

# UISG School Bus Service - Home/School Agreement

UISG offers an optional, official school bus service to and from school from Monday to Friday when school is in operation. The published school bus routes which are reviewed annually are on the school website.

**Parents/Guardians and Students must read, understand and agree to the following conditions in order for students to use the service:**

## Fees and Use

- The bus fee must be paid before a student can use the school bus service.
- School bus space is reserved for the transportation of UISG students. Parents are not permitted to use the official school bus service.
- Students in Early Year and Primary Year levels must be picked up at the bus drop off location by a parent or guardian unless another arrangement has been made with the school in writing.

## Bus Routes and Times

- As far as possible, UISG arranges pickup and drop off at or near a student's housing complex. This is not always possible, for example in areas where there are few students or it would greatly increase the journey time. In this case, parents will be informed of the closest pick up point on the established school bus route.
- Published routes are agreed with the Bus companies and they receive permits for those routes so they cannot be changed upon request by parents or students.
- If a student moves house, the parents should inform the Bus Office by email at [schoolbus@uisgz.org](mailto:schoolbus@uisgz.org) so that the student can transfer to another bus route.
- To ensure students arrive punctually at school, buses will not wait after the designated time at pick up points in the morning. Students must be on time.

## Communication

- All school buses have Bus Supervisors who are in mobile phone contact with the Bus Office Manager at all times.
- A WeChat group exists for each bus route. Parents and aiyis who collect children can join their child's WeChat bus group and they will be kept informed if there are any delays because of traffic for example. This group must not be used to make bus changes or talk to other parents. However, WeChat should be used to inform the Bus Supervisor if your child is NOT taking the school bus in the morning so the bus does not wait unnecessarily.
- Questions about buses should be emailed to the Bus Office at [schoolbus@uisgz.org](mailto:schoolbus@uisgz.org)

## Changing Buses

- If a student is not taking the bus or wants to change to a different bus, the parent or Secondary student must email the School Bus Office on [schoolbus@uisgz.org](mailto:schoolbus@uisgz.org) by 11.30am on the day of the change.
- Primary School parents can also write a message to their child's teacher in SeeSaw. The Classroom teacher will email the Bus office.
- Students who take part in after school AOCs, sports and Study Hall can travel home by the 5.15pm late bus. They will be given a seat on a late bus and do not need to inform the Bus Office themselves. The AOC bus service offers limited routes and students may need to be picked up by parents or to make their own way home from one of the designated drop off points.

## Student Behaviour

- Students must remain seated with the seatbelt fastened at all times.
- Students are expected to behave appropriately in the bus, to show respect towards the bus driver and supervisor and to follow their instructions.
- Windows must not be opened.
- Students should respect fellow students by talking quietly.
- Students must look after their personal belongings.
- Bus supervisors report any inappropriate behaviour to the School Bus Office. This information is passed on to the appropriate person in Primary or Secondary and can result in disciplinary action. An official bus disciplinary letter may be issued and a student may not be allowed to use the bus service for two days, one week or in serious cases, permanently.

## Food and Drink

- We prefer students not to eat in the bus in order to keep the bus clean. However, we recognise that some students travel a long distance home and parents might feel that they need a snack during the journey. In this case, please avoid messy food such as cakes, ice cream, noodles, rice, potato chips etc. Students must put any rubbish in the bin.
- Only water is allowed on the bus.

**We have read, understood, discussed and agree to the above conditions for using the UISG Bus Service.**

Student's Name: \_\_\_\_\_

Year Level: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Signature (Years 4 - 12): \_\_\_\_\_

Date: \_\_\_\_\_

