

BUS APPLICATION FORM
SCHOOL YEAR 2017 - 2018

Zone:
 Waiting List

Father's Name

Office Number

Mobile

Mother's Name

Office Number

Mobile

Residence Phone

Name of Child

Year

In case of emergency kindly provide details (other than parents) of contact person:

Name	Telephone Number	Relationship To Child
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Home Address

Area

Landmark (Important)

Parents' Signature

Date

Operations Office

Date

SCHOOL BUS RULES

Parents, please go over the bus rules with your children.

These rules are formed keeping the safety of students in mind. Failure to comply with the rules may result in the student's exit from the bus program.

- Be ready and waiting on time, and in an orderly manner, for the bus where the bus driver can see you before stopping. We have developed a convenient system for parents and students alike whereby our bus assistant will miscall parents few minutes before pickup and drop-off to reduce the waiting time from both sides.
- Never stop to pick up anything in front of the bus, Tell the driver, then go back and get the object.
- Upon entering the bus, take a seat immediately, fasten seat belts, and remain seated while the bus is moving. Do not switch seats while travelling.
- Keep aisles clear of books, feet and other belongings.
- Hands, arms and heads are always kept inside the bus.
- Do not throw anything out of the bus window.
- Do not talk to the driver or cause distraction with loud noises or loud voices.
- Always obey and respect the bus driver and attendant.
- Keep the bus clean and orderly.
- Shoving, pushing, hitting, or fighting is unacceptable behavior.
- Do not use language that offends others.
- In case of an accident, remain on the bus and follow the direction of the driver and the attendant.
- Never stand while the bus is in motion.
- Stay seated until the bus comes to a complete stop.
- Suspension from the bus program may occur when misbehaviors repeated such as when a student repeatedly is involved in hitting/fighting or any other unacceptable behavior.

SCHOOL BUS POLICY

In order to ensure the continued safety of our students, and to ensure a proper atmosphere is maintained, any infractions of the rules of behavior on the school bus will result in one of the following:

- First offense – verbal reprimand and letter home to parents.
- Second offense – suspension from riding school bus for three (3) days
- Third offense – suspension from riding school bus for two weeks
- Fourth offense – suspension from riding school bus for three months period

Parent responsibility

Children must be accompanied by a parent or other designated person while waiting at the pick-up points. Please ensure that the person charged with picking up and collecting students at the drop/pick-up points is on time. Bus drivers have been instructed to leave at the scheduled departure time. For your convenience, the bus will miss call parents a few minutes before the bus arrival to minimize the pickup and collection waiting time whereby.

If there is no adult available for the child to be handed over to, the student will be returned to school and it will be the parents responsibility to pick them up from school. A fee may be charged to the parent if the student is not picked up by 14:45.

Children who do not return on the school bus in the afternoon

If your child is not returning on the bus, for any reason, in the afternoon, it is necessary that parents send a note to the administration office by 9:00 am of the same day.

Refunds

The school bus fee represents "buying" of a seat in the school bus for the entire school term.

If your child is suspended temporarily or permanently there will be no refund of bus fees.

Food and Drink on the bus

Foods and drinks – except water, are not allowed on VIS busses.

The wearing of seat belts and sitting in the seats

It is absolutely the policy that all students, regardless of age are always to be seated while on the bus, and must be wearing their seat belts.

Respect the driver and assistant

The driver and assistant have a major responsibility and that is the safety of all students. Many students ignoring the repeated warnings of the assistant, replying with refusal, threatening the assistant for reprimand, and generally any display of disrespect towards these employees could result in loss of the privilege of riding the bus.

The VIS code of conduct expects all students to display appropriate behavior in school. This explanation extends to student behavior on the school bus, and at any school-sponsored activity.

Parents' Signature: _____