



SCHOOL BUS SERVICES & REGULATIONS

Newton Hui Xin Kindergarten In order to provide a safe and efficient transport to/from kindergarten, please observe the following regulations.

1. Application for school bus

- *Together with enrolment.*

Submit written application for school bus services together with your child's registration papers, *address of pick-up must be accurate upon submission*. After the school bus administrator reviews registrations, parents will get a written notice about whether bus services can be provided (there can be some processing time, approx. 10 days, bus fees will only be charged once approved).

- *After the enrollment:*

Consult school bus administrator directly in person. The school bus administrator will answer by email in 3 days whether the child can take the school bus according to the school bus stops and the reservation of seats. If the answer is positive, a school bus fee notice will also be sent to parents.

- *Change of bus spot:*

Consult head of transportation directly in person. If your new pick-up point is on an existing route with available placement on the bus, you will receive confirmation by email.

2. Principles for determining school bus routes

Be aware that bus routes are settled per semester according to pick-up points and will only be changed according to school arrangements. We can accept new school bus children only if their location fits the existing routes and buses have seats available.

- *School priorities when selecting a pick-up point.*

Traffic safety: school bus stops must be safe for children to get on and off. At the same time, it must comply with the parking regulations of the community and traffic authorities.

Community safety: the area of the community is safe and organized.

Road safety: roads leading to the community are good.

Typically, the school will only makes changes to bus routes / pick-up points / time schedule for the forthcoming school year.

3. Fees & Bus cards

The school bus fee is RMB 3575 per child per semester. (no discounts for one-way transportation).

When the enrollment and the information about authorized persons is complete and accurate, the school will give each child his/ her school bus card. Children, especially new students must show their card before getting on bus.



4. Important Information

The school bus services involves the following staff, bus drivers, bus monitors, morning pick-up person, after school send-off person, class teacher, and head of transportation. Newton staff brings children to their classrooms upon arrival at kindergarten and to the buses for departures in the afternoon.

Parents should do the following to cooperate:

- Be on time, the bus will not wait for anyone who is late.
- Only authorized persons can pick up children.
- Children can only get on/ off the school bus at the address on the application.
- In case of no authorized person awaiting drop-off in the afternoon the child will be brought back to kindergarten and parents will be informed for immediate pick-up by an authorized person. Parents assume full responsibility.
- Inform the class teacher a day in advance if the child will not take school bus.
- If you wish to pick up your child from kindergarten yourself, please inform head of transportation, bus monitor or class teacher no later than 14:00 on the day.
- Every school year, bus routes and times change. Parents will receive a written notice approx. 10 days before year start and must come to kindergarten to collect child's school bus card on the day of "Meet & Greet".

5. School management structure responsibilities

- Principal is responsible for the running and safety of the school bus services in general.
- Head of transportation: responsible for daily routines of the school bus, including arranging of routes and stops, ensuring legal and safe school bus operations. Daily transportation meetings. Observations of school bus misconducts and acceptance of parents' concerns.
- School bus driver: Assume full responsibility of vehicle and traffic safety, driving regulations, student check and roll call as well as onboard teacher.
- Bus monitor: Help school bus driver check children, ensure seatbelts are fastened and observe safety in the bus cabin.
- Pick-up staff: Bring children from buses to classes and hand-over to class teacher.
- Send-off staff: Bring children to the bus waiting area, checks with and reports to the bus monitor regarding children.
- class teacher is responsible for sign-in of students who take the bus (write down time of arrival), prepare for send-off and keep students information updated and accurate (and share with bus related persons) before 14:00.

6. Additional

- Only school bus monitor and children on the name list of the school bus can take it. (strictly no parents / siblings / unrelated teachers).
- It is prohibited for drivers to change school bus routes & skip stops.
- School buses are not allowed to make any additional stops (even for gasoline). Only in the case of a cabin emergency or police instructions will the bus pull over at a safe place for a moment.
- Children will under no circumstances leave the bus at other points other than their approved drop-off.
- Children are not allowed to eat or play toys on bus
(Children are allowed to hold a soft toy and sit quietly, strictly no balloons).
- Drivers are responsible for cleaning the bus daily and return students lost items to teachers or head of transportation.
- Newton staff must be alert and ensure safety children's arrival and departure.
- If anyone wants to know more about the school bus management, please refer to "staff handbook", "school bus driver's responsibilities" and "responsibilities of school bus monitors"
- If the bus is more than 15 minutes late, the on-board staff will message parents phone to inform.
- If the bus is broken or malfunction and pick-up is not possible, parent can take a taxi to school and save the receipt, school will reimburse the cost (not applicable in case of delays related to traffic or weather).

Effective from September, 2014 (last updated January, 2016)

Newton Kindergarten