



INTERNATIONAL COLLEGE SPAIN  
MADRID

A NORD ANGLIA EDUCATION SCHOOL

## SCHOOL TRANSPORT INFORMATION 2018/2019

Requests for the bus service should be made as early as possible to assure the most effective planning of bus routes. Detailed information on school transport can be obtained directly from Car Tour\*. Whereas the objective is to provide school transport to those parents who request it, this service cannot be guaranteed for everyone.

Prices are reviewed each year and are issued before the beginning of term 1. Due to the mobile nature of our school community, routes cannot be fully established until the last week in August.

### Transport fees for 2018/2019:

La Moraleja (both ways) 152€ per month

La Moraleja (one way) 93€ per month

Other routes (both ways) 230€ per month

Other routes (one way) 140€ per month

**Special circumstances may force the school to cancel existing routes. The bus service must normally be contracted for the school year (10 months). The school reserves the right to stop the bus service to students whose bus fees have not been paid in time.**

***Although, by Spanish law, buses without seat belts can be used for school transport, the ICS buses have seat belts on the school bus routes. (Please note that it is compulsory for passengers to fasten the seat belt if there is one on the seat)***

The bus routes usually cover certain sections of the following areas:

-Conde de Orgaz

- Pinar de Chamartín

-Pío XII

- Arturo Soria

-Paseo de la Castellana

- Mirasierra/Arzobispo Morcillo

-Fuente del Fresno (Control)

- Santo Domingo (Control)

-La Moraleja/Encinar de los Reyes

- Ciudadcampo (Control)

***Detailed information on the bus routes will be provided by Car Tour upon request.***

**Even if your address is outside the above mentioned areas, you are welcome to send us your bus request for our consideration.**

*The bus company determines the bus stops, but they are subject to changes that may be introduced by the "Comunidad de Madrid" authorities. Car Tour is the Company responsible for organizing the School Bus Service at International College Spain and all queries and matters regarding this service must be addressed to Car Tour. The bus fees will be invoiced by International College Spain together with all other school fees.*

\*Car Tour, S.A.

Tel: 91 776 10 12

Fax 91 776 89 45

Email: [icstransport@cartour.es](mailto:icstransport@cartour.es)

To be returned to Car Tour - [icstransport@cartour.es](mailto:icstransport@cartour.es)

## BUS REQUEST FORM

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Service:      Both ways          One way (Mornings)       One way (Afternoons)

Telephone 1: \_\_\_\_\_      Requested starting date: \_\_\_\_\_

Telephone 2: \_\_\_\_\_

**Please note that although the objective is to provide transport to all those who request it, the bus service is not guaranteed. You should be contacted directly by Car Tour that must confirm the status of your request.**

Signature of Parent or Guardian: \_\_\_\_\_

*Legal warning: we would like to remind you that pursuant to Act 15/99 concerning protection of personal data, your details are included in our files, for which Car Tour, S.A. is responsible. You may exercise your right to access, rectify, eliminate or oppose this data by means of written notification to Car Tour, S.A.*

### SCHOOL BUS RULES

- Whereas the aim is to provide school transport to those who request it, this service cannot be guaranteed for everyone. Special circumstances may force the school to cancel existing routes.
- The bus monitor is always to be obeyed. Any problems with the bus should be referred to either the Bus Monitor or the School Bus Coordinator.
- The bus will not wait for anyone after the official pick up time in the morning. If the students are not at their bus stops, it will be assumed that they are not coming to school and that this fact is known by parents. Neither the school nor the Bus Company can take responsibility for students before they get on the bus.
- In the afternoon, it is the responsibility of the Secondary School students to be on the bus at 16:15. The bus will depart without waiting for the Secondary School students who are late and it will be assumed that they are not using the bus service to return home on that particular day. If a Secondary School student misses the bus in the afternoon, for whatever reason, they must report to Reception where they must contact their parents and inform the school of their new travel plans. The School cannot accept liability for the new travelling arrangements for students who miss the bus.
- Primary School students, who are not going to take the afternoon bus home, must bring a note to the Primary School Office from their parents or parents must phone the school or Car Tour no later than 12:00h.
- Signing this request, you are confirming you have read and accepted the rules previously mentioned.
- (Additional rules regarding safety and behaviour rules on the bus will be provided at the start of the school year).