



School Bus Policy

The School Bus Policy's objective is to provide a safe and efficient transportation service for all students. Please read the information below carefully. Should you have questions, you may contact the Transportation Coordinator directly at transportation@lis-chengdu.com.

学校校车规范准则是致力于为本校学生提供安全以及有效高效的交通模式服务。请务必仔细阅读以下信息，如您有任何疑问，请直接与我们的校车协调员联系，邮箱是 transportation@lis-chengdu.com.

1. General Pickup and Drop-Off

接送概述

- A. Students should arrive at their designated stop three (3) to five (5) minutes before pickup / drop off time. For PK/JK/SK /G1 students, a Parent/Caregiver must wait with the students for both pickup and drop-off. For students in G2 or older, Parent/Caregiver's presence is not required. However, if you want your child(ren) to walk home by themselves from the bus stop, you must sign and remit the attached permission form to the Transportation Coordinator.

学生应该至少提前 3 至 5 分钟到达校车指定接送点，对于幼儿园学前班，小班，大班以及 1 年级的学生，应有家长或者是照看者必须在指定接送点陪同上下车接送，对于 2 年级或以上年级的学生，学校没有强制要求家长以及照看者陪同等待上下车。如果家长（您）允许学生自己从接送点独自步行回家，家长（您）需签订同意书，并交与学校校车管理员保存。

- B. The bus will not wait for students past the designated pickup time in the morning. Parents are responsible for sending students to school if the student misses the bus. If the school bus is going to be late for pickup/ drop off for over 5 minutes due to traffic, the bus monitor will contact parents by a text message and/or phone call.

如果学生早上未能按照指定时间到达校车接送点，校车将不予等候。如果学生错过校车接送时间，家长有责任自行护送需自己送学生到校。如果校车因为交通原因迟到 5 分钟以上接送学生，校车监管员需及时提前通过电话或者是短信告知家长。

- C. If a Parent/Caregiver's presence is required at the drop-off point but not present, and did not inform the Transportation Coordinator at least 4 hours prior to the designated drop-off time, the student will travel with other students on the designated route and be driven back to his/her designated stop after all students have been successfully dropped off. If the Parent/Caregiver is still not present at the stop, the bus will wait and the parent will be charged RMB 200 per hour starting from the designated drop-off time.

放学后，如果家长或照看者未能在指定时间内到达指定地点等候学生，且没有提前 4 小时告知通知校车协调员，未被接走的学生将继续跟随校车到其他站点直至送完别的学生以后，再将这位学生送回到指定的下车地点。如果家长还是未到指定地点接学生，校车会一直等到学生家长出现，并以每小时 200 元人民币的计费方式向迟到的家长收取服务费。（计时从学生最初指定下车时间算起）

- D. Please note that the Bus Monitor phones will only be in use for the duration of the school bus trip to and from school – after that time they will be “powered off.” Should you need to contact the school regarding a bussing issue, please call the Transportation Coordinator at 151-1401-4770.

请注意校车监管员的手机只会在校车接送学生时间段开启，其余时间都是处于关闭状态。如果您有任何关于校车的事宜需要联系学校，请直接拨打校车协调员热线 151-1401-4770。



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Pickup and Drop-Off Time: Parents will receive an updated Pickup and Drop-Off schedule anytime there's a scheduling change.

接送时间: 家长会提前收到接送时间表的变更通知。

Departure Times:

离校时间:

School Days 学校正常上课时间

PK,JK,SK students – Grade 10 students leave at 3:25

幼儿园小班、中班和大班以及以上年级学生离校时间是下午 3 点 25 分。

Club Days 课外活动时间

PK, JK students leave school at 2:25

幼儿园小班以及中班会在下午 2 点 25 分离校。

SK students – Grade 10 students will leave at 4:25.

幼儿园大班以及以上年级学生离校时间是下午 4 点 25 分。

Non-Club Participation: 非课外活动参与者

Leaving with the 4:25 Bus

离校时间下午 4 点 25 分

For students SK and older who do not wish to participate in the Clubs, supervision will be provided in Galaxy Central to do their homework or study. The students can leave on the 4:25 bus after Clubs.

对于幼儿园大班以及以上年级的学生，如没有参加课外活动，可到学校的图书馆完成自己的家庭作业或者自习，离校时间仍然是下午 4 点 25 分。

Leaving before the 4:25 Bus

下午 4 点 25 分之前离校者:

For parents who wish to pick up their students at 3:25, parents must notify the transportation coordinator 24 hours in advance.

对于想下午 3 点 25 分以后接走学生的家长必须提前 24 小时通知校车协调员。

2. Change Notification and Procedure

时间更改通知

- A. In the event that a student wishes to change to a different bus route, the parents/guardians must provide the School a written request, indicating the new address and effective date. Such notice must be given to the Transportation Coordinator no less than one week before the effective date. A change of bus route is subject to availability of seats on the requested route and cannot be guaranteed.

如果学生需要乘坐另外路线的校车，家长或者是监护人需至少提前 1 周提供提出书面请求申请交与校车协调员，并需注明新的地址以及生效日期。新的乘坐路线需根据现有的校车空位进行安排，学校不能确保一定会有空位给临时变更路线的学生乘坐。

- B. The vehicle type, bus route, pickup/drop off time, location, and bus monitor may change during the year. All changes will be communicated to parents prior to implementation.

学校每年会对学校校车型号，校车路线，接送时间，地点进行更改，所有的更改都会在执行之前与家长传达以及沟通。



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- C. For school related events, the school will provide bus service for attending students; changes in pickup and drop-off will be communicated in advance.

和学校有关的活动，学校会对参与者提供交通服务。有任何的接送时间以及地点的更改，学校均会提前通知。

3. Special Requests 特殊请求

In the event that a student wishes to change their assigned bus, or will not be using the bus service for a temporary period, the parents/guardians must provide the School with written notice granting the student permission to change busses, indicating the preferred bus, and the effective dates and times. Such notice must be given no less than 24 hours before the effective dates and times.

Changes will only be permitted when there is room on the requested bus.

如果学生想要更改指定乘坐的校车，或者是暂时临时不想乘坐校车，家长需要提交准许申请，注明首选的校车，以及生效日期。此类申请需提前 24 小时交与校车协调员。（更改前提是所换乘的校车有空位，如没有空位则不允许更改）

4. Students Traveling Rule

学生乘车守则

- A. Students must sit in their assigned seat and remain seated for the entire travel time.
学生乘坐校车时需坐在指定位置，不能随意调换。
- B. Seat belts must be worn at all times.
校车行驶中学生必须佩戴安全带。
- C. Students must obey and respect the driver and bus monitor at all times.
乘车时学生需服从校车监管员以及司机的安排。
- D. Students must keep their heads, hands and feet to themselves and inside the bus at all times.
乘车时学生的头，手，脚不得伸出窗外。
- E. Eating on the bus is not permitted. Drinking water is permitted.
校车行驶中不能吃东西，但可以喝水。
- F. Students must use an inside voice; yelling or screaming is prohibited.
在校车内请小声说话，不得大声喧哗。
- G. Students must be courteous - name calling and/or inappropriate language is prohibited.
在校车内应注意言语，不当的称谓以及不适当的语言是被禁止的。
- H. Tampering with safety or emergency bus equipment is prohibited.
严禁触碰以及篡改校车应急安全设备。
- I. Throwing any object on, at, or out of the bus is prohibited.
校车行驶中禁止抛接物品，或者是向车外扔杂物。
- J. Students may bring soft toys or electronic equipment, but a headphone is required. Students are responsible for all such equipment and the school is not liable for any damage or loss.
学生可以携带安全的玩具，以及电子产品，但需要配备耳机。学生需自己管理好自己的物品，如有遗失或损坏学校概不负责。

In an emergency situation, please contact the Transportation Coordinator at 15114014770.

如有任何紧急情况请直接拨打校车协调员热线：15114014770.



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Waiver and Permission to Release Child(ren)

允许孩子（们）到站后独自回家声明

Léman International School – Chengdu

Child Name: _____

学生姓名: _____

Home Address: _____

家住地址: _____

I give permission for my child(ren) to walk home from the designated school bus stop without supervision from Léman International School (the School). I understand that the School is not responsible for the child(ren)'s safety between the designated bus stop and home.

我同意我的孩子由校车送达指定地点后自行回家，学校不会承担我的孩子从下车点至回家这一段路程的安全责任。

I have read, understand, and discussed with my child(ren) that:

我已经阅读，明白和告知我的孩子：

(1) They will be walking home without supervision from the School.

下车之后他们会自行回家。

(2) They are not allowed to go and/or stay elsewhere.

他们不允许下车之后去往其他地方。

I, as the parent and/or guardian, further agree to release and forever discharge Léman International School and their agents, officers, employees and volunteers from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, in any manner as a result of the child(ren) walking home. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms.

我，作为一名家长/监护人同意，并进一步免除和永远免除乐盟国际学校和他们的代理人，官员，雇员和志愿者的任何索赔，我谨代表我和我的孩子在乐盟国际学校在到站后步行回家途中有任何过失、事故及相关损失所产生的任何结果，不予追究。我阅读过这整个豁免以及批准声明，充分了解，并同意受法律约束的条款。

Parent/Guardian Name (please print):

家长/监护人

Parent/Guardian Signature: _____

家长/监护人签名

Parent's contact number: : _____

家长联系电话

Date: _____

日期