



19th May 2010

FOR YOUR RETENTION

BUS SERVICE RULES & POLICIES 2011-2012

To be observed by All Parents and Students Travelling on School Buses

In the interest of both *safety and efficiency*, parents and children are asked to comply with the following rules. Please read and explain and discuss the rules with your children.

1. Children in Years 1–4 WILL STRICTLY NOT be allowed off the bus unless there is a parent or responsible adult to meet them at the bus stop. Students in Years 5 and 6 will be allowed off the bus unaccompanied - provided prior written permission/consent form (as attached) has been submitted to the PTA Coordinator. Please note that verbal agreement with the Bus Escort is NOT ACCEPTABLE.
2. Children must be supervised by a parent or responsible adult at the bus stop each morning and each afternoon.
3. Parents are asked to regularly remind their children of the need for safety on the school bus, in particular:
 - Observe the Seating Plan and sit on the seat allocated by the Bus Escort;
 - Remain seated at all times throughout the journey and keep arms inside the bus;
 - Seat belts must be kept on during the entire journey;
 - Do not talk to the bus driver or distract him in any way –
NO SHOUTING LOUDLY or NO THROWING OF ITEMS IN THE BUS;
 - Do not eat, drink or play noisy games during the journey;
 - Do Not Play with any Electronics, Toys or Card Games on the bus ; &
 - STRICTLY obey the Bus Escort at all times.

[Please Note: The bus Provider, Bus Escort, or the PTA are not liable for any loss or damage of personal items on the bus.]

Parents are requested to discuss safe travel on the school buses with their child/children prior to make them aware that the Bus Escorts are there for the security and safety of the students and they must listen and obey them at all times during the journey.

The bus escort will report children who persistently misbehave to the PTA Coordinator, who will give a warning regarding such behaviour. If the bad behaviour continues after a child has been warned, the Principal and the child's parents will be informed and the child may be suspended from using the bus service, without any refund.

4. Parents will be responsible for any loss on the bus or damage caused by their children.
5. Parents are requested to inform PTA in advance by email or in writing (pta@qbs.edu.hk) in the event that your child will not be travelling on the bus or has a change in his travel plans to and from school. Please inform us at your earliest to ensure that all relative departments are informed – or contact the Bus Administrator, Ms Dorothy Ho, on 28871004 as soon as possible.

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6. **BUS SWAPPING IS NOT RECOMMENDED:** As we have over 580 children using our bus service it is not possible to cater for individual arrangements, such as playing with friends after school, after school classes etc except under special circumstances and only where a WRITTEN REQUEST is received from the parent 1 Day PRIOR to the event by the PTA Bus Administrator. The Bus Escorts are NOT authorised to give approval.

PLAY DATES : Transportation for Play dates amongst students is not allowed – hence please arrange the transportation from school for playdates on an individual basis – as our buses are running full capacity, and we will not be able to accommodate change of bus requests

7. Parents are not allowed to ride on the school buses unless prior arrangements have been made with the PTA Bus Administrator.

8. Please notify the PTA Bus Administrator if you are moving to a new address and need to change buses, so that a seat on the new bus can be allocated, if available.

Your child may be asked to leave the bus service for failing to comply with the above rules.

9. **Any child/children who are not picked up will be brought back to school at the end of the bus route. The parents will be contacted and will have to come to school to collect their child/children, or for any other mutual arrangement. In either situations, the parents are liable to a minimum transportation charge of charge of \$100.00, for the Bus Escort.**

10. **Bus Fees Payment :** If you decide NOT to issue 3 cheques with the above dates (i.e. post-dated cheques) – its is suggested that you opt to issue 1 Cheque (of immediate payment) for the Full Year Bus Service, to confirm the seat for your child/ren. In the event that you wish to stop using our bus service, you must inform the PTA Office (Administrator) in writing 1 month prior to the leaving date. The balance will be refunded (pro-rata basis) to you within 2 weeks of your last date of using the bus service. Please note that seats will not be guaranteed if confirmation of payment for any term is NOT received, as most of our popular bus routes are running full.

UNPAID BUS FEES: If bus fees for any students is not received before the stated deadline dates– please note that your child(ren) will not be authorised to travel to school on the first day of the following term, unless we have received notification for delay of payment in writing prior the deadline date.

(RECEIPTS: If you require receipts for your payments – please attach the same number of self-addressed envelopes with stamps affixed to facilitate us mailing the receipts to you.)

**** We reserve the right to adjust/change the bus routes and schedules depending on the situation as required. ****
