School Bus Policy

These rules are created with the safety and security of students in mind. Parents are requested to go over the bus rules with your child/ren. Failure to comply with the rules may result in withdrawal of the bus programme.

General Information

- UNIS Hanoi contracts transport companies to provide daily travel to and from school.
- Buses arrive at the school campus each morning at approximately 8:00 am
- Buses depart the school campus at the following times and cannot wait for late students:

	Monday	Tuesday	Wednesday*	Thursday	Friday
1st Bus	15.45	15.45	14.45	15.45	15.45
2nd Bus For students with after school activities	16.50	16.50	15.50	16.50	16.50
3rd Bus For students with late after school activities	17.55	17.55	17.10	17.55	17.55

**Note: Wednesday early bus departure.*

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 Office will contact families directly regarding applications.
- UNIS Hanoi bus service costs USD1100 per child per year (one-way USD660) or USD300 per quarter (one-way USD180).
- 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 for UNIS Hanoi students and is not intended to provide transportation to parents or friends.
- The bus service may require children to walk some distance to a collection point to be picked up and/or dropped off.
- Buses will arrive and depart from pick-up / drop-off points at the scheduled times and cannot wait for late students. Please arrive at least 3-5 minutes before the scheduled times.
- Buses arrive at the school campus each morning at approximately 8:00 am (10 minutes before classes begin).
- 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 Transport Office must be informed via email (transportoffice@unishanoi.org) of any changes to the daily routines of bus users, perhaps in the event that a student wishes to change their assigned bus for a play date, or parents will collect children directly from school.
- The school will provide a late bus during After School Activity (ASA) sessions and during the sports seasons arranged by the Co-Curricular Activities Office only. **This may affect students in Mother Tongue or UMA make-up classes as these lessons may continue**

throughout the academic year when ASAs and sports are not in season, parents will need to arrange transportation for their children during this period separately. If a student chooses to stay after school for homework, for example, they must arrange for own transport home. The later buses are for students attending the school-sponsored activities.

Bus Service General Rules for Students

- Be ready and wait on time in a position where the bus driver can see you before stopping the bus.
- Upon entering the bus, take a seat immediately, fasten seatbelts and remain seated while the bus is moving. Do not switch seats while travelling.
- 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 company.
- Public displays of affection are not appropriate.

Rule Violation Procedure

The UNIS Hanoi code of conduct expects all students to display appropriate behavior in school. This expectation extends to student behavior on the school bus. In the case of inappropriate behavior on the bus:

- A report will be given by the bus monitor to the UNIS Hanoi Transport Manager and School Principal.
- 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 letter informing the parents/guardian of the incident and penalty, if any, will be provided by the school.
- Consistent and Poor behavior on the school bus will result in :
    - *First violation* a verbal reprimand and letter home to parents.
    - *Second violation* suspension from riding bus for up to three days
    - *Third violation* suspension from riding bus for up to two weeks
    - *Fourth violation* suspension from riding school bus for up to three months

Bus Service General Responsibilities for Parents/Guardians

- Please ensure that the person responsible for with picking up and collecting students at the drop-off/pick-up points are on time. Bus drivers have been instructed to leave/stop at the scheduled times.
- If your child is not returning home on the bus, in the afternoon, it is necessary that parents inform the Transport Office by email (transportoffice@unishanoi.org).
- Inform the Transport Office of any changes of home address or contact details.
- Report in writing to the Transport Office any concern in relation to the transportation service.
- Please note the bus service is for UNIS Hanoi students and is not intended to provide transportation to parents or friends of students.

Refunds

The school 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.