



SCHOOL TRANSPORT REQUEST

(One per family)

CHILD(REN)'S DETAILS

Family name: _____ Confirmed date of entry: _____

1st child's name: _____ Year group: _____ Campus: Sanlitun Shunyi

2nd child's name: _____ Year group: _____ Campus: Sanlitun Shunyi

3rd child's name: _____ Year group: _____ Campus: Sanlitun Shunyi

4th child's name: _____ Year group: _____ Campus: Sanlitun Shunyi

Will the child(ren) require the school bus service? Yes No

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Preferred pick-up / drop-off point:	
Bus service required from (date):	
Service required:	<input type="checkbox"/> Both ways <input type="checkbox"/> To school only <input type="checkbox"/> From school only
First day(s) in school:	<input type="checkbox"/> Full bus service required <input type="checkbox"/> Bus home only (parents will bring to school) <input type="checkbox"/> No bus required until date given above

- Please ensure that you have read the School Bus Policy document before applying for transport and submit the signed agreement with this request form.
- School Bus Transport forms require 5 days to process. Forms must be received at least a week before the start of a new term.
- Children starting mid-term will need to submit the completed form 7 working days before requiring use of the bus service.
- The school bus service is provided on request, and at the school's discretion. All applications should be made through this request form.
- All school bus routes are planned prior to the beginning of each school term, taking into account the transportation requests received at that time.
- The school bus coordinators will make every effort to accommodate bus requests received in good time, but cannot guarantee a bus service to or from any particular location.
- If a new student is in temporary accommodation or moves house, advance notice should be received in writing/email to the Bus Office no less than 7 working days. While the School will do its utmost to satisfy every transport request received, provision of the service is subject to accessibility, current bus routes and seat availability.
- Students must be punctual and wait for the school bus at the designated time. The bus will not wait for late arrivals.
- The cost of one-way transport is 60% of the full bus fare. Priority is given to those students requiring bus service both ways.
- Parents/Guardians of primary students are requested to wait at the designated pick-up and drop-off points set by the School to ensure the safety of their child.
- The School reserves the right to change bus routes, pick-up/drop-off times and points at any time of the school year in order to satisfy the needs of the majority of students on a particular route.
- If a child is absent or due to be absent from school for any reason, the bus coordinator and/or bus monitor must be informed immediately.
- Security cards provided by the school must be worn at all times by parents when picking up/dropping off children.

As parent/guardian of the student(s) listed above, I confirm my acceptance of the terms and conditions relating to the use of the school bus service.

Signed (parent/guardian): _____ Date: _____

Parent's/Guardian's name (please print): _____