

SCHOOL BUS POLICY

Please note that the school policy as stated in the Student-Parent Handbook also applies to school buses. Thus, similar disciplinary consequences and actions will be applied. Students who have 3 violations may have their privilege to ride the school bus revoked.

All students traveling on the school bus must follow the following expectations. Also see **“Behavioral Expectations Policies”**.

1. Bus Rules and Conducts

- All students must be respectful to the bus driver and the bus guardians and follow instructions when given.
- Elementary students are given priority to the front seats with the exception on the passenger seat on the driver’s row.
- Seat belts must be worn at all time.
- Keep hands and arms inside the bus.
- Students cannot change seats or move around once the bus is moving.
- Do not get on or off the bus while it is moving.
- No disruptive volume or actions.
- Do not throw objects of any kind on the bus or out of the window.
- If late, do not chase after the bus.
- Do not open the doors and windows without the driver’s permission.
- The School Bus will follow the scheduled route, timetable and exact pick-up and drop-off location.
- No unscheduled stops are allowed.

Keep the bus clean

- No littering. Students must put trash in the trash can.
- No pungent food or plastic/ paper drinking cups should be brought onboard.
- Do not leave food or drinks on the seat or the floor, and do not dirty the ceiling with food or drinks.
- Do not throw food or containers out of the windows or the doors.

Personal belongings and bus property

- Students are responsible for their personal belongings.
- Do not damage any part of the school bus.

2. Pick-up and Drop-off Time

HOME PICK-UP AND DROP-OFF/ SHUTTLE BUS SERVICE TO NHA BE CAMPUS

PICK-UP IN THE MORNING	Specific time will be communicated to parents	Arrive NB campus	07:45
DROP-OFF IN THE AFTERNOON	Leave NB campus	15:40	Specific time will be communicated to parents

(Arrival time is subject to change due to traffic conditions, road construction, etc.)

***Every Wednesday will be an Early-Release day. The school bus will depart at 2:50pm from the Nha Be Campus.**

**This policy will be applied for all school bus usage including but not limited to the daily school bus, the afterschool school bus, the activities school bus, etc.*

ELEMENTARY PARENTS/GUARDIANS:

Pick-up in the morning:

- a. Parents/Guardians must drop-off students at the designated pick-up point and wait for the school bus to arrive. Then, the school bus guardian will gather and organize the students to board the bus safely.
- b. Parents/Guardians must drop-off the students at the designated pick-up point **at least five (5) minutes prior** to the announced pick-up time to ensure that the school bus can depart on time. If students miss the bus, parents/guardians must arrange their own transportation to take the students to school. Absence/tardiness due to transportation issues will be marked as unexcused absence/tardiness.

Drop-off in the afternoon:

- a. Parents/Guardians must pick-up the students at the designated drop-off point from the Bus Guardians. Parents/Guardians must present the School issued Pick-up card, which includes student's ID photo and Parents/Guardians's ID photo.
- b. Parents/Guardians must be present at the designated drop-off point **at least five (5) minutes prior** to bus arrival to pick up the student on time. If parents/guardians arrive late, the school bus will take the students to the Nguyen Van Cu point/ Nha Be campus. From there, Parents/Guardians must arrange their own transportation to pick up the student. Parents/Guardians should note that for each time the school bus has to take students back to the Nguyen Van Cu point/ Nha Be campus for the reason above, this is an infraction of the school bus rules and the appropriate disciplinary measures will be applied for each infraction.
- c. School Bus Guardians have the right to refuse the release of students to parents as well as non-parents or non-registered guardians who do not possess a school issued Pick-up card. In this case, the school bus will take the students to the Nguyen Van Cu point/ Nha Be campus. From there, parents/guardians must arrange their own transportation to pick up the student.

SECONDARY PARENTS/GUARDIANS:

Pick-up in the morning:

- a. Parents/Guardians must drop-off students at the designated pick-up point **at least five (5) minutes prior** to the announced pick-up time to ensure that the school bus can depart on time. If the students miss the bus, parents/guardians must arrange their own transportation to take the students to school. Absence/tardiness due to transportation issues will be marked as unexcused absence/tardiness.

Drop-off in the afternoon:

- a. Parents/Guardians must pick-up students on time.
- b. The school will not be responsible for the students after the school bus departs from the drop-off points.

Secondary students without a valid driver's license are prohibited to drive themselves to the designated drop-off/pick-up points. Also, parents/guardians and students must arrange their own parking spaces at the designated drop-off/pick-up points if they wish to do so.

GENERAL RULES:

- a. Shuttle bus services will only be applicable for the designated locations. If parents wish to register for a different location for the home pick-up and drop-off, additional fees would be applied.
- b. Home pick-up and drop-off routes are expected to be serviced, but it will be dependent on the area and the number of registered students:
 - The school bus will not drop-off or pick-up at a location that is unsafe for students, inconvenient for the school bus to circulate or the one with unfavorable traffic conditions. The school bus will only pick-up and drop off at a designated location determined to be favorable and safe for students.
 - If the location is a building, then the school bus will only pick-up and drop students off at the main gate of the building. Parents will need to arrange their students to be picked up and dropped off from this exact location.
 - The School Bus Office will inform and confirm the precise pick-up and drop off location before students are permitted to use the bus service. Parents are responsible for arranging their children to be picked up and dropped off on time at the confirmed and agreed upon location.
 - When there is a significant number of changes (increase or decrease of student riders), The School Bus Office will inform parents of time or route changes accordingly.
- c. If parents/guardians pick up and drop off students or students are late more than 3 times, the school reserves the right to immediately stop offering the school bus services (for both shuttle school bus and home pick-up school bus) and no refund will be made.
- d. When registering for the School's Shuttle bus/home pick-up and drop-off route, the route from and to the school must be the same.
- e. Any request of unexpected changes of the pick-up/drop-off locations during the day or for a temporary period of time will not be accepted.
- f. School Bus Guardians/ Drivers have the right to deny boarding for unregistered students.



Students must follow instructions from the Bus drivers and the Bus guardians at all time.
For further information, the Auxiliary Services Office can be reached at (028)3780-0909, Ext: 8020 or via auxiliaryservices@ais.edu.vn

I (Parent/Guardian) of student Grade
have read, understood, signed 2 copies of the School Bus Rules. Return one copy to the Auxiliary Services Office and keep one copy for reference. I/We will follow the school rules.

Parent/Guardian's signature: Print name: Date:	Student's signature: Print name: Date:
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