

## SCHOOL BUS POLICY

### 1. General rules:

- 1.1. Home pick-up and drop-off routes are expected to be serviced, but it will be dependent on the area conditions and the number of registered Students:
  - The school bus will not drop-off or pick-up at a location that is unsafe for Students, inconvenient for the school bus to circulate or the one with unfavorable traffic conditions. The school bus will only pick-up and drop off at a designated location determined to be favorable and safe for Students.
  - If the location is a building, the school bus will only pick-up and drop Students off at the main gate of the building. Parents/Guardians will need to arrange their Students to be picked up and dropped off from this exact location.
  - The School Services Office will inform and confirm the precise pick-up and drop-off location before Students use the bus service. Parents/Guardians are responsible for arranging their children to be picked up and dropped off on time at the confirmed and agreed location.
  - When there is a significant number of changes (increase or decrease of Student riders), The School Services Office will inform Parents of time or route changes accordingly.
- 1.2. If Parents/Guardians pick up and drop off Students or Students are late more than 3 (three) times, the School reserves the right to immediately stop offering the school bus services (for both school bus and home pick-up school bus) and no refund will be made.
- 1.3. When Parents/Guardians register for the school bus, the route from and to the School must be the same.
- 1.4. School bus guardians/Drivers have the right to deny boarding for unregistered Students.

### 2. Bus Rules and Conducts for Students

- 2.1. School Bus Exemplary/Discipline behaviors:
  - All Students must be respectful to the Driver/School bus guardians and obey given instructions in any arising circumstances.
  - Primary Students are given priority to the front seats with the exception on the passenger seat on the Driver's row.
  - Seat belts must be worn at all times.
  - Keep all body parts inside the school bus.
  - Do not get on or off the bus while it is moving. Students must remain seated at all times once the school bus is in motion.
  - Avoid loud noises or inappropriate/abusive language that may drive the Driver distraction or cause disrespect to everyone.
  - Do not throw objects of any kind inside or out of the school bus.
  - Do not chase after the bus if Students are late.
  - Do not open the passenger doors and windows without the Driver's permission.
  - No unscheduled stops are allowed. The school bus will follow the scheduled route, timetable and exact pick-up and drop-off location.
- 2.2. Keep the bus clean:

- No littering. Students must put trash in the trash can.
- No pungent food or plastic/paper drinking cups on board.
- Do not leave food or drinks on the seat or the floor.
- Do not mark the ceiling with food or drinks.
- Do not throw food or containers out of the windows or the doors.

### 2.3. Personal belongings and bus property

- Students are responsible for their personal belongings.
- Do not damage (by marking, cutting or scratching, etc.) any part of the school bus as well as other Students' belongings.

## 3. Bus Rules and Conducts for PARENTS/GUARDIANS:

### 3.1. Pick-up in the morning:

- Parents/Guardians must drop-off Students at the designated pick-up point and wait for the school bus to arrive. Then, the School bus guardian will gather and instruct the Students to board the bus safely.
- Parents/Guardians must drop-off the Students at the designated pick-up point at least 5 (five) minutes prior to the announced pick-up time to ensure that the school bus can depart on time. If Students missed the bus, it is the responsibility of Parents/Guardians to provide transportation to school.

### 3.2. Drop-off in the afternoon:

- Parents/Guardians must pick up the Students at the designated drop-off point from the School bus guardians. Parents/Guardians must present the school issued Parents Card, which includes Student's ID photo and Parents Card photo.
- Parents/Guardians must be present at the designated drop-off point at least 5 (five) minutes prior to bus arrival to pick up the Student on time. If Parents/Guardians arrive late, the school bus will take the Students back to school. In that case, Parents/Guardians are responsible for picking up the Student at the campus. Parents/Guardians should note that, for each time the school bus has to take Students back to school for the reason above, this is an infraction of the school bus rules and the appropriate disciplinary measures will be applied for each infraction.
- School bus guardians have the right to refuse the release of Students to non-registered Parents/Guardians or who do not possess the school issued Parents/Guardians Card. In this case, the school bus will take the Student back to school. In that case, Parents/Guardians are responsible for picking up the Student at the campus.

## UTS School Services Office