

# Wuhan Yangtze International School

## School Bus Policy 2009-2010

Parents are responsible to get their children to and from school in a safe and timely manner. In order to assist parents in making transportation arrangements, the School is willing to coordinate arrangements for an *optional* busing program. The School is not responsible for any accidents that happen on the way to and from school.

### Bus Policy:

1. The school bus coordinator will determine several routes. Families not living close to these routes, but wishing to participate in this service, must make their own arrangements for travel to and from the nearest pick-up and drop-off point. The bus routes will be determined in early August each school year.
2. Only students who register for the optional bus program may take advantage of this service. If students want to go to a friend's house, parents must submit a written request for their child to change their routine bus line 48 hours in advance. Requests will be granted only on a space available basis and are not guaranteed. If a regular busing program-registered student temporarily changes his/her bus line due to above reason, he/she does not need to pay extra fee. Guests of the students will not be permitted on the bus unless they have written permission from the bus coordinator, and they will be charged extra fee.
3. Non-regular-busing-program-registered students or parents who wish to ride the bus to school will be charged extra fee, one-way, unless they are going to school for the purpose of volunteering. Written permission must be obtained from the bus coordinator 48 hours in advance. Requests will be granted only on a space available basis and are not guaranteed.
4. If a family decides to no longer use the bus program, the busing fee is partially refundable in accordance with the terms of the refund schedule.
5. The bus company will provide a local insurance policy to cover basic medical costs in China in the event of an accident. Insurance claims must be followed up with the company directly. The School is not responsible for any insurance payments or reimbursements. Parents wishing to have additional insurance must purchase it themselves.
6. The school offers after-school activity busing service for 3<sup>rd</sup> Graders and older. Elementary students requiring the after-school activity busing service must sign up at the beginning of the semester if the student desires the school to coordinate transportation. Secondary students must sign up for the next month's after-school activity bus service if they desire the school to coordinate transportation home by the final day of the current month. If a student who has registered for after-school activity bus services will not be riding the after-school activity bus on any given day, the school must be notified 24 hours in advance.
7. The regular-busing-program-registered students who wish to ride the after-school activity bus will not be assessed an additional fee. Students who do not register for the after-school activity bus may not use this service. Students who wish to ride the after-school activity bus but are not part of the school's regular busing program will be assessed a fee.



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8. The extra fee charged to non-regular-busing-program-riders for riding regular buses or after-school activity buses during the 2009-2010 school year will be 30 RMB for Wuchang and Hankou buses, and 20 RMB for Golden Harbor bus. The fee shall be paid to the School Bus Coordinator in advance when the request is filled. The Coordinator will issue the written permission slip after receiving the bus fee.
9. School employees will serve as bus monitors. Parents will be provided with a busing schedule, which includes the busing lines, the bus monitor schedule with the monitors' mobile phone numbers, and the Emergency Phone Tree. Please call the monitor if your children can not arrive at the bus stop timely, or your children will not ride a morning bus someday.
10. The buses will arrive at and leave the bus stop according to the busing schedule. If the bus is going to be late because of traffic jam, accidents, or any unexpected reason, the bus monitor will inform the parents by using the Emergency Phone Tree.
11. It is the responsibility of the parents to make sure that the students arrive at the bus stop and are picked up from the bus stop on time. **Buses will not wait for late students.** Students who miss the bus will need to find alternate transportation; seemingly short waits at several stops quickly add up and make the students late for school.

**Student Behavior:** Please review the below policies with your child. If your child fails to abide by these policies, he or she may be temporarily or permanently suspended from riding the bus.

**Each student:**

1. Is assigned a specific seat and is expected to remain in that seat for the duration of the trip.
2. Is expected to enter the bus and take his/her seat in a timely fashion, and not wait until just before departure time. Once having entered the bus, the student is not to leave the bus until the appropriate stop unless he/she has special permission from the bus monitor.
3. Is expected to behave properly at all times.
  - a. No shouting, rough-housing, fighting, or throwing things.
  - b. Keep heads, arms, legs, and belongings inside the bus and to one's self.
  - c. Refrain from making impolite comments or gestures to those on or off the bus.
  - d. Drinking and snacking while on the bus is not permitted.
4. Is expected that students promptly and courteously follow the bus monitor's and/or driver's instructions without exception. Rudeness toward the monitor or driver is unacceptable. If a student has a concern about an instruction or action by the bus monitor or driver, he/she is to report the matter to the school office.
5. Is expected that students refrain from loud talking, clapping, singing, playing games, playing of music, or any other action which might distract the bus driver or disturb other riders.

**Payment Schedule:**

1. Per student busing fees are listed in the table below:

Route	Cost per year	Cost per semester
Hankou	¥ 7,000	¥ 3,500
Wuchang #1	¥ 7,000	¥ 3,500

Wuchang #2	¥ 7,000	¥ 3,500
Golden Harbor	¥ 4,000	¥ 2,000

2. The payment can be paid on an annual or semester basis.
3. Annual payments should be made before the first day of school. Semester payments should be made before the first day of the semester. Students who have not made payments, will not be allowed to ride the bus until the payment is made.
4. A receipt for the busing expenses can be requested from the bus company. The school office can assist in getting these receipts.

**Refund Schedule:**

1. No bus fee refund will be granted if the student is temporarily or permanently suspended from riding the bus.
2. Payments are only refundable for full quarters the student did not ride the bus.
3. If a student moves from one busing district to another resulting in a fee change, adjustments will be made on a quarterly basis.

Douglas B Tader  
Principal, WYIS