

# International Christian School – Jackson (International) Bus Company Limited

## SCHOOL BUS REGULATIONS

In order to participate in this school bus service, you must abide by the following rules:

1. The bus service is available only to ICS students. The following will be the priority for acceptance: ES round trip, ES one way trip, KG students (round trip if possible however this is not always possible), MS round trip, HS round trip, MS one way trip and HS one way trip. Please note: Where possible whole families who apply will be offered seats.
2. The buses shall in every journey proceed directly to and from school along the agreed routes without making any unscheduled stops, i.e. toilets, petrol etc.
3. Parents shall ensure that your child(ren) is at the pick-up point **five minutes before the scheduled pick-up time** stipulated by the bus coordinator. Students who are late might cause the bus to be late in arriving to school. The bus driver has been instructed not to wait for students more than **two minutes past the pick-up time**. If your child is absent or not riding the bus to school, please inform the bus company at least 15 minutes before the scheduled pick-up time.
4. It is your responsibility to meet your child(ren) at the appointed drop-off time and location after school. The bus has been instructed not to wait for more than **two minutes past the scheduled drop-off time**, after which the student will be brought back to school at the end of the bus route. Parents will be contacted and will have to come to school to pick up their child(ren).
5. If your child(ren) are absent from school, or cancel the after-school ride, parent must notify **BOTH** school office ([elementary@ics.edu.hk](mailto:elementary@ics.edu.hk)) and bus company (**Whatsapp text message: 55410421**). Please note, school will not notify the bus company, nor will the bus company notify the school.
6. All communications are by email. If there are any concerns, questions or problems regarding the bus service, please write to both [jac0012@netvigator.com](mailto:jac0012@netvigator.com) and [elementary@ics.edu.hk](mailto:elementary@ics.edu.hk). Phone discussion are not recommended. **TEXT** by whatsapp message are only for daily bus arrangement or absence.
7. All riders must treat the driver, bus nanny and other riders with respect. If your child(ren)'s behavior is unruly, the bus coordinator will then report to School immediately and any event not later than 24 hours after the event. He/she may be suspended from riding the bus, and may forfeit the right to ride the bus.  
Please ensure your children understand the following rules which are in keeping with ICS 4Bee's.
  - stay in their assigned seats by the Bus Nanny or the School and keep themselves and their possessions inside the bus
  - should not open school bags and avoid taking out sharp articles such as pencils, pen, musical instrument etc.
  - keep the bus clean and not eat or drink on the bus
  - talk quietly and not shout or play on the bus
  - follow the instructions of the bus monitor and bus nanny
  - board and alight from the vehicle only when the vehicle has come to a complete standstill
  - seatbelts must be worn all the time while on the bus
  - Seats are assigned by the nannies and any changes will be made in consultation with the school.

8. All Kindergarten and Lower Elementary students should have their bus passes when travelling on the bus.
9. School bus service is based on Elementary schedule, there will no bus service if elementary have special events (e.g. early release day, sports day, etc.) Please contact Jackson for special arrangement.
10. BUS SWAPPING IS NOT RECOMMENDED. It is not possible to cater for individual arrangements, such as playing with friends after school, after school tutoring etc., except under special circumstances or one-off basis. A WRITTEN REQUEST **MUST** be received from parent one day PRIOR to the date of the request, in order for the bus coordinator to make the appropriate arrangement. Please note, changes are only allowed if there are seats available on the bus.
11. For safety reasons, NON-BUS RIDERS are not allowed to ride on the bus with their friends to and from school.
12. The bus service is a whole school year commitment (10 months service). Any termination of the bus service (due to change of address or withdrawal from school only) requires one month advance written notice. Students enrolled late, will have prorated adjustment of fees.
13. The bus company will complete and confirm arrangements with each family for new school year by the end of school year (June 14) or earlier. Students who accepted the confirmation from the bus company but withdraw after that, will be charged an administration fee of \$500. (This only apply before 1<sup>st</sup> day of the school year.)
14. Bus fees are payable in two (2) installments, please ensure sufficient funds in your account to prevent any return cheques on the 'Bus Route / Fare Table' specified dates. Full fares are payable regardless of school holidays, student absences, etc. If there are any unforeseen school closures requested by the Education Bureau, refunds will be based on case by case discussion.
15. Family discount is offered to families with three (3) or more children enrolled on the same bus route at ICS. 1<sup>st</sup> & 2<sup>nd</sup> child – NO discount; 3<sup>rd</sup> & up – 5% discount.
16. The bus company shall not be obliged to provide seats to those students who fail to pay bus fees on or before due date aforementioned.
17. Change from round trip to single trip is not applied once the application confirmed.
18. Application submitted after the deadline, might not guarantee the bus services. Seats on the buses allocated on the first-come-first served basis. Waiting list will be maintained once the buses are filled. Parent will be informed if their child(ren) is/are on the waiting list.
19. The bus company reserved the right to cancel, modify bus routes or bus capacity if the application is insufficient. Final schedule is subject to change according to bus applications.
20. This is not a guarantee door to door service.