



## **BUS SERVICE REQUEST FORM 2015-2016**

Parent's name: .....

Home phone number: ..... Mobile number: .....

Email address: .....

Child's name (1): ..... Class: .....

Child's name (2): ..... Class: .....

Child's name (3): ..... Class: .....

Would like to use the School Bus for Academic year 2015 – 2016 Start date: .....

Residential address:  
.....  
.....  
.....

The address should not be changed during the academic year.

***I have read and fully accept the Rules and Regulations of the School Bus Service and Bus Fee 2015-2016.***

**Date:** ..... **Signed:** .....

Please wait for email feedback from the School with regards to bus registration. Priority is given to students on the School Bus who require two-way travel and a full year of service. We can only offer one-way travel and/or termly services according to availability. The school reserves the right not to offer a school bus service due to a difficult residential location. The school bus fees are non-refundable and non-transferable. The bus route is available for a minimum of 10 students.

**Bus fees: Full year: VND 27.000.000**

**Please return the form to Admissions Department. The Bus fee must be paid before 01/08/2015. If we do not receive the Registration Form and payment before the deadline given, we cannot guarantee the bus service for your child.**

**Our bank account:**

Ngan hang TMCP Xuat Nhap Khau Viet Nam, Chi nhanh Sai Gon  
Toa nha Ben Thanh Land, 136-138 Le Thi Hong Gam  
phuong Nguyen Thai Binh, quan 1, thanh pho Ho Chi Minh  
Account name: VPDH Du An "Truong Quoc Te Da Cap Anh – Ha Noi"  
Account No. VND: 140114851044287  
SWIFT code: EBVIVNVXTTD

# **BRITISH INTERNATIONAL SCHOOL HANOI**

## **Rules and Regulations of the School Bus Service**

(Issued to all 'bus children' and their families)

### **Generally:**

School buses are not available for collecting students attending either an early or late activity. The School only arranges pick-up buses at 3:05pm and 4:05pm. Parents will need to collect their children from any activity that finishes after 4:10pm.

Students must abide by the direction of the bus Monitor at all times and not create trouble that may disturb the driver and other students. Students who do not behave appropriately on the bus will be verbally reminded 2 times and the on the third occasion will be reminded by written letter from the school. The School has the right to refuse students who behave inappropriately and the bus fees will not be refunded. Any damage caused by students on the bus must be paid for by the parents.

Should your house/apartment be situated in a small side alley or dead end, we would appreciate it if you could assist us by having your children meet the school bus at the entrance to the alley.

On days when children are not attending activities, they are required to take the normal 3:05pm bus directly after school. Should a child decide to remain at school for reasons other than attending activities, there is a chance that they will be refused a seat on the later bus as these may have already been reserved for the children attending activities.

Children must remain seated and wear their seat belts at all times. The Bus will not move if any student does not wear their seat belt.

In case a student does not attend school for any reason, parents should call the Monitor and email school as early as possible. If a student does not want to go home by bus, this must be approved by parents and parents must inform the school by email in advance, not by phone.

***School contact: Ms. Nga. Mobile phone: 0948 848 125. Email: [nganguyenthithuy@bishanoi.com](mailto:nganguyenthithuy@bishanoi.com)***

### **Morning:**

Children should be ready at least 5 minutes prior to the actual collection time. The bus will not wait after the arranged collection time has passed. Should a child miss the bus, it will be the parents' responsibility to arrange alternative transportation to school.

### **Afternoon:**

When being dropped-off at home, children must walk carefully behind the bus, directly into their property. Parents need to be at home at least 5 minutes before the arranged drop-off time so that children are be met by either their parents or their house staff. If there are no adults to receive the children when the bus reaches the child's residence, the child will be returned to school and the parents will then be required to collect them from the school office.

### **Contact:**

In the event that the bus anticipates it will be more than 15 minutes late due to traffic jam or other reasons, either when picking up or dropping off a child, the bus Monitor will contact the parents by phone to advise them of the amended schedule. Parents are welcome to contact the bus Monitor at any time.