

## 2025-26 ACADEMIC YEAR SCHOOL BUS SERVICE CONFIRMATION FORM

Please note that students **must comply** with **all rules, terms, and conditions** outlined in this document, as well as any additional rules posted on the school bus

Student's Name in English and/or Chinese: \_\_\_\_\_

Student's ID#: \_\_\_\_\_ Student's Gender: F M Student's Grade: \_\_\_\_\_

### 1. Does the Student need to be picked up at the Stop?

➤ ☐ YES

If YES, please complete the following:

Name & Phone number of person who will be picking up the Student (the "Custodian"):

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

Phone Number: \_\_\_\_\_

- Please note that the Student won't be released to the Custodian without the Pick-up card, which will be supplied by the school.

➤ ☐ NO

If NO, please read and acknowledge the following:

The undersigned parent(s)/guardian(s) hereby give permission to the Canadian International School of Beijing (the "School") to leave the Student at the Stop without delivering the Student into the care and custody of another person.

The Parent acknowledges the associated risks with the Student being dropped off at the Stop without the supervision of the Parent and/or Custodian and hereby releases the School, its agents, servants, employees, officers and directors from any liability of Student injuries and incidents occurring after the Student has been dropped off at the Stop. Without limiting the general scope of the Release or creating additional liability on the part of the School, the School reserves the right to refuse to drop off the Student at the Stop in the event that the Driver/Bus Monitor determine that it would be unsafe do so for any reason.

I acknowledge and grant permission to the School for my child to be dropped off and left at the Stop without delivering the Student into the care and custody of another person AND release the School and related persons of any related liability.

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

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

2. If you have two (or more) children, when there is no Parent/Guardian at the Stop, do you allow your eldest child to take the younger sibling(s) home?

➤ ☐ YES

➤ ☐ NO

#### ACKNOWLEDGEMENT

I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this document regarding the School Bus Service for the 2025-26 academic year. I acknowledge the responsibilities and risks associated with my child's transportation and confirm the accuracy of the provided information.

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

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

# 2025-26 ACADEMIC YEAR SCHOOL BUS SERVICE POLICY

## 1. General Information

The CISB Bus Service provides standard transportation to and from the School campus.

Buses arrive at the School campus each morning at approximately **8:00 AM** and depart at **3:45 PM** (Monday to Thursday) and **2:45 PM** (Fridays).

Buses will **depart on time** and will **not wait** for late students or Parents/Guardians. If there is a change to the departure schedule, the School will notify parents in advance.

The **late bus service** is a free service provided by the School. However, CISB reserves the right to modify, cancel, or adjust the late bus service based on demand. Parents will be informed of any changes in advance.

## 2. Pick-Up and Drop-Off Points

Buses will arrive and depart from designated pick-up and drop-off points at the scheduled times.

Buses will **depart on time** and will **not wait** for late students or Parents/Guardians.

Parents/Guardians should ensure that students arrive at the pick-up/drop-off points **at least 3 minutes before** the scheduled time.

## 3. Changes to Bus Service

To request a change in bus route, Parents/Guardians must submit **a written request** to the School **at least one week in advance**, specifying the new route and effective date.

Route changes are **subject to seat availability** and **are not guaranteed**.

A route change **may result in additional fees**.

To request **a withdrawal from the bus service**, Parents/Guardians must submit **a written withdrawal request** to the School Bus Coordinator. Refund eligibility will be determined based on the **School Bus Service Refund Policy** (see Section 7 for more information).

## 4. General Rules to Follow on the School Bus

To ensure the safety, comfort, and respect of all passengers, students must adhere to the following rules while using the school bus:

### A. Behavior Expectations

Follow Instructions: Always follow the instructions of the **Bus Driver and Bus Monitor**.

Respect Others: Treat the **Driver, Bus Monitor, and other passengers with kindness and respect**. Bullying, teasing, name-calling, inappropriate or disruptive language/behavior are all strictly prohibited.

Keep Noise Levels Low: **Maintain a quiet environment** while on the bus. Yelling, loud conversations, and the use of inappropriate language or profanity are not permitted.

No Public Displays of Affection (PDA): Holding hands, kissing, or other forms of PDA are not permitted on the bus.

#### *B. Safety Rules*

Remain Seated: All students must **remain seated in their assigned seats and wear seat belts** at all times.

Keep Aisles Clear: Ensure personal items, such as bags, books, and/or laptops, **do not block the aisles**.

No Eating or Drinking: Eating and drinking are not permitted on the bus to ensure cleanliness, prevent spills, and minimize the risk of other safety/health hazards (e.g., tripping or choking).

No Throwing Objects: Throwing anything inside, outside, or at the bus is prohibited.

No Tampering with Bus Equipment: Students **must not touch** emergency exits or any other safety/emergency bus equipment, **unless there is an actual emergency**.

No Vandalism: Any damage to the bus is strictly prohibited. Parents/Guardians will be contacted in follow up regarding any repairs and subsequent disciplinary action, as and when needed.

#### *C. Prohibited Items*

**Sharp objects, weapons, hazardous materials, flammable items (e.g., lighters, matches, fireworks), large or oversized bags, sports equipment and/or musical instruments** that cannot be easily and/or safely stored on the bus are all not permitted.

### **5. Bus Service Adjustments**

The **School and the School Bus Company** reserve the right to adjust bus routes, schedules, and vehicle models as needed. If a route has **fewer than 10 students**, a smaller vehicle (Jinbei model) may be used. Parents/Guardians will be notified of any such changes.

### **6. Rule Violations**

Rule violations, and failure to comply with the bus rules as stated within this document, may result in the following:

**Verbal warnings** will be given to the Student, from the Bus Monitor and/or from School Staff. Depending on the severity of the particular incident and/or rule violation, further action may be required.

Violations of bus rules **may result in penalties, damages and/or repairs**, as well as a **Student's temporary suspension or loss of bus service** at the School's discretion.

**A written report will be provided** by the Bus Monitor to the School Bus Coordinator and the School Administration.

Parents/Guardians will receive **formal, written notice of any violations and penalties** from the Academic Office.

### **7. School Bus Service Refund Policy**

The **annual bus fee**, if applicable, will be refunded on a **pro-rata basis**, based on a **10-month school year** (a partial month is considered a full month for refund calculations).

A **written refund request** must be submitted **at least one month in advance** to the School Bus Coordinator.

Refunds **are subject to School approval**. If a withdrawal is due to circumstances beyond the Parent's/Guardian's control (e.g., relocation, school policy changes, and/or service disruptions), a refund may be considered. If approved, the refund will be calculated starting from the second month after the request is received (e.g., if a withdrawal request is submitted by Parents/Guardians and received by the School in August, the refund calculation will begin as of October).

## ACKNOWLEDGEMENT

I acknowledge that I have read, understood, and agree to comply with all terms and conditions outlined in the **2025-26 Academic Year Bus Service Policy**.

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

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