

Rules and Regulations of The School Bus Service Academic Year 2019-20

Routes – Area Covered for Academic Year 2019-20

1. Menteng
2. Kuningan
3. Senayan
4. Pakubuwono
5. Pondok Indah
6. Cipete
7. Kemang

Pick Up Times

Morning – pick up, time dependent on location and route, to arrive at school by 07:30.

After School: Monday – Friday departure from school at:

15:10 during term time when the ECA programme is running

14:10 during the first/last weeks of term when the ECA programme is not running

Bus children will be able to attend an ECA prior to catching the school bus at 15:10

If they are not registered for an ECA, the library will be supervised each day (reading, computers, board games) until 15:00.

Children under 4 years old must be accompanied by an adult (parent/guardian). Priority allocation of bus places will be given to children.

Costs

| Type | Annual (180 days) | Term 1 (85 days) | Term 2 (50 days) | Term 3 (45 days) |
|-------------------------|-------------------|------------------|------------------|------------------|
| 14 Seats Regular | IDR 34,952,500 | IDR 16,505,348 | IDR 9,709,028 | IDR 8,738,125 |

- The above school bus fees are for the **2019 – 2020** Academic Year and **are non-refundable & non-transferable.**
- Fees are payable at the beginning of each academic year (annual fee) or each term (term fee).
- Fees must be paid in advance and due no later than;
 - Annual: 1 August 2019
 - Term 1: 1 August 2019 Term 2: 20 December 2019 Term 3: 20 March 2020
- Seats are prioritised for students on the school bus who register for round trips and pay by annual fee.
- We can only offer one-way trips if there are available seats.
- We will provide feedback on your application for the bus service via email/telephone within 1 working week. Please only make payment once a bus place has been confirmed and you have received our Bus Confirmation Notice and estimated pick-up schedule.
- Invoices will be issued within 7 days after the Bus Confirmation Notice has been issued. Invoices are issued directly from the bus provider BIG BIRD PUSAKA
- Payment will go directly to the bus provider BIG BIRD PUSAKA . Payment details will be on the invoice.

Pick up and Drop off

- School buses are not available to collect students attending either an early or late activity. End of day school buses are available only at 15:10 (or 14:10 when the ECA's are not running). Children will be able to attend an ECA or be supervised in the library each day until 15:00.
- Children under 4 years old must be accompanied by an adult (parent/guardian). Priority allocation of bus places will be given to children.
- Students are picked-up and dropped home directly from their residential address at the scheduled time as advised by the Office. Every care is taken to ensure buses travel the best route between home and school.
- Should your house/apartment be situated in a small side alley or dead end, we may ask you to assist us by having your children meet the school buses at the entrance to the alley.

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.
- On arrival at school, school staff will escort the students safely into school.

End of Day

- At the end of the day, school staff will escort the children to the bus waiting area to meet their respective chaperone.
- When being dropped-off at home, children must walk directly into their property. Parents / Guardians need to be at home at least 5 minutes before the arranged drop-off time so that children are met by either their parents or their house staff.
- Children will only be released into the care of an adult. 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. Exceptions can be made by agreement in writing only for students in Year 5 and 6.

Chaperones

- On every bus there is an English speaking chaperone whose primary duty is to look after the children in the bus.
- The chaperones are trained in Child Protection, First Aid and Emergency Procedures. The chaperones will stay with the children under all circumstances.

Discipline on the Bus

- Students 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.
- Students must abide by the direction of the bus monitor at all times and not disturb the driver and other students.
- In cases of discipline issues, the School Leadership Team will be asked to assist. Parents will be informed and may be asked to come to the school to discuss the matter. In the extreme case where the student fails to be cooperative, access to the bus service may be withdrawn for a specified period.

Communications with the school office

- Before the start of the new term, the school office will inform parents of the route and pick up times for the students. During the term, changes will be advised by phone. Where the bus is significantly delayed, the Bus Office will inform the parent and update them of the expected arrival time.
- Where there is any change in the child's / children's travelling arrangement, parents must inform the Office and Class Teacher in writing (email or note) giving at least a day's notice to avoid delays.
- Please do not give verbal messages through the chaperones to avoid misunderstanding or breakdown in communication.
- Students or domestic helpers are not allowed to contact the Bus Office to change their schedule.

The Fleet

- All the buses are air conditioned with radio and hand phone links to the school Office in the school. The buses undergo monthly servicing and inspections. All safety equipment, First Aid kit, Fire Extinguisher and seat belts are regularly checked.
- All the buses are equipped with a GPRS unit which will allow us to track the position of the bus at 30 seconds intervals. We can also monitor whether the engine is on or off, whether the doors are open or closed, the travel speed and direction.
- Should a bus have any trouble, the nearest available bus will be sent to assist or Blue Bird/ Silver Bird taxi will be deployed there.

Bus Users

Bus users are expected to be on their best behaviour in the bus as they would in School. Parents of users are required to sign an undertaking that their child will abide by these expectations:

- to be courteous to the bus chaperone and driver and follow their instruction
- to always wear seat belts while in the bus. Belts should be properly adjusted
- be always on time
- remain seated when the bus is moving
- do not eat or drink on the bus
- keep the windows closed
- be considerate towards other users
- respect the property of others
- do not vandalize the equipment or interior of the bus
- I-pod, mobile phones or any digital players are allowed on the bus but the music should not disturb other users. Students must be responsible for their own devices.