

2024-2025 SCHOOL BUS SERVICE POLICY

1. General Information

- a. CISB Bus Service consists of a standard service to and from the School campus.
- b. Buses arrive at the School campus each morning at approximately 8:00 a.m. and depart the School campus at 3:45p.m. from Monday to Thursday, 2:45p.m. on Friday. The bus will depart at the scheduled times and will not wait for late students. If there is any change to the departure time, the School will contact parents in advance.
- c. The late bus service is a free school bus service provided by the school. The school has the right to decide whether to cancel or arrange the late bus service separately based on the number of people, and the message will be sent in advance.

2. Pick-Up and Drop-Off Points

- a. Buses will arrive and depart from the pick-up/drop-off points at the scheduled pick-up and drop-off times and will not wait for late students or their parents/guardians.
- b. Parents/guardians are asked to ensure students are at the pick-up/drop-off points on time. Parents/Guardians are recommended to arrive at the pick-up/drop-off points at least 3 minutes before the scheduled times.

3. Transportation Leave and Change of Bus Routes

- a. In the event that a student wishes to change to a different bus route, the parents/guardians must provide the School with a written request for a change of route, indicating the new route and the effective date. Such notice must be given no less than one week before the effective date. A change of bus route is subject to availability of seats on the requested route and cannot be guaranteed. A change may result in additional fees.

4. School Bus Service General Rules

- a. Students must wear mask at all times on the school bus. (Subject to actual notice)
- b. Students must sit in their assigned seat and remain seated for the entire ride.
- c. Seat belts must be worn at all times.
- d. Students must obey and respect the driver and bus monitor at all times.
- e. Students must keep their heads, hands and feet to themselves and inside the bus at all times.
- f. Eating and/or drinking on the bus is not permitted.
- g. Students must talk quietly - yelling or screaming are unacceptable behaviors. Students must use an inside voice.
- h. Students must be courteous - name calling and inappropriate language is unacceptable.
- i. Tampering with safety or emergency bus equipment, or the exit doors, is unacceptable.
- j. Throwing any object on, at, or out of the bus is unacceptable.
- k. Public displays of affection are not permitted.
- l. Please know that the final interpretation right of the school bus belongs to the school bus company and the school. Whether during the semester or the new academic year, the school bus has the right to adjust the route, time, and vehicle model at any time. If there are any adjustments and merging routes in the future, and if there are less than 10 people on a school bus, the school bus will adjust its model accordingly to a small model, that is, the Jinbei model, and you will be notified in a timely manner.

* Rule Violation Reporting Procedure

- a. A penalty may be imposed on the Student at the discretion of the School and may include temporary suspension or loss of bus service. A written report will be given by the bus monitor to the School bus coordinator and school administration.
- b. A letter informing the Parents/Guardian of the incident and penalty, if any, will be provided by the Academic Office.

5. School Bus Service Refund Policy

- a. The Bus Annual Fee, if applicable, will be refunded on a pro-rata basis, based upon a 10 month year, with a part calendar month of use being considered a full month for the purpose of calculating the amount of any refund.
- b. A minimum of 30 days written notice of cancellation must be given before the service may be cancelled.