

BRITISH SCHOOL OF ULAANBAATAR



School Bus Procedures Handbook

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SERVICE EXPECTATIONS

The British School of Ulaanbaatar is working the New Juulchin Tours LLC to provide a comprehensive transportation system for its students to and from school. The company has over 13 years experience in providing quality services to schools. BSU uses 8 Hyundai buses on a contractual basis.

The buses are clean and comfortable. The buses are regularly checked for safety. Seatbelts are fitted in the buses. In addition, it is the school's policy to ensure regular and thorough cleaning both inside and outside the vehicles.

The school currently offers a bus service on 8 routes around Ulaanbaatar with pick-up and drop-off points along each route. This is not a door-to-door service and parents of younger children will be required to be at the bus point to drop off and collect their child.

Any family choosing to use the bus service will be required to complete the Bus Registration and read the Bus Code of Conduct form. They will also need to sign the Bus Contract that outlines potential consequences for poor behaviour on the bus.

SCHOOL RESPONSIBILITIES

Duties of the School Bus Liaison Assistant (Miss Ogi)

- Register students for using the bus
- Distribute and collect registration and agreement forms and the bus contract
- Update bus information throughout the year
- Assist with the organisation of the bus routes and informing parents
- Ensure bus drivers keep up-to-date routes and time schedules
- Deal with any bus related issues
- In the case of an absent supervisor, organise an alternate
- Maintain and distribute bus registers
- Be responsible for checking bus behaviour logs
- Keep and maintain files relating to the buses

Duties of the Bus Supervisors

To help ensure the safe pick-up and drop-off of students using school buses

En route:

- Be ready on the bus to meet children at the pick-up points
- Assist parents in loading and unloading children
- Ensure Primary children are dropped off and met by a responsible adult
- Keep contact details of parents should they need to be telephoned
- Ensure the bus does not leave a pick-up/drop-off point before the designated time
- Inform students of safety procedures to follow while loading, being transported or unloading

- Ensure all students follow the directions of the bus driver
- Ensure all children are wearing seat belts whilst the bus is in motion
- Ensure all students remain seated whilst the bus is in motion
- Maintain order and provide firm direction to the students
- Keep a log of issues and incidents in a log book (one for each bus to be handed in and collected from reception each day)
- Take a register of all students on the bus
- Check the office if a child is absent or if they want to travel on the bus but are not listed
- Notify the office whenever the bus is late and then parents can be informed as required
- Monitor bus routes and time schedules and notify the office of any problems
- Report complaints requiring attention of the school to the Principal
- If absent, notify Ogii and school immediately

At School:

Morning:

- Supervise all children going to the designated waiting area
- If the bus arrives before 8.0 am, take the students to the gym and wait with them until the first duty staff member arrives

Afternoon:

- Arrive at the gym no later than 3.10 pm and 4.10 pm on ECA days
- Direct your students to be in line
- Take a register
- Follow up missing students
- Walk students out in a line to ensure safety
- Do not allow the bus to leave until all children are seated and belted

Duties of the Bus Drivers

- Perform all duties assigned by the school administrators
- Transport only authorised passengers
- Be clean and neat at all times
- Will not use tobacco in any variety while operating the bus, or on school grounds
- Will use appropriate and polite language in the presence of students, including use of the radio
- Be responsible for checking that the fuel tank is full before beginning a run
- Shall not exceed national stated speed limits or drive recklessly
- Ensure seat belts are regularly checked and working
- Pull into a safe area for drop-off/pick-up points
- When ahead of schedule, the bus driver will wait for children until the given time for that stop
- Deviations to routes or stops will not be made without prior approval from the school administration

- Inform the school immediately if there is any delay
- Reach the school at least one hour (60) minutes before the dismissal bell and the end of the day

SCHOOL PROCEDURES

Car Park

No car will use the top car park for dropping off or collecting children whilst buses are parked in the area. Parents and carers must use car parks at Level 2 and 3.

Buses must park in assigned spaces while loading and unloading children.

Emergency Procedures

- 1 If serious adverse weather conditions develop en route, the driver should place children in the safest shelter available and immediately call their assigned compound office and the school
- 2 If a child is taken ill on the bus, the bus monitor must take the necessary steps to alleviate the discomfort of the child. On arrival at school, notify First Aid and, if necessary, contact the parents

If the matter is serious (eg, fitting or unconsciousness) the bus must divert to the nearest hospital. The bus monitor must inform the school immediately and the school will contact the parents

- 3 If the bus is involved in an accident, no matter how slight, the bus monitor must check on the welfare of the children on board. The driver and the monitor must report the incident to the school and the bus company and all necessary documents should be completed on arrival at the respective destinations

PARENTS AND STUDENTS RESPONSIBILITIES

Parent responsibilities

- Be at the drop-off and pick-up designated bus stop 5 minutes in advance of the estimated arrival time
- Take responsibility for the supervision of the child to/from the pick-up/drop-off point and whilst waiting for the bus
- Accept that a child can only disembark at the regular stop unless there has been prior permission from the parent and/or the Principal
- Notify the bus monitor or the school if the child is sick or is going to be absent
- Make sure the child understands the rules and expectations of using the bus
- Agree to pay fees by specified dates for the service to continue
- Understand and agree to penalties incurred

- Pay the school for any damages caused directly by the child
- Accept that a child must be picked up within 2 minutes from the agreed bus stop. If the parent or recognised adult is not present, the child will be brought back to school and the parents contacted. Parents will be liable to pay 2,500 MNT per kilometre.
- Read and sign the Bus Code of Conduct form

Student responsibilities

- Expected to be at the appointed place at the specified time (at home and at school)
- Except for normal conversation, maintain classroom conduct at all times
- Occupy the seat according to the seating chart
- Remain seated at all times when the bus is in motion
- Wear a seat belt at all times
- Listen and obey all directions given by the bus monitor and the bus driver
- Keep hands and head inside the bus at all times
- Treat the bus as you would the furniture
- Read and sign the Bus Contract form (parents may sign on behalf of KS1 children)

SCHOOL BUS REGISTRATION FORM

<i>Child/Children Information</i>							
No.	Male/ Female	First name	Class	Start date DD/MM/YYYY	One way	Two way	Bus Number

<i>Parents' /Guardian Information</i>	
Dad's Name	Contact No.
	Tel
	Email
Mom's Name	Contact No.
	Tel
	Emil

<i>Residential address</i>		
District	Street/horoo	Building

Bus Routes

BUS # 1 Blue Sky Tower /Garden town/ Royal County / Green Villa
BUS # 2 River Garden /Monnis building/ Japan town
BUS # 3 Khatan tuul town / Dream land/Imperial town/ Royal town house/Tsetseg khotkhon
BUS # 4 School #5 /Flora tsetsegiin delguur /Sportiin tub ordon/Ministry of Health /Jargalan town / New Rapid town /Erel 41-r bair/Narnii horoolol/
BUS # 5 Korean town / Od cinema /Modnii 2/Uguuj/Khuukhdiin 100/Sant surguuli/Naran/
BUS # 6 Green Villa/Anoma town / Anoma town house / Zaisangiin etses /Villa Vista/ Nobless town
BUS # 7 Mogul/ Green villa /Green house / Orgil khotkhon
BUS # 8 Sansriin tunel/ Golden villa/Chingis hotel/Bayan Mongol khoroolol/Narkhan khotkhon/Rapid town/

1. PAYMENT – A single invoice will be created for the payment of all school fees due at the beginning of the school year in one lump sum.
2. Bus Services will start from 1 September 2015 to 14 June 2016. Total days of bus services will be 178.
3. Students who want to ride the buses should submit this registration form with the payment before 25 August 2015.
4. TERMINATION – If a parent wishes to terminate the use of the bus, written notification must be given to the BSU admin at least two weeks prior to the termination date.
5. By signing, Parents agree to the Bus Rules enclosed.

Parent's signature: _____

Date: _____ / _____ / _____
Day Month Year



Bus Code of Conduct

The school provides a comprehensive school bus service for students in Ulaanbaatar. Buses are manned by qualified and experienced drivers who know the areas well. Bus supervisors are on board to ensure the safety of your child.

To maintain the best possible and most efficient service we can, we adhere to a bus code of conduct:

- Bus fees must be paid in advance
- Not all areas can be served
- A bus transport registration form with a clearly written address must be submitted to the school
- The school arranges pick-up and drop-off points and does not work on an individual or home basis
- Times for pick-up and drop-off will be given, along with the number of the bus, the name of the bus driver and the supervisor
- These times are guidelines and we cannot guarantee absolute times due to traffic delays
- Students and parents of younger children must be waiting at the designated spot 5 minutes before the given time
- Buses will not leave before the designated time
- If your child misses the bus, it will not return. You will be expected to make alternative transport arrangements
- All buses are fitted with safety belts
- It is an expectation that all children will wear safety belts throughout the journey
- Information about bus delays due to heavy traffic, accident or breakdown will be relayed via text messaging

On the Bus:

- Children are expected to sit quietly in their designated seat
- They must wear their seatbelts
- Movement around the bus whilst it is in motion is strictly prohibited
- Keep hands and head inside the bus at all times
- Treat the bus as you would the furniture
- Children must follow the instructions given by the supervisors and the driver
- A sanction system is in place and will be applied against poor behaviour and incidents will be logged (see Bus Contract)

The school reserves the right to temporarily suspend and/or permanently remove a child from the bus as a result of continued poor behaviour.



Bus Contract

I understand that my child/ren must adhere to the rules set out for travelling on the bus as outlined in the Bus Code of Conduct. The rules have been put in place to ensure the health and safety of all passengers.

If my child misbehaves, his/her behaviour will be written in the Log Book. Repeated poor behaviour on the buses will result in sanctions being issued as follows:

1. a verbal warning is given
2. a verbal warning is given and a note is written in the child's passport
3. parents are invited in
4. the child is taken off the bus for one week and the responsibility of transportation lies with the parents
5. the child is taken off the bus for two weeks and the responsibility of transportation lies with the parents

If all sanctions fail to remedy the situation, the child will be excluded from using the bus. There will be no entitlement to a refund in the fees paid.

Name of child(ren) Class

..... Class

..... Class

I have read, understood and accepted the bus rules.

Signed:

Date