Sakura Montessori International School

SCHOOL BUS POLICY

I. FOR PARENTS

1. Registration/modification/cancellation of school bus service

- Parents are entitled to register for the school bus service if the distance between their homes and school is less than 20 km (measured by Google map).
- Parents should complete the registration and payment for the bus service 07 working days by the latest before the starting date of service use (if an appropriate route can be provided for the need of parents). The school will inform parents of bus routes, including name and contact of bus monitors along with pick-up and drop-off schedule, 03 working days prior to the appointed date of service use.
- If a cancellation of the service is wanted, parents should fill in the ***Request form for changes of school bus service*** and submit to CS staff at least 07 working days prior to the desired date. The refund will be proceeded as regulated according to the applicable Financial policy of the campus.
- As for requests for changes in the pick-up/drop-off locations, parents should complete the ***Request form for changes of school bus service*** and submit to CS staff. The request will then be considered; and the school will respond to parents within 10 days since the date requests received.

2. Pick-up/Drop-off

- Bus stops for pick-up/drop-off must be convenient for traffic, provide sufficient space for the bus to make a turn (at the beginning of an alley, close to the main road), and shortest for students to walk to; as for students living in an apartment complex, the pick-up/drop-off spot will be at the entrance/main gate/parking lot of the building, parents must take their children to the appointed place.
- Parents/Guardians and students must be at the bus stop 05 (five) minutes prior to the appointed time and hand over/pick-up their children with bus monitors at the bus door (without entering the bus).
  + For pick-up/drop-off, parents or guardians must show their parent cards for check, then sign the ***Confirmation sheet of student handover for school bus service*** for confirmation**.**
  + Parents or guardians must use parent cards during pick-up and drop-off. Monitors might refuse if the card does not match with the identity of the person presenting.
- Parents/guardians must not request drivers or monitors to drop the student somewhere other than the pre-determined stops.
- In case of early or late pick-up/drop-off:
  + **Early arrival** of the bus: Drivers are to wait until the appointed time.
  + **Late arrival** of the bus (due to objective factors): Monitors will inform parents/guardians 10 minutes before the appointed time and they are expected to wait for the bus.

+ **Late arrival** of the student, or of the parent/guardian for pick-up**, the driver will wait for only 05 minutes longer than the appointed time**. Parents/guardians are to inform monitors and actively take their children to another appropriate bus stop or to the school.
+ At the last bus stop, if there is any student left without having anyone coming to pick up, the monitor will take the student back to school on the bus. All expenses, including transportation and student management fees charged from the drop-off time to when parents come to school to pick up the student, will be paid by the parent of that student.

3. Information updates

- Cases of sudden/planned leave of absence/self-travel to school/self-return/late drop-off/early leave, parents or guardians must **inform the monitor at least 30 minutes before the morning pick-up, and inform the CS staff before 15:00 p.m**. The school has every rights to refuse the request of the parent due to safety reasons or if it affects the benefits of other students on the bus.
- In case parents/guardians want to change the person picking up/dropping off their children:
  + Permanent/Temporary change: Refer to ***The Parent Handbook***.
  + Sudden change: Parents are to send an email to CS staff before the afternoon pick-up at least 04 hours, giving details of the person as the replacement (name, contact, identity card photo, and a portrait photo). CS staff will confirm via email upon receiving information form the parent.

II. CODE OF CONDUCT FOR STUDENTS

1. Settle in with the designated seat.
2. Fasten belt and remain seated during the drive.
3. No putting head/arms/legs out of the bus.
4. Throwing things on the bus or out of the window is not allowed.
5. No opening doors/windows or getting on/off the bus without the permission of the monitor.
6. Eating and drinking on the bus are not allowed (except for mineral water).
7. Respect property of the bus. Using any tools or equipment on the bus without permission is not permitted. In case of damage caused by a student, the parent/guardian must compensate for the loss as calculated.
8. Language used must be polite and courteous. Inside voice must be used on the bus.
9. In case of incidents, immediately report to the monitor and teacher for timely support.
10. Any behaviour deemed inappropriate or against the instructions of the monitor will be reported to the school and parent/guardian for suitable decisions.

III. RESPONSIBILITIES OF THE SCHOOL

1. Students will be picked up and dropped off at pre-determined stops (as registered), in case of unavoidable issues (road ban, road repair, etc.), the school will inform parents of the change

in pick-up and drop-off locations as soon as possible. The service is not available for a distance of more than 20 km.

2. For the safety reason, the maximum number of students for a bus route is 14, and the route will not take more than 60 minutes except for unavoidable issues such as road ban or road repair.
3. The school will inform parents of the route bus for their children 03 days prior to the date of service use, including the following information:

- Bus number, number plate
- Pick-up stop and time for the morning
- Drop-off stop and time for the afternoon
- Bus monitor's name and contact

4. The school ensure that the quality of buses meets the requirements of the Law on Road Traffic, and passenger insurance is fully equipped.
5. In case of sudden absence of the monitor, the school will inform parents and ensure that the temporary monitor clearly understands the fundamentals of the pick-up and drop-off processes.
6. For safety reason, all students of Sakura Montessori will use the Sakura school bus only. Sharing bus with the TDS is not allowed regardless of the same location of the campuses.
7. If a parent/guardian fails to pick-up their children, or the student fails to present at the pick-up spot more than **03 times/month**, the school is entitled to cancel the school bus service of that student without any refunding for that month.
8. The school will only hand over students to registered parents/guardians as regulated in the policy of the school.

The school will stop the service without a refund with students or parents violating the school bus policy or having behaviours against our rules.