



BUS POLICIES AND PROCEDURES

1. GENERAL INFORMATION

- 1.1 According to government policy for school transportation, ISQ rents 9 government-approved yellow buses to provide transportation for students. ISQ also rents two high quality coach buses for students who are in 10th grade and above. Chinese law mandates that all students enrolled in 1st to 9th grade must ride government-approved yellow buses. ISQ students in the ECC will also ride in these yellow government-approved buses.
- 1.2 ISQ can only provide transportation for students who live along the official designated bus route. Official routes are finalized two weeks after school begins.
- 1.3 When a proposed route must be altered so that the finalized official route does not have all of the stops, ISQ will refund the transportation fee.
- 1.4 Each family receives a packet of information about the bus routes upon enrollment at ISQ. This package provides details pertaining to the following:
 - 1.4.a School Bus Program
 - 1.4.b School Bus Time Schedule
 - 1.4.c Rules for Students' Bus Behavior
- 1.5 New students may join the bus program upon enrollment. Current students may join at the beginning of any quarter.
- 1.6 Each bus will be supervised by a Bus Transport Assistant (Bus TA). This Bus TA will supervise the driver's performance and students' behavior while in transit. Each child's parent, designated guardian, older sibling (4th grade or older), or parent-approved alternate pick-up person should accompany ECC to 3rd grade students when road crossings are necessary to board the bus or exit to return home.
- 1.7 Every seat on the bus is covered with accident insurance.
- 1.8 All students who ride the school bus **MUST** abide by the school bus rules (See *Rules for Students' Bus Behavior*).
- 1.9 Questions regarding the information contained in this document should be directed to the divisional principals or ISQ's Transportation Manager.

2. ARRIVAL AND DEPARTURE TIMES

- 2.1 ISQ's buses will arrive at the Licang Campus by 7:50 am and will depart at 3:07 pm daily.
- 2.2 All buses will leave promptly at the times posted on the schedule (See *Bus Time Schedule*).

3. PICK-UP LOCATIONS

- 3.1 The farthest ISQ's transportation extends is north to Century Park North Gate Chengyang, west to No.46 Hong Kong West Road, and east to ISQ's former campus located in Lao Shan District, Sha Zi Kou Dong Jiang. The bus company ISQ has established these boundaries.
- 3.2 ISQ works with the bus company to keep bus route run times to 60 minutes or less.
- 3.3 Bus stops are usually established at locations where **five** or more students can be picked up.
- 3.4 Locations with fewer than five students will not be considered for a bus stop unless these locations are already on an existing school bus route.
- 3.5 Preliminary bus routes will be sent via email to ISQ families before the start of school each year.
- 3.6 Official bus routes will be sent via email to ISQ families at the end of the second week of school each year.
- 3.7 Completing an application form for busing does not guarantee a place in the bus program.

4. TRANSPORTATION FEE PAYMENTS

- 4.1 Parents who wish for their child(ren) to access ISQ's bus service from the beginning of the school year are required to pay in full for the school year.
- 4.2 Parents of students enrolled after the beginning of the school year will be charged in full for the quarter of entry and all subsequent quarters.
- 4.3 The bus fee should be paid on or before the due date. The bus fee is refunded per quarter when applicable.

5. ROLE OF PARENTS

- 5.1 Parents are responsible for making alternate transportation arrangements for their child(ren) when they are late for the bus. This applies to mornings, dismissal times, and after school activities.
- 5.2 Parents are to wait at the bus stops each afternoon to receive their child(ren). Parents are responsible for the safety and security of their child(ren) once the child exits the bus.
- 5.3 If there is a change in home address, parents are to inform the school registrar through email (email address: registrar@isqchina.com), so that the child can be placed on the appropriate bus route (if there is space available). Notice should be given at least one week in advance to ensure proper arrangements can be made by the school for the student to have a spot on a bus.
- 5.4 ISQ doesn't allow students to switch buses. The use of yellow buses has limited the number of seats compared to coach buses, and ISQ cannot guarantee the requesting student(s) a seat. ISQ doesn't allow students to switch to a stop that is not their normal bus stop.

6. RULES FOR STUDENTS' BUS BEHAVIOR

6.1 To ensure a pleasant and safe ride to and from the campus, **ALL** students are required to observe the following:

Mornings:

- 6.1.a.1 Students should be present at the bus stop at least one minute prior to the scheduled arrival time of the bus to avoid missing the bus.
- 6.1.a.2 Students should get on the bus in an orderly manner and sit in their assigned seat.

Afternoons:

- 6.1.b.1 Students must be seated on the bus two minutes before departure. Once seated, students are not allowed to get off the bus until they reach their designated bus stop.
- 6.1.b.2 Students should get on the bus in an orderly manner and sit in their assigned seat.
- 6.1.b.3 Students are not allowed on the bus without a Bus TA present.
- 6.1.b.4 Students should get on the bus **ONLY** when the Bus TA gives instructions to do so.

While on the bus:

- 6.1.c.1 Respect and obey the Bus TA on duty at all times.
- 6.1.c.2 Respect the bus driver at all times.
- 6.1.c.3 Sit in the assigned seat.
- 6.1.c.4 Speak softly at all times.
- 6.1.c.5 Seatbelts **must** be worn. Students should only remove seatbelts when the bus comes to a complete stop.
- 6.1.c.6 Eating, drinking, chewing gum, playing with dangerous or sharp toys, applying make-up, and/or any other activity that may threaten the safety of any passenger on the bus, is **STRICTLY PROHIBITED**.
- 6.1.c.7 Windows must remain closed unless permission to open is granted by the Bus TA.
- 6.1.c.8 If the Bus TA grants permission to open the window, all parts of each student's body must remain inside the bus.
- 6.1.c.9 Students are allowed to speak quietly, but not allowed to shout or speak loudly to disturb others, or the drivers to drive safely.
- 6.1.c.10 While on the bus, all electronic devices must be used in silent mode or with earphones at a noise level that allows them to still hear instructions from the Bus TA.
- 6.1.c.11 Students are not allowed to recline seatbacks and/or place their feet on the seatback in front of them.

After bus drop off

- 6.1.d.1 If a student must walk from the designated bus stop to the other side of the road, he/she must pass wait for the bus to leave or cross behind the bus.
- 6.1.d.2 Children ECC to 3rd grade must be accompanied across the road by their parent, designated guardian, older sibling (4th grade or older), or parent-approved alternate pick-up person. All liability is assumed by parents if the student crosses the road by themselves.

7. CONSEQUENCES FOR BREAKING BUS RULES:

ECC students: school will contact the parents directly.

Elementary students – warning slip

- 7.1.a.1 If a student receives two warning slips on the bus in a quarter, he/she will lose one recess.
- 7.1.a.2 If he/she loses three recesses in a quarter, he/she will not be allowed to access the school's bus service for one quarter. Bus fees paid for the respective quarter will not be refunded.

Secondary students –Misbehavior slip

- 7.1.b.1 If a student receives two misbehavior slips in a school year, he/she will get a detention.
- 7.1.b.2 Misbehavior slips issued for disrespect or other serious offenses will incur a detention immediately.
- 7.1.b.3 If a student receives three misbehavior slips in a semester, the student will not be allowed to access the school's bus service for one quarter. Bus fees paid for the respective quarter will not be refunded.

ISQ Transportation Manager
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