

## School Bus Request Form 2016-2017

Please read the following terms and conditions carefully. If you wish to request the service, please check the box below and indicate for which of your children you wish to use the service.

A UNIS Hanoi employee, Mr Lai ([transportmanager@unishanoi.org](mailto:transportmanager@unishanoi.org)), acts as a coordinator on behalf of UNIS Hanoi school and liaises with the bus companies to provide daily travel to and from school. Mr. Lai will provide you with a proposed route schedule in early August which will indicate collection and drop-off times. You will need to confirm acceptance of these arrangements once the details have been provided.

**Please read this information in relation to the school bus prior to submitting your request.**

### Terms and Conditions of the School Bus Transportation Service:

- This bus request application is subject to approval by the UNIS Hanoi Transport Manager and must be submitted at least one week in advance of the requested start date. The Transport Manager will contact families directly regarding applications.
- UNIS Hanoi bus service costs USD925 per child per year (one-way USD555) or USD 250 per quarter (one-way USD150) for the 2016-2017 academic years.
- Bus services cannot be provided on a route where there are less than 8 students requesting the service. The school reserves the right to cancel any bus route service with 7 students or less.
- The bus service is between predetermined collection points and as such may require children to walk some distance to a collection point to be picked up and/or dropped off.
- Buses arrive at the school campus each morning at approximately 8:00 am.
- Buses will arrive and depart from pick-up / drop-off points at the scheduled times and cannot wait for late students. We recommend passengers arrive at least 3-5 minutes before the scheduled times.
- The Transport Manager must be informed via email ([transportmanager@unishanoi.org](mailto:transportmanager@unishanoi.org)) of any changes to the daily routines of bus users (i.e. in the event that a student wishes to change their assigned bus for a play date, or parents will collect children directly from school).
- At the drop-off point, students will not be permitted to exit the school bus in the absence of their parents or guardians unless the UNIS Hanoi Transport Manager is informed in advance in writing.
- The bus service is for UNIS Hanoi students and is not intended to provide transportation to parents or friends.
- The bus fee represents “the purchase” of a seat in the school bus for the entire school quarter. Refunds will be made only for full quarters of non-usage, i.e. there will be no pro-rata refunds for any withdrawal from bus service during a particular quarter or for any suspended students.

School Bus Expectations have been created keeping the safety of students in mind. Parents should please go over the bus rules with their child/ren. Failure to comply with the following rules may result in withdrawal of the bus program:

- Students are to remain seated with seatbelts fastened at all times.
- Students must respect the wishes of the driver and bus chaperon at all times.
- Keep aisles clear of books, bags and other belongings.
- Eating and/or drinking on the bus is not permitted.
- Students should talk quietly using an ‘inside’ voice.
- Students must be courteous to fellow passengers.
- Students should respect the property of the transport companies.
- Public displays of affection are not appropriate.

## Rule Violation Procedure

The UNIS Hanoi Code of Conduct expects all students to display appropriate behaviour in school. School Bus Expectations are supported by the UNIS Hanoi Code of Conduct which can be found in school handbooks. Appropriate consequences will be applied by the division administrators for rule infractions.

Parent/Guardian full name	<input type="text"/>
E-mail address for communication	<input type="text"/>
Cell phone number	<input type="text"/>
Residential address in Hanoi	<input type="text"/>

- I/We wish to travel **both ways**, to and from school       I/We wish to travel **ONLY to school** on the bus       I/We wish to travel **ONLY from school** on the bus

I/We wish to request use of the bus service for the children listed below

1	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	4	<input type="text"/>

- I/We wish to **pay annually**       I/We wish to **pay quarterly**

**Date from which we request the bus service:**

- I understand the UNIS Hanoi bus coordinator will provide me with a proposed route schedule which will indicate collection and drop-off times and I must then confirm my acceptance of these arrangements.
- I/ We understand and agree to the terms and conditions as outlined in the section on school bus information and will explain the expected code of behaviour to our child/ren.

Signed

Date

**Please return to Mr Lai, Transport Manager**  
**TransportManager@unishanoi.org**  
**Business Office (B7)**