



北京顺义国际学校  
INTERNATIONAL SCHOOL OF BEIJING

Dear Parents,

We would like to extend our warm welcome to you and your family to the International School of Beijing (ISB).

Please note that ISB contract is with an independent bus company. The bus service is entirely optional and is provided based on mutual agreement.

ISB Bus Services is provided based on a point-to-point (not door-to-door) pick-up and drop-off location. To ensure a comfortable and effective bus service for majority bus riders, ISB may not be able to provide the bus service to families who reside in remote and/or extreme distant locations.

Please let us know if you will need school bus service by filling out the form below and return this form via email to [isb.busops@isb.bj.edu.cn](mailto:isb.busops@isb.bj.edu.cn)

Child's Full Name:	
Grade:	
Gender:	
Home Phone:	
Address:	
Transportation Start Date:	

Once we receive your request for transportation, the ISB Bus Coordinator will contact you via email with all bus information including the assigned bus number, bus Monitor's contact information, After School Activities bus letter and the pick-up and drop-off information. Please make sure to read the bus code of conduct and items that are allowed on the bus. This information can be found on the Dragons' Gate.

In addition some of our buses are at seating capacity. Please contact our office to let us know if you plan to move to one of these compounds and we will let you know the availability on the seats. If there are not seats available on that bus, we may not be able to provide transportation or it may take several weeks to make arrangements. A new bus stop location will only be possible if there are three(3) students requiring service from the same point.

Sincerely,

Ian Alcock, Bus Operations Manager

ISB Bus Operations Office

Tel: (8610) 8149-2345 x 2017/2081/2060; Fax: (8610) 8046-5823

Email: [isb.busops@isb.bj.edu.cn](mailto:isb.busops@isb.bj.edu.cn)