

Bus Registration Form

Family Name: _____

Please circle the option you would like for each child:

Child's name: _____ mornings only **or** afternoons only **or** mornings and afternoons

Child's name: _____ mornings only **or** afternoons only **or** mornings and afternoons

Child's name: _____ mornings only **or** afternoons only **or** mornings and afternoons

Child's name: _____ mornings only **or** afternoons only **or** mornings and afternoons

What date would you like the bus service to start? _____

PLEASE NOTE THAT WE NEED 5 WORKING DAYS' NOTICE TO ARRANGE THE BUS SERVICE

Home Address (for bus pick-up)

Address: _____

Postcode/City: _____

Telephone/Mobile: _____

Please tick if this address is temporary [] .

I agree to abide by the ISA bus rules & regulations.

Signed: _____

Date: _____

Please email this form to the bus coordinator, Ms. Jackie van Teijlingen.

E-mail: jvteijlingen@isa.nl or bus@isa.nl

Bus Rules and Regulations: (this can also be found in the School Handbook)

- ISA organises a door-to-door bus service as a convenience to students and their parents.
- The bus service is only available to students from Pre-school upwards.
- Information regarding cost and operation may be obtained via email from the Bus Coordinator (bus@isa.nl).
- School buses are scheduled to arrive at ISA at approximately 8:15 Monday through Thursday and 9:15 on Friday. They depart at 15:40.
- Designated staff are responsible for ensuring that all students in Pre-school to grade 1 who make use of the bus service board the buses. Students from grade 2 upwards are responsible for boarding their appropriate bus themselves in a timely manner.
- Should a student misbehave or act in a manner that causes inconvenience, distractions for the driver or danger to other persons on the bus, he/she will not be allowed to use the service.
- Change of address: Please advise the Bus Coordinator, as well as the Admissions Office, at least 5 working days in advance so that efforts can be made to rearrange the bus schedule with the bus company, if at all possible. All new routes and route adjustments will commence on the following Monday after the Bus Coordinator has processed the change of address.
- Please do not request that children ride on a bus other than their usual bus in order to attend after-school parties or other social occasions. In case of emergency, requests should be made to the Bus Coordinator. There is a legal maximum for passengers who can ride on our minibuses. The Bus Coordinator will not allow the bus to depart if this maximum is exceeded.
- Any change in the regular method of getting home should be communicated by the parent (not the child) to the Bus Coordinator and classroom teacher or the Lower School Office, in writing.
- Please note that ISA does not own or operate the buses, and is sometimes faced with constraints outside of its control. All students and parents are requested to cooperate with the school's efforts to provide as smooth a service as possible.

General Rules of Behaviour on Buses

- Seat belts must be worn at all times.
- Students must remain in their seats while the bus is in motion.
- Objects should not be thrown from the window of the bus or within the bus.
- Vandalism to bus company property will not be tolerated.
- Smoking is not allowed on the bus.
- Eating or drinking is not allowed on the bus.
- It is not allowed for students to ride to an address other than the one assigned.
- Students must behave in a proper manner and use appropriate language.
- Parents are advised to keep in contact with other parents whose children are on the same bus route to check that the students respect each other during the journey. The driver of the bus needs to pay attention to the road and is not trained to deal with problems that might occur between students.
- The Bus Coordinator will remove a student from the bus service for a period of time if, after three official warnings, it is clear that the student could create a dangerous situation for the other students due to inappropriate behaviour. In this case no refund will be given.

Bad Weather Procedures

If ISA receives notification from the bus company that it cannot pick up children in the morning, every effort will be made to notify parents via the various ISA communications channels.

If weather conditions deteriorate during the day, and the bus company requests an early departure, we will make every effort to contact parents to inform them of such an event. No refunds will be given should the bus service be cancelled due to weather conditions.