KoroBoro International School

BUS REGISTRATION & AGREEMENT FORM

Koro School Office: PH: 322 1900

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IEA

info@koroboro.iea.ac.pg | www.koroboro.iea.ac.pg

GENERAL INFORMATION 2027 ☐ V2

We would like our child (children) to use the School Bus Service:

Family Name:	Middle Name (s):	Given Name:	Grade	Campus

PARENT INFORMATION

Title:	Mother / Legal Guardian	Title:	Father / Legal Guardian
Full Name:		Full Name:	
Address:		Address:	
Mobile Phone:		Mobile Phone:	
Email:		Email:	

In case the bus is delayed due to unavoidable traffic conditions, the School Bus Coordinator will contact the parent whose details appear above or the following person:

Contact Name: | Mobile Number:

PICK UP / DROP OFF ADDRESS ☐

House Number: | Street:
Lot & Section: | Suburb:
For Apartment building: Building / Block | Apartment Number: | Floor:

* If the address is difficult to find (or it is not accessible by the bus) and you would like the School Bus to pick up your son/daughter(s) at a different address, please provide your special instructions here:

Commencement Date:

_____/_____/_____
Day / month / year

** All new bus students require a Google map extract showing exact location.*

Staff Member completing the form: _____

FEES ☐

Bus Fees (Return) – The Fee must be paid in advance	**Early Bird Discount** **K2,910** - GST included Paid before 31 January	**Annual Fee** **K3,210** GST included	**Instalment Fees** **K1,070 x 3** GST included
Bus Fees (One Way) – The Fee must be paid in advance	**Early Bird Discount** **K2,610** - GST included Paid before 31 January	**Annual Fee** **K2,910** GST included	**Instalment Fee** **K970 x 3** GST included

IMPORTANT NOTES

- All vehicles have regular safety and maintenance checks and are be operated by an appropriate licensed driver.
- For the safety of your son/daughter(s), please ensure that someone is at the drop off point, 5 minutes prior to the bus arriving.
- The School Bus will only wait for 3 minutes past the agreed pick up and drop off times. It is essential that the bus adheres to the schedule.
- Each bus is equipped with a mobile phone. Please ask School Reception for the telephone number of the bus that your son/daughter(s) is/are on so that you can contact the Bus Supervisor if required.
- School Bus Fees are not refundable under any circumstances.
- Morning pick up time commences from 6.30am.
- An Extra Bus Service fee of K100 applies if your child has to be returned to the School, if no one is at home to accept the child at drop off time.

NB:

An Extra Bus Service fee of K20 applies, if your child has to be shuttled to the other campus after the Bus Shuttle Service has concluded at 8.30am and 3.30pm.

Please contact the Bus Coordinator, if you have any questions or comments regarding the School Bus Service.

Phone: **322 1900**
Ask for the Transport Coordinator

Email: info@koroboro.iea.ac.pg
Ask for the Transport Coordinator to contact you

STATEMENT OF AIM

KoroBoro aims to provide a safe and reliable School Bus service using appropriate transport vehicles for the purpose of picking up and dropping off school students on designated operational routes determined by the School.

RATIONALE

- The School wishes to service the transport needs of the student and parent community in Port Moresby. For safety reasons however, this service is not normally extended to "No-go areas" in the Port Moresby area.
  Transportation arrangements typically take up to one week to finalise. This registration form must be submitted five days prior to the start of service.
- The School may change the Bus Schedule from time to time. In such case, the School Bus Coordinator will notify parents by email.
- To ensure on-time arrival at School, buses can wait no longer than five minutes after the designated pick-up time before moving to the next pick-up point.
- To maintain an effective and efficient service, it is expected that parents adhere to the agreed pick up and drop off details agreed in the Bus Registration Form. In the event of repeated lateness, the School reserves the right to withdraw the service.

GENERAL INFORMATION

- Parents must give at least 5 weeks' notice of their intention to withdraw or make changes of the locations for their children using the bus service. Changes can only be made if spaces are available for the alternate location
- The Bus Service Fee is part of the overall School Fees payable by parents/guardians and as such form part of the Fee Schedule policy.
- The School provides a free bus shuttle service between the two school campus sites each school morning (7am till 8.30am) and in the afternoon (3.00pm to 3.30pm)
- Students who are shuttled across campus sites after these times due to being late, the School will charge a transport fee of K20. If the shuttle service is used outside of the normal shuttle times for school related purposes it is free of charge.
- Safety on the buses is our paramount concern. Any behaviour which may distract the driver will be treated seriously. Students will receive one warning and then will lose their place on the bus.
- **Please note:** There will be no refund of the bus service fee, if a child is removed for inappropriate behaviour or withdrawal of the service by the parent/guardian.
- **The No Go Areas are**: Any settlement, beyond NPF compound, 9 mile, 8 mile, ATS compounds, Gerehu stage 4 and beyond, Hohola 3 and 5, Burns Peak, New Town, Pari village, Morata power station, June Valley, Gabutu Park and beyond, Kanudi, Baruni, Badihagwa, Hanuabada, Wanagi, Kookabara St, Goroby St and as determined by the Principal from time to time due to prevailing circumstances.

THE ROLE OF STUDENTS

Good conduct is necessary for a safe bus ride. Students must be prompt for all collections and drop-offs. Students travelling on the bus must:

- Listen and follow any instruction by the driver/guard/assistant at all times as they would with a teacher.
- Be pleasant, courteous and respectful to the driver and other passengers.
- Remain seated and wear a seat belt (where applicable) at all times until the bus comes to a complete stop.
- Not talk to, or distract the driver.
- Behave in an appropriate manner at all times to ensure safety.
- Keep the bus clean and respect the rights and property of other passengers on the bus.
- Keep head, arms, legs and hands inside the bus at all times.
- Not push or shove or place feet off the seats.
- Never throw objects around the bus or outside the windows.
- Never open the windows without the driver's or EA's permission.
- Sit in the seat allocated by the duty teacher/guard/assistant/driver.
- Not consume food or chew gum.

THE ROLE OF PARENTS

Parents who request and pay for the School Bus will:

- Pay the Bus Fee before their child can access the bus service
- Inform the School of any required changes to the bus route at least 1 week in advance of the required change.
- Inform the Bus Coordinator prior to pick-up, if the child is not catching the School bus on any given day.
- Sign a Bus Registration Form which confirms the pick-up and drop-off address and requirements. This is a service agreement that parents, students and the School will use to their best endeavours to adhere to.
- Ensure that students are ready for pick up at the agreed time with the Bus Coordinator.
- Ensure that appropriate authorised personnel are at the drop-off point with your son/daughter(s).
- Ensure that your son/daughter(s) behave in an appropriate manner at all times while on, or waiting for the School Bus.
- Ensure they have downloaded the tracking software to view their child's bus during transportation to and from home.

REFUNDS

As per the School Fee Policy - In the event that all or part of the school is closed temporarily or permanently, due to pandemic, civil unrest, protests, terrorism or for any other School or IEA approved reason, the School will not be liable to refund any fees or other money it has received.

- The Bus Fee, is not refundable at any time.
- Money owing to the school at the withdrawal date will be deducted from any owed school refund; otherwise, it needs to be paid in full.
- Money owed for the bus service must be paid to the school before a transfer certificate is issued and or release of school documents.
- The Bus Fee forms part of the School Fee Policy Terms and Conditions.

DECLARATION

The details I have provided above for the Bus Registration Agreement are accurate and I have read, understood and agree to the information and bus conditions. I understand that neither the School nor any of its employees are responsible for injury, death, loss or damage that occurs while a student is on a School Bus or while waiting for a School Bus or while waiting to be collected by a parent/guardian.

_____	_____	_____/_____/_____
Name of Parent / Guardian	Signature of Parent / Guardian	*day / month / year*
_____	_____	_____/_____/_____
Name of Parent / Guardian	Signature of Parent / Guardian	*day / month / year*