



School Bus Policy

These rules have been created keeping the safety and security of students in mind. Parents should please go over the bus rules with your child(ren). Failure to comply with the rules may result in withdrawal of the bus program.

General Information

- SCLS contracts a transport company to provide daily travel to and from school.
- Buses arrive at the school campus each morning at approximately 8:00 am and depart the school campus at the following times:

Mon-Tue-Wed-Thu

- Primary School bus leaves campus at 4:05 pm
- Middle School bus leaves campus at 4:40 pm

Friday

- Primary School bus leaves campus at 2:05 pm
- Middle School bus leaves campus at 2:40 pm

The bus will depart at the scheduled times and cannot wait for late students.

- Bus services cannot be provided on a route where there are less than 8 students requesting the service.
- The bus service cannot deliver every child to an individual address. This is a service between predetermined collection points and as such may require children to walk some distance to a collection point.
- If a student is a participant in after-school club or team, they must arrange for own transport home.

Pick up and drop – off Points

- Buses will arrive and depart from pick-up/drop-off points at the scheduled times and cannot wait for late students or their parents/guardians.
- Parents/guardians are asked to ensure students are at the collection points on time. We recommended at least 3-5 minutes before the scheduled times.
- Students will not be permitted to exit the school bus in the absence of their parents/guardians unless the SCLS Transport Coordinator is informed (in writing) of a nominated person, authorized to collect the child.

Change of bus routes/Change of mean of transport

- In the event a student wishes to change their assigned bus (e.g. to travel on a different bus for a play date), the parents/guardians must provide the SCLS transport Coordinator with a written notice granting the student permission to change **buses**, indicating the preferred bus and the effective date and time. This request needs to be approved by the transport coordinator prior to the event.
- The transport coordinator must be informed of any changes to the daily routines, such as parents collecting children from school.

Bus service general rules for students

- Be ready and wait on time in a position where the bus driver can see you before stopping the bus.

- Upon entering the bus, take a seat immediately, fasten seatbelts and remain seated while the bus is moving. Do not switch seats while travelling.
- Students must respect the wishes of the driver and bus teacher at all times.
- Keep aisles clear of books, bags and other belongings.
- Eating and/or drinking on the bus is not permitted.
- Students should talk quietly using an 'inside' voice.
- Students must be courteous to fellow passengers.
- No playing, climbing seats, grabbing or hitting other students
- Students should respect the property of the transport company.
- Public displays of affection are not appropriate.

Rule Violation Procedure

The SCLS code of conduct expects all students to display appropriate behavior in school. This expectation extends to student behavior on the school bus. In the case of inappropriate behavior on the bus:

- A report will be given by the bus monitor to the SCLS Transport Coordinator and School Principal.
- A penalty may be imposed on the student at the discretion of the school and may include temporary suspension or loss of bus service.
- A letter informing the parents/guardian of the incident and penalty, if any, will be provided by the school.
- Consistent and Poor behavior on the school bus will result in :
 - o *First violation* a verbal reprimand and letter home to parents.
 - o *Second violation* suspension from riding bus for up to three (3)days
 - o *Third violation* suspension from riding bus for up to two weeks
 - o *Fourth violation* suspension from riding school bus for up to three month period

Bus service general responsibilities for adults

- Please ensure that the person responsible for with picking up and collecting students at the drop-off/pick-up points are on time. Bus drivers have been instructed to leave/stop at the scheduled times.
- If your child is not returning home on the bus, in the afternoon, it is necessary that parents inform the transport coordinator on, ideally by an email to jie.su@scls-sh.org
- Inform the Transport Coordinator of any changes of home address, or contact details
- Report in writing to the Transport Coordinator any concern in relation to the transportation service
- Please note the bus service is for SCLS students and is not intended to provide transportation to parents or friends of students

Refunds

The school bus fee represents “the purchase” of a seat in the school bus for the entire school quarter. Refunds will be made only for full quarters of non-usage, i.e. there will be no pro-rata refunds for any withdrawal from bus service during a particular quarter or for any suspended students.

How to apply

For new students and transfer students who request bus service, you need to select bus service during your online application process. Our transport coordinator will arrange a seat for you based on the availability of seat space on your selected bus route.

For current students who request bus service, you must provide a written notice to SCLS transport coordinator, indicating the preferred bus and the effective date. Your application needs to be approved by the transport coordinator based on the availability of seat space prior to the service.

Contact Information of SCLS Transport Coordinator: jie.su@scls-sh.org Ms. Su 13817350742

Revised November 22, 2019

校车规定

该校车规定是基于保障学生人身安全的原则制定的。建议家长与您的孩子一同仔细阅读，若违反此校车规定将可能导致您孩子的校车服务被取消。

基本信息

- 宋庆龄学校通过与专业的校车公司签订合同的方式来为学生提供日常往返学校的校车服务。
- 每天早晨校车大约在8点左右到达校园，并且按照以下时间离开校园：

周一周二周三周四

- 小学部校车发车时间为下午4:05
- 中学部校车发车时间为下午4:40

周五

- 小学部校车发车时间为下午2:05
- 中学部校车发车时间为下午2:40

所有校车都将严格按照规定的时间表进行发车，将不会等待迟到的学生。

- 每一条校车线路需要至少8名学生乘坐，若乘坐人数不足8人，则学校有权取消该校车路线。
- 校车无法提供每一个学生的门到门接送服务。校车只提供往返与固定站点的接送服务，因此可能需要学生步行一定距离前往固定接送点。
- 若学生需要参加课后俱乐部或校队，家长需要自行安排接送。

上学/放学接送点

- 校车将按照规定的时间表前往和离开接送点接送学生的上下学，将无法等待迟到的学生或家长。
- 家长或监护人需要确保学生按时到达校车接送点。我们建议至少比规定时间提早3-5分钟前往接送点等待校车。
- 学生将不允许在没有家长或监护人在场的情况下独自离开校车，除非宋庆龄学校的校车管理老师提前收到家长的书面通知，告知具体授权何人来接送孩子。

变更乘坐的校车/上下学方式

- 若学生想要变更所乘坐的校车（例如，某一天需要乘坐另外一辆不同线路的校车参加活动），家长或监护人必须要通过书面的方式告知宋庆龄学校的校车管理老师其同意授权变更校车并且提供具体的乘坐日期与时间。这个变更申请需要由校车管理老师提前审批同意方可安排。
- 有关学生日常校车接送的任何变更都必须提前告知校车管理员，比如家长某天需要自行到学校接送孩子。

学生需要遵守的校车规定

- 按时在校车接送点等待，并且站在能够让校车司机轻易看到的位置候车。
- 上车后立刻就坐并保证全程系好安全带，车辆运行过程中不可随意换座位。
- 学生需要全程尊重司机和校车老师的指示
- 在校车上保持过道畅通，不得堆放图书，书包和其他个人物品
- 不得在校车上吃零食或喝饮料

- 学生应当在校车上轻声低语
- 学生必须对校车上的其他同学和乘客有礼貌
- 学生不得在校车上互相玩耍打闹抓挠或攀爬座椅
- 学生应该爱护校车公司的物品
- 学生不得在校车有不合适的亲密行为

校车违纪处理流程

宋庆龄学校的行为准则要求学生在校园内有得体的行为。这个行为准则同样也适用于在校车上。如果学生在校车上有违反学校行为准则的行为，将受到以下处分：

- 校车老师将提供一份书面报告给校车管理老师和校长。
- 学校将根据学生行为准则对学生进行处分，相关处分可能包含暂停或取消乘坐校车。
- 学校将有可能给学生家长或监护人发出书面通知，告知有关事情的经过和处分结果。
 - 若学生在校车上持续多次出现恶劣违纪行为，将可能受到如下处分：
 - 第一次违纪将会受到口头警告和家长书面告知信。
 - 第二次违纪将被要求暂停乘坐校车，最多3天。
 - 第三次违纪将被要求暂停乘坐校车，最多2周。
 - 第四次违纪将被要求暂停乘坐校车，最多3个月。

家长需要承担的校车义务

- 请确保接送孩子的家长或监护人准备将孩子送往校车接送点。校车司机将严格按照校车时间表进行接送。
- 如果您的孩子放学不乘坐校车，家长需要最晚在当天下午放学前通知校车管理老师，建议通过邮件联系 jie.su@scls-sh.org 苏老师。
- 家长需要在家庭住址变更或者联系人变更时第一时间告知校车管理老师。
- 若家长对校车接送服务有任何投诉或建议，请通过书面方式反馈给校车管理老师。
- 请家长理解，校车服务只针对宋庆龄学校的学生提供接送，不能为家长或学生的朋友提供接送。

退费

校车费用表示学生在一整个学期内对校车座位的购买。只有在学生一整个学期都没有乘坐校车的情况下才可以全款退费。例如，不存在半个学期没有乘坐或者由于违纪被处分无法乘坐校车而按照比例进行退费。

校车申请与办理

新生和插班生若需要乘坐校车，可以在线上报名的申请过程中勾选乘坐校车的选项。校车管理老师将会根据您的校车路线以及座位空缺情况为您酌情安排。

在校学生若需要乘坐校车，必须通过书面的方式向校车管理老师提出申请并告知希望乘坐的日期和站点，在经过校车管理老师审批同意后方可安排。

校车管理老师联系方式：jie.su@scls-sh.org 苏老师 13817350742