



北京顺义国际学校  
INTERNATIONAL SCHOOL OF BEIJING

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Dear ISB Parents,

We would like to extend our warmest welcome to you and your family at the International School of Beijing (ISB). Our Transportation Office is here to assist you with the school bus registration process, ensuring your child has safe and reliable transportation.

To register your child for the bus service, please email the following information to [isb.busops@isb.cn](mailto:isb.busops@isb.cn):

- **Student's full name**
- **Grade**
- **Gender**
- **Chinese mobile phone number of parent(s)**
- **Housing compound or address where you would like collection and drop off**

Once we receive your application, we will process it accordingly. Please allow **up to 10 working days** for us to confirm riding information and alignments with the school and the bus service.

If you would like to accompany your child on the bus, you need to apply for a seat by emailing the Transportation Office on [isb.busops@isb.cn](mailto:isb.busops@isb.cn) with your name, your child's name, the bus stop you want to use, and the date on which you want to take the bus. You will receive a confirmation email from us. **Please note that parents can only ride the bus once they have received this confirmation.** Since the bus service is primarily for students, applications may be declined if the bus reaches full capacity.

Please be aware that our bus services operate on a **point-to-point** basis and that we do not provide **door-to-door** service. As such, stops are determined based on community locations to serve the majority of riders effectively.

We ask that ISB students and community members using the bus service adhere to the following instructions and rules enforced by the bus monitor:

1. **Arrive at the designated stop five minutes before the scheduled time.**
2. **Be safe and respectful at all times.**



**3. Follow all school and bus rules and policies, which include:**

- Under no circumstances may parents take pictures of students while on the bus.
- Parents should refrain from disciplining other children on the bus and must follow the guidance of the bus monitor on duty.
- Parents must listen carefully to the instructions of the bus monitor and/or driver.

Thank you for your cooperation in ensuring a smooth and safe transportation experience for all our students. We look forward to supporting your child's journey at ISB!

Best regards,  
Transportation Office  
International School of Beijing