

TRANSPORT REGULATION

1) *Student safety*

- (a) Parents are responsible for supervision of their children until they board the bus in the morning.
- (b) Students must not leave the bus once they have boarded.
- (c) Students must remain seated in the bus and fasten their seat belt.
- (d) Students who exceptionally have to change buses must have a note from their parents in their agenda signed by the transport office for agreement the day before (in order to check seating availability).
- (e) The first departure is scheduled for students of nursery, primary, 1st and 2nd secondary; the second departure is scheduled for students of 3rd to 7th secondary. There are no buses to the "garderie" at the second departure time.
- (f) Students must not board or leave the buses by the rear doors.
- (g) When an incident occurs (breakdown, etc.) students may only leave the bus on instructions from the driver and/or supervisor.
- (h) Older students must give priority to younger students when boarding or leaving the buses at the bus stops so that boarding and leaving are carried out calmly and safely.
- (i) Students of nursery and primary sections must not leave the bus without authorisation. Young students must wear a badge (supplied by parents) indicating their class, bus, bus stop, and a mobile phone number for contacting the parents, particularly during the first days of the school year.
- (j) Parents must not ask the driver or supervisor to stop elsewhere than the bus stops provided for on the transport office routes (requests for a change of stop must be made in writing).
- (k) Once they have left the bus on the homeward journey, students are no longer under supervision of the accompanying persons. Parents of students take over responsibility. They must take the necessary steps to meet their child(ren) at the stop, on the side of the road where the bus stops. If not, the children will be brought back to the transport office, where the parents should come to pick them up.
- (l) We advise parents to give children a fluorescent vest when they wait at the bus stop.

2) *Discipline*

- (a) Students must not damage the seats or other materials, and must not move along the bus aisles or play in them.
- (b) Students must not hit, bully or insult other children, the supervisor or the driver.
- (c) Students must not eat or drink on the bus.
- (d) Students are strictly forbidden to bring dangerous objects on the bus (knives, penknives, lasers, etc.). Noisy objects (DS...) and cumbersome objects (ball, marbles, etc.) must remain in bags. Mobile phones can only be used when students need to phone parents in an emergency.

- (e) Any student lacking in respect to the transport office staff, parking supervisors, bus supervisors, or bus drivers, can be refused the access to the bus.
- (f) The transport office manager reserves the right to exclude any child in the event of inappropriate behaviour in the bus or on the parking lot, following prior contact with the parents.
- (g) The Parents Association of Brussels European School III is not responsible for damages or injuries caused by children during school transport. These are covered by the family's insurance policies.
- (h) Parents are asked to be polite with the driver or supervisor. They are not authorised to board the bus. If any problems arise, please contact the transport office immediately.
- (i) If a parent does not behave in an appropriate manner vis-à-vis one of our employees, his or her child may not be allowed on the bus.

3) Sanctions

- (a) Any student not complying with discipline regulations will incur sanctions, including payment of costs incurred, notification to the 'conseillers pédagogiques', and banning from the bus service (no reimbursement in cases of banning from buses).
- (b) Any student using school transport without a valid registration will be fined:

1st offence: € 4.00

2nd offence: full term payment

Parents will be informed by telephone and in writing.

4) Routes

- (a) Bus schedules may vary according to traffic conditions. Students (and parents waiting for children who are not authorised to leave the bus unaccompanied) must therefore be at their stops five minutes before the time indicated. If the bus has not arrived 15 minutes after the normal time students/parents may assume that there has been a breakdown or other impediment. In such cases, a parent (or student) may telephone the transport office for information. An SMS will be sent to parents in the event of a delay over 20 minutes (e.g. caused by road works, traffic accidents, buses with mechanical problems or snow).
- (b) If the buses cannot run for a general case of *force majeure* e.g. snow or a possible demonstration, the transport office will inform the school so that the direction can take the appropriate measures. Information will be circulated when possible on the school and on the transport websites. The transport office will, when possible and depending on the time when it is informed of the problem, inform by email or SMS the parents of the bus lines concerned.
- (c) If one of the bus lines cannot operate on a one-off basis (e.g. breakdown), the transport office will inform the users of that line by email, telephone or SMS.

5) Lost property

If a student has forgotten something on the bus, he or she should inform the transport office which will check with the bus company. The transport office is not responsible for objects lost in the bus.

6) *Problems on the bus*

If a problem arises or parents wish to make comments they should get in touch solely with the transport office, which will check the information and take the necessary measures.

Only the transport office is entitled to give instructions to drivers, bus companies or supervisors.

* * *