



The Springfield Primary School



STUDENTS SCHOOL BUS TRANSPORTATION PROCEDURE

Name of the Policy	STUDENTS SCHOOL BUS TRANSPORTATION PROCEDURE
Date Approved	April 2022
Date of Review	September 2024



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INTRODUCTION

Student safety is our utmost priority and we are dedicated to ensuring our student drop off and pick up procedures are efficient and safe by providing experienced and trained security guards to manage and regulate the traffic situation in both entrance and exit gates.

SCHOOL BUS TRANSPORTATION

School Transportation Rules

- Transport facility is an optional service provided by the school.
- Transport facility is subject to feasibility of the bus routes and availability of seats.
- Transportation charges must be paid term-wise on or before the due date. If the payment is not done, then the school has the right to stop the service without any notice.
- Transportation fee will be applicable for the full month irrespective of the number of days used.
- Transport facility will be given to certain areas with an extra fee based on parent's request after submission of undertaking form.
- Student transportation facility will be done on a first pick-up first drop basis subject to adjustments /rerouting due to traffic or road conditions when necessary.
- Be punctual to your bus timing. Bus will not wait for the late comers arriving **more than 3 minutes**.
- Bus attendants are only allowed up to the pick-up / drop points (in front of the building) and is strictly prohibited to leave the bus unattended.

Inside bus rules for students

- Walk straight to your seat.
- No switching of seats in between the ride.



- Refrain from pushing/pulling each other inside the bus.
- Using inappropriate language is strictly prohibited.
- Avoid talking loud/ yelling.
- Be courteous and respectful to your bus mates, driver and bus attendants.
- Keep the bus clean.
- Treat others the way you want to be treated.

Arrival:

- The school bus transportation gate will open at 6:30AM.
- School bus transportation supervisor should be at the gate on or before 06:00AM.
- Each bus will be accompanied by a bus attendant from student pick-up to drop-off.
- The bus attendant will be responsible for taking the student attendance during pickup as well as during drop-off and it should tally on the attendance sheets from the bus supervisor to ensure all the students are properly accounted for.
- It is a joint responsibility of the bus attendants and bus supervisor to tally the head count of the students with the attendance sheets.
- Bus attendants should make sure that the bus doors should be properly closed and locked before moving and to make sure that the bus has completely stopped before opening its doors.
- When all students have got down, the bus attendant should check the headcount and check the bus from the first seat up to the last seat to ensure that no students are left behind and to check whether there are bags or any belongings left inside the bus-**as a first point checking.**
- The bus supervisor should confirm the students' headcount as well as checking the bus from first seat up to the last seat to ensure nobody is left behind-as a **second point checking.**
- No bus/es are allowed to go/move without the go signal from the School Bus Transportation Supervisor.

Dispersal:

- For school bus transportation students, the gates will open at 1:40PM.



- The same procedures applying the **2-point checking** for school bus transportation students will be done during dispersal.
- No bus/es are allowed to go/move without the go signal from the School Bus Transportation Supervisor.

BUS STUDENTS' GUIDELINES FOR PARENTS

1. The students are required to wear their school ID cards regularly for identification purposes.
2. At the time of boarding, please ensure that your child does not move towards the bus until it comes to a complete stop.
3. Parents are requested to bring their wards to the bus pick-up point on time and make provision to receive them on time, at the time of Drop-off.
4. School buses will bring students back to school in case parent is not there to receive students in their respective stop.
5. Students are not allowed to stand or run in the bus while travelling.
6. Eating and drinking including chewing gum are not allowed while travelling in the school bus.
7. Changes in Pick-up or Drop-off points will be accepted only with prior written permission from the admin office. Kindly send a request letter to the administrative office.
8. The school holds the right to suspend and/or terminate the students' bus transportation services should the student displays inappropriate behavior despite warning is given. The suspension period will depend on the seriousness of the violation.
9. Parents should directly communicate to the school admin office should there be any changes on the pick-up/drop-off points and not to the driver or bus attendant. Such concern should have prior approval from the admin office to ensure other students/travel timing will not be affected.

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