



BSB SY School Bus Policy

At BSB we aim to provide all students a safe and pleasant journey to and from school and this is of paramount importance.

To ensure this happens all parents whose child takes a school bus should read through the following information carefully and sign it to confirm that they agree to abide by the policy and bus rules. The signed form should be submitted to the Bus office.

We would appreciate if you could discuss the bus policy and rules with your child and support us in endeavoring to provide a safe and pleasant service to all.

Bus schedules

In order for buses to keep to their schedules and not to inconvenience other students, ALL buses have been directed to leave at the scheduled time. Parents/guardians are asked to ensure students are at the bus stop 5 minutes before the departure time. Every bus is equipped with a clock and we suggest that all families synchronize their home clocks with the bus clock to avoid any differences.

Buses will wait no more than 2 minutes after the scheduled pick up time for students.

School Bus Transport Request

Transportation arrangements generally take up to one week to finalise. A School Transport Request form (pdf available to download from the website) must be submitted five days prior to starting the service.

In some instances where students live in more isolated areas, parents may be asked to transport students to and from designated pick-up/drop-off points.

ASA Buses and Late buses

- ASA buses: From Tuesday to Thursday on ASA days, a 4.30pm bus service is available to take students home who attend an After School Activity only.
- Late buses: The late bus will depart at 5:30pm. (Please note that departure may be delayed on occasion due to the overrunning of a sports fixture)



When students sign up for the ASA program all regular bus sign up students will, under normal circumstances, automatically be signed off the 3.30 pm bus and put onto the 4.30 pm ASA bus lists or the 5.30pm list for late ASAs.

In some instances where students live very far from the normal route, parents may be asked to pick-up their child/ren from a designated drop-off point after the ASA.

If students are unable to attend their ASAs for reasons other than absence from school, parents must notify the School before 12 noon on the day to ensure their names can be removed from the ASA list and, if appropriate, added to the normal 3.30 pm bus list. This also applies to your child needing to change a bus on any given day.

Secondary Students Missing their normal bus

If a student misses the bus they have been assigned to, due to circumstances beyond their control, they will be placed on the next available bus. They should report to the secondary office and inform the Secondary office staff that they have missed their bus and whether they will be picked up by parents or will need to go on a later bus.

- If a student wishes to remain behind after 3.30pm to work in the library, they must notify the bus monitor and sign in at the secondary office.
- Students who remain behind under the supervision of a member of staff must inform the bus monitor
- Students who stay behind for any unauthorised reason and have not signed in the secondary school office will not be permitted to catch a later bus, in which case parents need to make arrangements for their child to be picked up from school.
- Any exceptions to the above will be at the discretion of the Secondary Leadership team.

Changes to Primary Students taking their Normal or ASA bus in the afternoons

If your child is not taking the bus on a particular occasion; is taking a different bus or no longer requires the bus service, please send an email confirmation to your child's class teacher and the bus coordinator at sybus@britishschool.org.cn no less than 24 hours before the effective date. The bus monitor will be informed at once. This will help in the reduction of school bus delays and ensure your child's safety and well-being.

If you take your child home early from school please inform the bus coordinator or class teacher that your child will not be riding the bus home.



Parents Using Buses

Parents of children in Teddies 2 class must provide an adult to accompany their young child on the bus to and from school each day. This can be the parent or the child's Ayi.

A car seat is compulsory for students in Teddies 2 and is recommended for EYFS students.

Parents of children older than Teddies 2 are not permitted to travel on the school buses unless they have the permission of the Bus Coordinator and the Head of Primary. This is rarely given as the buses are normally very busy. If permission is given, it is normally only until an unsettled child settles into their new routine.

Drop off

All the school buses will drop off students according to the scheduled time. If the bus is earlier or later due to unforeseen circumstances, e.g traffic delays, problems at previous drop off point, then the bus monitor will attempt to contact parents on the registered phone number given on the form to inform them. Please have your phone available at this time to receive the call.

If the parent/Ayi is not at the bus drop off when the school bus arrives, the bus monitor will contact the parent and wait for no longer than 5 minutes, then the bus will go to the remaining stops and will return to the child's drop off point after dropping off the rest of the students.

Bus Usage, Code of Conduct:

1. Students who attend BSB commute from many parts of Beijing. In order to facilitate their arrival and departure from school and to ensure that all students have a pleasant journey; BSB has clear expectations and rules in place to ensure that all students can travel in a safe and secure manner.
2. Students must be at their bus stop on time and behave appropriately whilst waiting for the bus to arrive. If a student is late three or more times in a month this would be classified as an incident that requires action/report.
3. Students must respect and obey the Bus Monitor/Driver at all times and behave appropriately in line with the school rules.
4. Students must sit in their seat and remain seated, with their seatbelt fastened, for the entire journey. Movement around the bus during the journey is not allowed.
5. Younger students need to sit near the front of the bus and older students towards the back.



6. Head, hands and feet must always be kept inside the bus, and windows should remain closed for safety and to ensure efficient air conditioning in the bus. Students must ensure that they sit in a manner that keeps the gangway clear.
7. Eating/drinking/chewing gum on the bus is not permitted once the bus is moving.
8. Students should talk quietly – shouting is not acceptable behaviour.
9. The driver must not be distracted at any time during the journey.
10. Students should ensure that the bus remains free of damage; they should safeguard the safety and emergency bus equipment and ensure exits are kept free of obstructions.
11. Students should ensure that all litter is removed from the bus when they leave.

Consequences of Breaking Bus Rules

It is exceptionally rare that our students do not follow the Bus Usage Code of Conduct. However, if an incident does occur, every attempt will be made to ensure that we have a full picture of the situation. All buses are fitted with CCTV footage and this will be referred to, in addition to feedback from other students and staff on the bus.

After investigating, if there is enough evidence to uphold the complaint, one of the below actions will be taken. These will begin at Step 1 for a first incident and then progress through to Step 4 if incidents continue. If an incident is deemed very dangerous to the student themselves or others on the bus, the school may bypass a step. Equally, if a minor incident is reported, the school may choose to repeat a step. The school will determine the severity of the incident and will ensure that parents are fully informed of the reasons for the decision.

If a student engages in behaviour that the school or bus company believes may jeopardise the safety of themselves or others, or causes damage to the bus, the school reserves the right to withdraw bus services whilst investigating in order to safeguard other students.

There will be no entitlement to a refund due to suspension or withdrawal of the bus service.

Step 1: Student meets with Head of Year who will discuss the issue and restate the bus rules. An email sent home advising parents of the issue and warning that a further incident will result in a 3 day ban.

Step 2: Student meets with Head of Year who will discuss the issue and restate the bus rules. The student will have a 3 day ban from the bus service. Parents will be informed of this decision, the reasons why it was made and invited to discuss the situation further. Parents warned that further incident will result in a 5 day ban.



Step 3: Student and parents meet the Head of Year who will discuss the issue and restate the bus rules. The student will have a 5 day ban from the bus. Parents informed directly (or via email if they cannot attend a meeting) of the reasons for the decision. Parents warned that a further incident will result in an indefinite ban from the bus.

Step 4: Student and parents meet with the either the Secondary Head of Pastoral or Head of Primary. The student will have an indefinite ban from bus service to be determined by the school. In extreme situations, this ban may be permanent.

We appreciate your support in helping us continually improve this very important service. If you have any questions about the school bus service, please contact:

Bus Office Mobile (Ms Ann Liu): 15910784201
Bus Office Tel: +8610 8047-3580
Bus Office E-mail: sybus@britishschool.org.cn

The Bus Office is located behind main school Reception in the school administration area,
Room number : C108.

Signature by Principal:



Bus Policy

29th November 2019

Please Print Clearly:

I have read the BSB School Bus Policy and accept the information and conditions stated above.

Student's name: _____

Class: _____

Parent name: _____

Parent email: _____

Parent's/Guardian's signature: _____

Date: _____