

**French International School Bus Policy**  
Service provided by Kwoon Chung Motors Company Ltd

Rules for all bus riders – Abbreviated version.

Full version available here: <http://school.kcm.com.hk/fis>

1. Reception or primary students **are not allowed** to change bus after school.
2. Students must board the bus immediately after school and remain on the bus for their entire scheduled journey, under adult supervision.
3. Passengers must put on their seat belt. Upon reaching their destinations, they must remain seated until the bus completely stops. No changing of seats is allowed during the journey, even during stops.
4. No objects are to be thrown in the bus or out of the windows. Arms, legs, heads etc. must remain well inside the bus, and the aisles free from obstruction at all times.
5. No food, candies or drinks (except water) are allowed to be consumed on the bus.
6. Students are to be polite and helpful to drivers, bus mothers, and fellow students. This will foster a supportive bus culture.
7. Lower Primary students (R, Y1, Y2, MS, GS, CP) must be sat in the front half of the bus, Upper Primary students in the back half, and Secondary students at the very back. Siblings may sit together in the middle of the bus, as long as they behave appropriately. Bus mothers or drivers can allocate a specific seat to students.
8. The following behaviour(s) will not be tolerated: -
  - a. Use of bad language or obscene gestures
  - b. Fighting or bullying, mocking or hurting each other
9. Mobile electronic devices such as phones, tablets and smart watches must be used appropriately, respecting other passengers' privacy.  
  
Where applicable the bus mother may confiscate any device for the remainder of the bus journey.
10. In the morning, children must be at the bus stop at least 5 mins before the pick up, and where applicable parents/guardians at least 5 mins before drop-off in the afternoon.
11. If no one is available for pick-up then children will stay on the bus until the bus company can contact the parent or guardian and arrange pick-up.

Students can walk home independently from Y03, CE1 (or with an older sibling). Parents must apply in writing to the Bus Company, and copy-in Vie Scolaire. This arrangement can only start once confirmation has been received from the bus company.

Enforcement of bus rules

- I. The Bus Escort is responsible for upholding discipline and seeing that bus rules are followed.
- II. When in the opinion of the Bus Escort, a rule has been broken, they will issue the student a warning, and report the student to the bus company supervisor.
- III. The general guidelines for matters referred to the school or bus company are:
  - a) On the first offence and second offences, students will receive a verbal warning by the Bus Escort.
  - b) A yellow card will be issued on the 3<sup>rd</sup> violation, and a red card will be issued on the 4<sup>th</sup> violation, or a first offence for totally unacceptable behavior.
  - c) The Bus Escort will notify the bus company who will notify the parents and the school in writing following a yellow or red card being issued.
  - d) A GREEN card will be shown to recognize contributions of positive behavior.
  - e) Repeated or Major Offences (smoking; fighting; vandalism etc.,) will result in a suspension of bus privileges and detention/community service, at the discretion of the school and Bus Company.
  - f) No refund of fees will be given for any period as a result of suspension.
- IV. Students are responsible for any damage incurred while using the school bus.

Please sign to confirm that you have read and understood the bus rules, and keep for reference:

Parent / Guardian: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Notes For Parents

Please notify any exceptional changes well in advance to Vie Scolaire, Bus Company and Teacher/s.

Notifications after 12:00 PM for the afternoon service may not be noted, which may impact the service.

For any feedback related to the bus service, please contact the Parents' Bus Committee at: **bus-feedback@lfis.edu.hk**