



Cambridge House British International School

Name of policy	School Bus User Policy
Policy holder	
Review period	Annual

Date	Amendment/ review	Section/ page	Staff responsible
June 2026			





Many families have chosen BIS Cambridge House even though they live a great distance from the school.

We, as a school, provide a bus service for those children who need transport to and from school.

We believe the ride to and from school should be safe and comfortable for everyone on the bus.

We insist that our students help create that environment.

To be able to use the school bus service, your child must adhere to the following behaviour policies or risk losing access to the bus service. We consider this policy to be a matter of Health and Safety, and it is therefore non-negotiable.

School Bus Regulations

To ensure the safety and efficiency of the school transport system, the following rules apply to all students and parents using the school bus service:

Afternoon Departure

- All students must be on the bus before 4:35 PM.
- The bus will wait until 4:40 PM at the latest.
- After 4:40 PM, the bus will depart and will not wait for students from Year 7 to Year 13 if they are not on the school bus.

Morning Pick-Up

- All students must be at their assigned stop at least 5 minutes before the scheduled pick-up time.
- The bus will wait a maximum of 2 minutes if a student is not at the stop. After that, it must leave to ensure timely arrival at school.
- If your child will not be taking the bus in the morning, please indicate this using the BatonRoute Safe app. This helps the bus monitor know whether to wait or continue, improving overall punctuality and benefiting the rest of the students on the same bus.

Bus Attendance Instructions with BatonRoute Safe

Parents must indicate their child's daily use of the bus through the BatonRoute Safe app:

- To indicate "No Bus", create an absence in the app.
- To indicate "Yes Bus", delete any existing absence for that day.

This helps the school and bus monitors manage routes efficiently and ensure the safety of all students.

1. Expected Conduct for School Bus Students (this includes conduct at the bus stop)



- a) *Abide by the BIS Cambridge House Pastoral and Behaviour Policy.*
- b) *Be respectful, kind, courteous, and conscientious of all other individuals on the bus.*
- c) *Be respectful of the bus property and property of others.*
- d) *Remain quietly in your seat with your seatbelt fastened.*
- e) *Follow the bus driver's and monitor's directions promptly the first time they are given.*
- f) *Do not eat or drink (other than water).*
- g) *Do not take photos or videos of students, the monitor or the driver without their permission.*
- h) *Arrive on time to the bus at the end of the school day.*
- i) *If you are using a mobile phone, use it appropriately so that it does not create a disturbance for the driver or other students. (Secondary only)*

2. Disciplinary Sanctions

- a) *Minor Incidents will result in a verbal or written warning and/or a call to parent. Repetition of incidents in the same academic year could result in suspension from the bus service. The length of this suspension will be decided by the Head of School.*
- b) *Moderate Incidents will result in a parent meeting being called with the instigators parents or guardians and suspension from the bus, with the duration determined by the Head of School.*
- c) *Severe Incidents will result in a parent meeting being called with the instigators parents or guardians. Temporary or permanent suspension for the remainder of the academic year from the bus service may be applied as a consequence.*

*For examples of behaviour which could lead to suspension or expulsion from the bus please see Appendix 1

3. In the case of Suspension from the bus service

- a) *If a student is suspended from transportation services, parents/guardians are responsible for finding alternate means of transportation.*
- b) *Students who fail to report to school due to being suspended from transportation services will be marked as "Absent not authorised".*
- c) *Suspension from the bus does not mean suspension from school. However, conduct resulting in a suspension from the bus may also result in disciplinary action at school.*
- d) *Furthermore, parents/guardians may be liable for property damage or injury caused by their child.*

These policies will be enforced by all BIS Cambridge House staff members, and employees of our transport provider Torres (including bus drivers and monitors).

These policies are in place for the safety of our community and students who use the bus service.



Cambridge House

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***Appendix 1**

Students may be suspended from riding the bus for committing any of the offenses listed below:

- Aggressive behaviour (verbal or physical) towards **anyone** on the bus.
- Racism.
- Defying the bus monitor or driver.
- Fighting with another student or with the bus monitor or driver.
- Inappropriate dress or stages of undress.
- Exiting at the wrong bus stop without permission from the parent/guardian and the school.
- Failing to give a name, or giving a false name, to the bus monitor or driver when asked.
- Doing anything on the bus that seriously harms the safety of themselves or others. (e.g out of seat, without a seatbelt)
- Smoking.
- Opening an emergency exit or exiting via an emergency.
- Possessing banned items on the bus: drugs, alcohol, bullets, explosives, fireworks or weapons.
- Inappropriate displays of affection.
- Bullying or harassment of other students or the driver.
- Throwing anything from the bus or inside the bus.
- Making obscene gestures.
- Speaking profanely to or about anyone on the bus.
- Spitting or biting.
- Looking at or sharing with others inappropriate material