

## SCHOOL BUS RULES & REGULATIONS

### Morning buses

- The children should be at the designated stop five minutes prior to the scheduled departure time in the morning to make sure not to miss the bus.
- Enter the bus by the front door only.
- All Lower School children should be in the company of an adult or an older sibling while waiting for the morning bus.

### Afternoon and late buses

- Once the bus doors are closed in the afternoon, students will not be allowed to board the bus. For safety reasons, *it is strictly prohibited to run in the parking lot to catch the bus!* Students who miss the afternoon bus must check in with the school office and can take the late bus at 17:15.
- In the afternoon, or if they are taking the 5:15 p.m. late buses, Lower School children should be met by an adult, or accompanied by a sibling in Middle School or in Upper School when descending at their stop.  
The responsible person must be five minutes early at the bus stop to pick up the Lower School children.
- In case of an unforeseen problem where the adult is not at the stop to meet the bus, the Lower School **child MUST STAY ON THE BUS and BE BROUGHT BACK TO THE SCHOOL** after the bus has finished its route, to be picked up by the parents at ASP.  
**Please instruct your young children not to get off the bus if you or a baby-sitter/guardian is not there to pick them up!**

### In general

- It is forbidden for Lower School students to sit in the first row of seats on the bus. Seating for Lower School students is from the back exit to row 2.  
Middle School students sit in the middle of the bus, and the Upper School students in the back.
- The school and the bus company are not responsible for items left on the bus. Nevertheless, please contact us as soon as possible at [admissions@asparis.fr](mailto:admissions@asparis.fr) if your child leaves something on the bus and we will do our best to coordinate with the bus company to find the item. Please write your child(ren)'s name on backpacks, lunchboxes, sports bags, clothes, etc. to help us return found items to you.
- The bus is an extension of the classroom and students are expected to behave accordingly.

### Safety and behavior

- In the interest of safety, all students must be seated and facing forward with their **seat belts on** while the bus is moving.
- **Food and drinks** are **prohibited** on the bus to avoid possible **allergies** and to keep the bus **clean**.

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- Trash should never be left on the bus. The drivers arrive with a clean bus and the children should leave a clean bus at the end of the route.
- Please remember that the bus monitor is on the bus to assure that safety and correct behavior are observed. They, as well the bus drivers, are to be respected, as you would want them to respect you.
- There is a strict rule concerning the use of objectionable language on the bus. Any violation of safety rules and misbehaviors must be reported to the bus monitor or to Brenda Heussaff or to Solange della Faille immediately.

### **SANCTIONS for any conduct which endangers the safety of students and adults on the bus:**

**Violations of the bus rules and repeat offenses will be a cause for suspension or expulsion from the school bus.**

#### **First incident will result in:**

- a phone call and a first warning email/letter being sent to the parents outlining the student's behavior

#### **Second incident will result in:**

- a second warning email/letter being sent to the parents outlining the student's behavior
- the student being removed from the bus for 1 week.

#### **Additional violations will result in:**

- a last email/letter being sent to the parents
- additional suspensions or permanent removal from the bus.

***Thank you for taking the time to review the above information with your children.***

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### TERMS OF BUS SERVICE

1. The school shall contract with transportation carriers to transport the children whose parents have requested school transportation for the school year indicated according to the conditions set forth below, and the fees as published on the fee schedule.
2. School transportation is understood to be the school bus as per the latest published schedule on all school days between the school and the stop indicated on the student bus card.
3. Only those children may use school transportation for whom a properly completed *TRANSPORTATION FORM* has been submitted.
4. Each child is required to use only his designated bus and stop. The school will not approve any change for a child under grade five unless it is indicated by written permission, email or letter from the parents/guardians to the Admissions Office and Lower School child's teacher, that the child will be met at the temporary stop. In no case shall the school be responsible for a child who makes a change unless the above procedures are followed.
5. Each Lower School child, grades K3 through 5, must be accompanied to and met at the proper stop by one of his parents or another person authorized by the parents on every day he/she attends school.
6. The children should be at the designated stop five minutes prior to the scheduled departure time in the morning.
7. LATE BUS service is on Monday through Thursday. Only families who have paid for the normal yearly service for bus transportation may take the late bus.
  - Grades 2 – 5 students may take the late bus at 5:15 p.m.
  - Parents of Grade 1 students must provide a written consent to the Athletics office in order for their child to take the late bus at 5:15 p.m.
  - Students in grades K4 & K5 are only able to take the late bus at 5:15 p.m. if they are travelling with an older sibling and parents have provided a written consent to the Athletics office.
  - Lower School students may not use the 6:30 p.m. bus.
8. Children must behave responsibly whatever means of transportation they use.
9. The school reserves the right to suspend a child for cause from school transportation temporarily or for the remainder of the school year. Under such circumstances the transportation fee shall not be refunded.
10. Parents may not initiate technical changes, i.e. the location of a stop, but must request such changes through the Admissions Office.
11. Persons other than children in attendance at the school may not use school transportation without permission of the Admissions Office.
12. The school reserves the right to change routes, times or fees after due notice has been given to the parents.