



Bus Transportation Rules

Summary: Rules for students when using the school buses for transportation.

Updated: 3/2024

Applies to: Community

Created: Fall 2003

File Type: Procedures<Safety

Government Policies

Transportation regulations in Shanghai require that an education organization go through a variety of steps to obtain approval for a bus route. These various steps take a significant amount of time and staff planning. As a result, it takes approximately three months to arrange/rearrange school bus routes. Each bus route must be approved by both the Pudong transportation office and the education bureau, and then must be registered with each district's police transportation office. Some with more than one review required.

Guidelines for Working Together

Please be advised of the following:

- Parents with students riding Concordia buses should contact the Transportation Office at bus@concordiashanghai.org as soon as you know your new address if you are moving your residence.
- Parents can only request ONE pickup and drop off spot.
- Concordia will ONLY change bus routes two times a year during the school year, once prior to the start of each semester.
- Parents/guardians or other adults are NOT allowed to take school bus. Exceptions include school staff who are required to be registered as bus monitors and parents who chaperone division approved field trips.
- Any request of changing a bus stop temporarily by parents/guardians/responsible adults will be considered subject to the approval of Concordia's Transportation Office. Any such change will need to be carefully considered and may need to be communicated to appropriate government authorities.
- Bus monitors and bus drivers DO NOT have the authority to make temporary changes to bus stops or bus routes.
- There is no guarantee that parents can pick a specific pickup or drop off spot. If you have an issue with your assigned regular drop off or pickup spot, please contact the Transportation Office.
- There will be no buses on "non-school" days; this includes Faculty Work Days, Parent-Teacher Conference Days and Holidays.

School Bus Riding Rules

Boarding buses

- Morning Pick-up: Students should be on time and be at the bus stop at least FIVE minutes before the scheduled pick-up time. The bus monitor has no responsibility to call when students are late, and school buses are not obligated to wait for late students. The

buses are on very tight schedules.

- Afternoon Dismissal: All school buses leave 3:45 PM on regular school days and 11:45 AM on early release days. MS and HS students should go directly to school buses and are to remain seated. If students need to eat snacks or use the bathroom, they should be back to their seat at least FIVE minutes before departure time. EC and ES students will be picked up by bus monitors from an assigned area.

Seating assignments

- Front seats are reserved for our youngest students, while older students are asked to sit in the rear.
- If requested, older siblings can sit together with the younger siblings.
- Each student can only occupy one seat.

Drop off

- EC and ES (G1 to G4) parents/guardians/home ayis are asked to wait for the student(s) at the bus stop FIVE minutes before the scheduled drop off time.
- If parents wish for a non-family member to pick up their students, parents must specify which adults are able to pick up their students by notifying the bus monitor in advance.
- Any EC or ES (G1 to G4) student not met at the bus stop by a responsible adult will be kept on the school bus until we contact the responsible adult by Phone unless we receive permission from parents in advance by email. Meanwhile, the school bus will go on to the next stop. That student will be dropped off after the route is completed if we are able to reach a responsible adult, otherwise the student will be brought back campus for a parent/guardian to pick up.
- G5, MS and HS students may exit the bus and may go directly to their home when the school bus arrives at the stop.

Temporary Regular Bus Changes (through Bus App)

	Early Childhood and Elementary School students	Middle School & High School students
Go home with friends/classmates	Requested by a parent/guardian SIX hours or more in advance.	Approved by division offices or requested by parents FOUR hours or more in advance.
Go home ALONE to another bus stop or bus route	Normally will not be considered for safety reasons. For special cases, a parent/guardian needs to contact the transportation office SIX hours or more in advance.	Approved by division offices or requested by parents FOUR hours or more in advance. Bus route and Bus stop must be specified by Division Office or parent/guardian.

Expected Behavior

- Waiting at the bus
 - Use the sidewalk and crosswalks whenever possible.
 - Always walk and stay away from the edge of the street.
 - Be at the bus stop FIVE minutes before the scheduled arrival time.
 - Always use caution and do not play games or run near the bus stop.
 - When the bus approaches, stand away from the street until the bus comes to a complete

stop.

- Boarding the bus
 - Form a line and enter the bus with the younger students in the front of the line.
 - Move along carefully and use the handrail when you are entering the bus.
 - Watch your step and go directly to the seat and sit down.
- Riding the bus
 - Remain seated with your seat belt fastened.
 - Always use a considerate tone and volume when communicating on the bus.
 - Be courteous to the driver and monitor and listen carefully for their instructions.
 - Always keep your arms, legs and belongings inside the bus.
 - Animals, including pets on leashes are not allowed on the bus.
 - Keep your feet directly in front of you on the floor.
 - Keep your hands and feet to yourself and do not bother your neighbor.
 - Always treat others with respect and kindness. Unkind behavior is not tolerated.
- Exiting the bus
 - Always look both ways for pedestrians, scooters, bikes or cars before exiting the bus.
 - If you drop something, notify the bus monitor/bus driver so they know where you are and can wait for you to clear the area before they leave. The bus driver cannot see you directly in front of or behind the bus.
 - Always remain at least 10 steps away from the bus to be out of the “Danger Zone” where the driver cannot see.
 - Never speak to strangers at the bus stop or get into a car with a stranger. If you feel uncomfortable leaving the bus, notify the bus monitor and they will notify the Transportation Office.
 - Always go straight home and be aware of your surroundings.
 - Only exit the bus at your assigned bus stop. The driver and bus monitor are not allowed to allow the students off at another stop without written permission from a parent/guardian or notification from the Division Office.
 - Parents should wait for students at the assigned bus stop location FIVE minutes before the bus is scheduled to arrive.
 - Parents should wait on the same side of the street as the bus stop. Students often get excited and may dash across the street without thinking.

Consequences

Behavior Issue Steps

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| 1st | <ul style="list-style-type: none">• Written warning using bus discipline form.• Send copy of the form to the divisional office for discipline record.• Email or phone call to parents from Division Office. |
| 2nd | <ul style="list-style-type: none">• Written warning using bus discipline form.• Send copy of the form to the divisional office and student to see the Assistant Principal.• Email or phone call to parents that the next issue will result in one-week suspension from the bus. |
| 3rd | <ul style="list-style-type: none">• Written warning using bus discipline form.• Send copy of the form to the divisional office and student to see the Assistant Principal.• Student receives one-week suspension from the bus.• Email or phone call to parents that the next issue will result in expulsion from the bus for the rest of the school year. |

- 4th
- Written warning using bus discipline form.
 - Send copy of the form to the divisional office and student to see the Assistant Principal.
 - Student expelled from the bus for the remainder of the semester with NO refund.

Activity School Bus Rules

Families may sign up for, at an additional cost, the school sponsored bus/van service to transport students to and from school. There is an after school activities bus as well, but this service is separate from the daily bus service and does not provide door-to-door service. School does not guarantee that every bus rider involved in the activities has a stop. Please contact the Transportation Office regarding any bus service.

Activity school bus may become unavailable to support disease prevention measures.

4:50pm Extra-Curriculum Activities (ECA)

- Concordia offers a 4:50pm bus for students who are paid bus riders that are involved in Extra-Curriculum Activities. The ECA bus will only run when there is a corresponding Extra-Curriculum Activity taking place on that day. If there is no Extra-Curriculum Activity on a particular day, there will be no ECA bus.
- Student Activities Department will register all students for the ECA bus, however high school students who are also involved in non-ECA need to contact Transportation Office to sign up the bus at least one week prior to the ECA bus date. If high school students neglect to contact the Transportation Office at least one week in advance, they will have to pick up a bus from the existing stops or take care of their own transportation

5:45pm Sports / Activities

- Concordia offers a 5:45pm bus for students who are paid bus riders involved with sports and clubs after school on Monday, Tuesday, Thursday and Friday. Please note there is no 5:45pm bus on Wednesday. The 5:45pm bus is only available for middle school and high school students. Elementary school students are not allowed to ride unless they have a scheduled Extra-Curriculum Activity. Eligibility for the 5:45pm bus is contingent on Activities and Sport Office submitting the student's name and appropriate information three weeks prior to the activity date.
- Students who register to use the 5:45pm bus and do not show up 3 times during a season without notifying the Transportation Office, will no longer be eligible to ride the bus for the remainder of the season.

Disease prevention

At times Concordia may be required to implement disease prevention and response protocols to protect all students while in school or in transit to and from school.

These measures include but are not limited to:

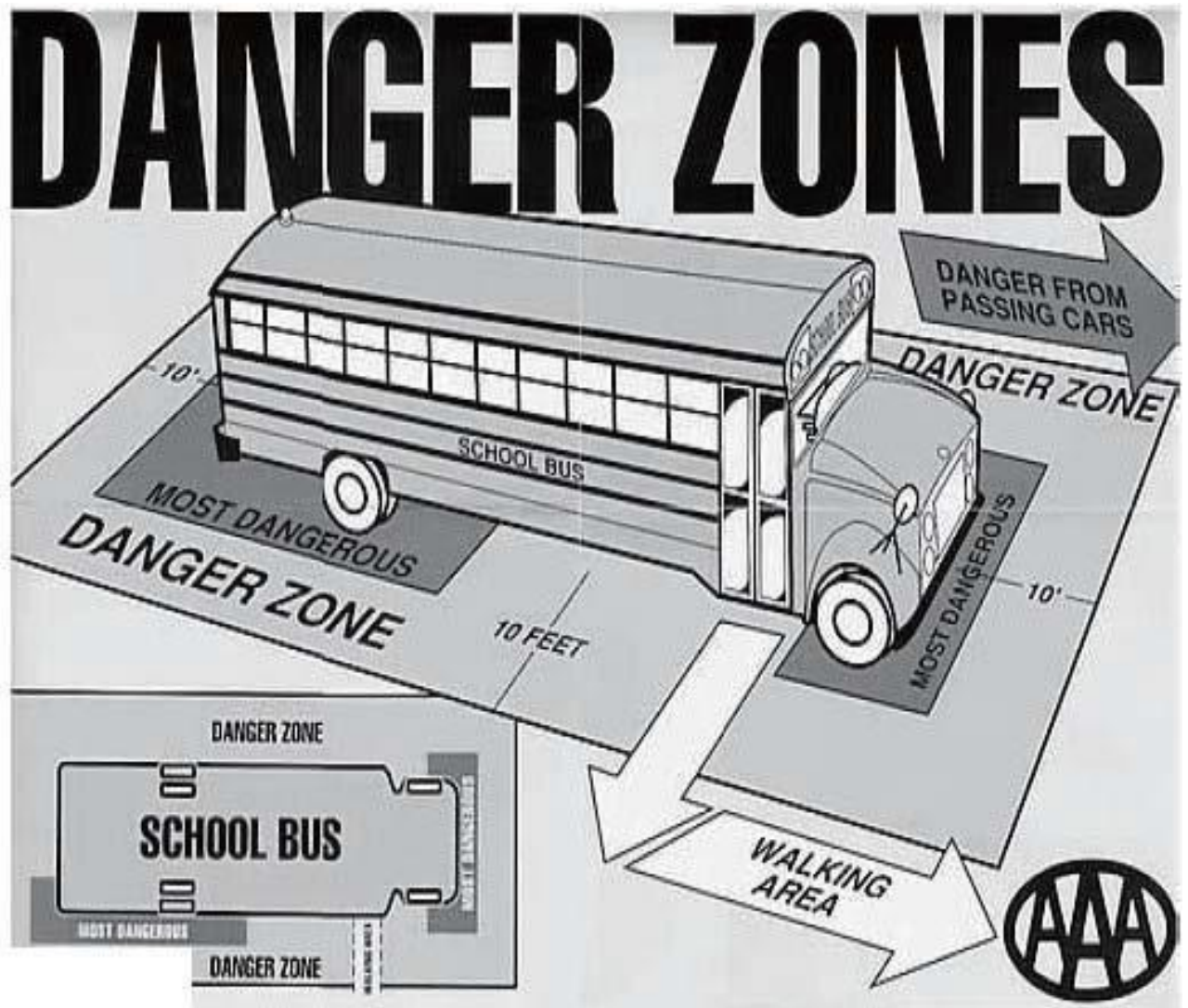
- Show up your student ID card
- Verify your QR code for the health form information
- Temperature/Symptom will be screened
- Wear masks and use wash-free hand gel before getting on the school bus
- Assigned seating
- Daily disinfection
- Isolation from riding the school bus per government requirements.

Contact information:

- Transportation Office: bus@concordiashanghai.org
- Activities and Sport Office: studentactivities@concordiashanghai.org

Danger Zones!

- Students leaving the bus should walk straight ahead, away from the bus, for at least 5 steps before turning in either direction. The front of the bus is the most dangerous area. Within the zone at the front of the bus are a number of "blind spots" in which the driver cannot see a small child or one who is stooping to pick up the dropped things.
- It is important for young children to be far away from dangerous areas because the driver may not be able to see them. The large arrow at the top right shows the area of special danger from passing cars and other vehicles. Since the large bus hides children from the sight of a driver passing from the rear, this situation is particularly dangerous.
- A third area of special danger is the area at the right rear of the bus. Small or stooping children in this danger area (from the right rear wheel to the back of the bus) cannot be seen by the driver. The safely rule for this danger zone is very simple: Children should stay out of it at all times.

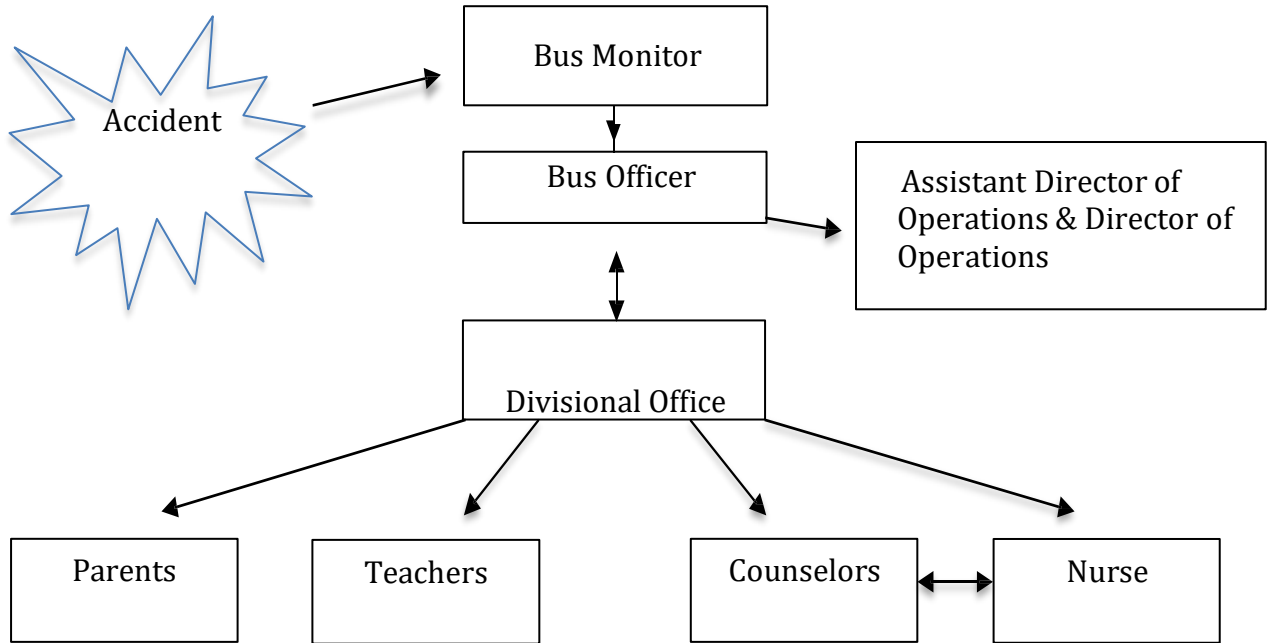


Emergency Plan

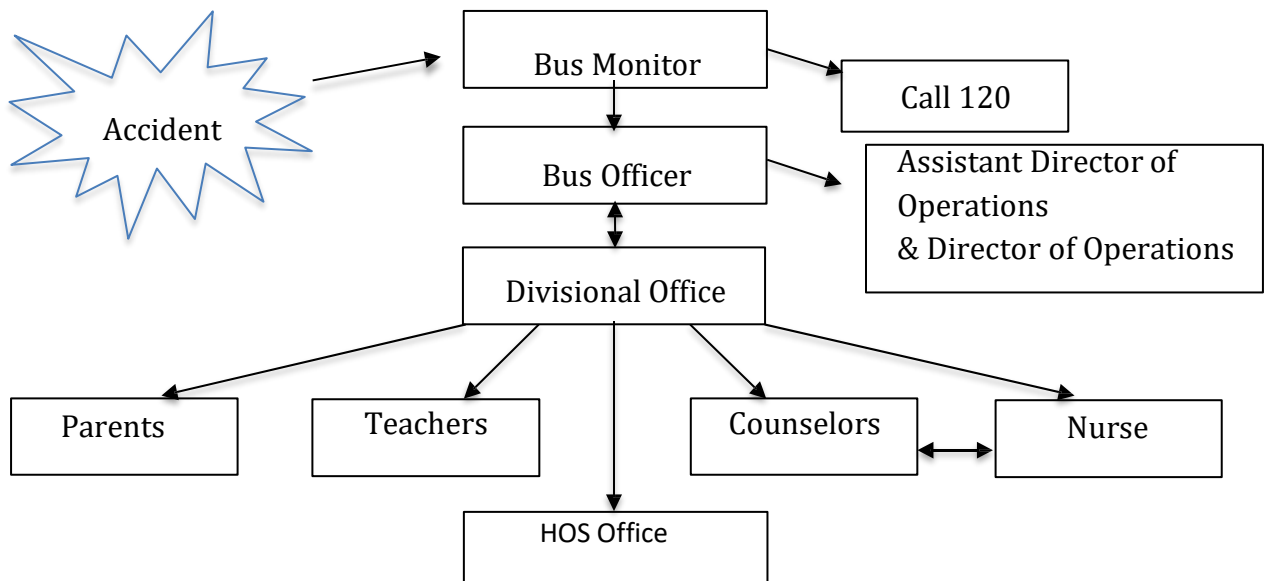
Emergency Procedures: Break Downs, Delays, Accidents

- Bus monitor informs bus officer in the event of a bus break down or delay due to traffic difficulties.
- Bus officer informs Divisional Office and Assistant Director of Operations immediately.
- The Divisional Office informs parents/guardians immediately, using home/cell phone or other emergency contact. Parents are requested to bring their cell phones to the bus stops. If a parent cannot be contacted, the Divisional Office will try to contact another parent to pass on the message.
- If the bus is not usable, the bus officer will dispatch another bus to collect the students.
- Parents will be advised of subsequent transport arrangements. The relevant administrators and homeroom teachers will be informed of the delay.
- If the parents choose to send their children using personal transportation, the bus officer must be informed before the bus arrives for the pick-up.

Accident (NO Injuries)



Accident (With Injuries)



Phone Directory

School switchboard is open from 7:30am to 4:30pm

Please call 5899 0380

