arrive.

7.1.1.4 In order not to disturb nearby residents, whilst at the bus stop waiting, we request that you do not talk loudly.

7.1.1.5 You must not litter or deface public or private property at bus stops at any time.

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7.1.1.6 You must not bring any articles on the bus that may cause injury to other passengers nor should you carry any articles that cannot be stored safely under the seat.

7.2 While on the bus, students shall:

7.2.1 Treat fellow passengers, the driver and bus attendants with respect at all times.

7.2.2 Wear the safety/seat belt throughout the whole journey.

7.2.3 Keep their hands and heads and any other objects inside the bus at all times.

7.2.4 Not screaming, talking or laughing loudly, or any other behavior that may distract the driver's attention which could result in an accident.

7.2.5 Treat the bus equipment as valuable furniture at all times, should any passenger or passengers cause damage to seat, windows or any other equipment then the offender or offender's parent/parents shall be notified and held responsible to pay for damage caused.

7.2.6 No eating or drinking is permitted at any time unless for necessary medical reasons.

7.2.7 The tampering with any equipment on the bus is prohibited at all times.

7.2.8 All aisles must be kept clear at all times; this includes no books, packages, coats, and or any other objects.

7.2.9 In the case of a road accident all children must remain on the bus unless directed to do otherwise by the bus driver.

7.2.10 You must not at any time throw anything out of the bus window.

7.2.11 You must remain in your seats while the bus is in motion.

7.2.12 You must at all times obey the driver and bus attendants.

## 8.0 Contact Details

8.1 If you have any queries regarding the bus service, please contact:



Transportation Office Representative: Mr Naveen Rao

Office Number: 17610897

Mobile Number: 39680848

Email Address: transport@thebsbh.com

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I have read and understood the rules and regulations governing the BSB school bus programme and hereby agree and give consent to enroll my child in this programme.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name in Full: \_\_\_\_\_