

BUS TRANSPORTATION POLICY

2021-2022

Yantai Huasheng International School is proud to provide a school transportation system dedicated to taking students from home to school and back again and school activities, as safely as possible. The objective of this document is to ensure that all families are well informed of the rules and responsibilities so as to ensure a safe and enjoyable experience for all students who ride a school bus.

REGISTRATION

Only students who register for the optional bus program may use this service. To register, parents must fill out a busing application when they are enrolling and/or re-enrolling their students to YHIS. If a student is not registered for the bus, then he or she will not be allowed to get on the bus.

The following bus policy represents current government school bus policy as well as YHIS policy.

GENERAL INFORMATION

1. YHIS runs six (6) school buses. Bus 1 and Bus 6 runs west towards Tianma station. Bus 2 and Bus 4 runs west towards Guoaotiandi station. Bus 3 runs North towards Tingtao station. Bus 5 runs south towards Wanda station. The six buses drive along these designated routes.
2. The YHIS bus service provides transportation to students who live along the current bus routes.
3. According to government regulations, parents are not permitted to ride the school bus.
4. Each bus is supervised by a bus monitor. The monitor will supervise the driver's performance and the students' behavior while in transit.
5. Every seat on the bus must be covered with accident insurance of a minimum of ¥500,000. YHIS has accident insurance of ¥800,000 per seat.
6. All students who ride the school bus must abide by the school bus rules which are outlined in this document.
7. Questions regarding the information contained in this document should be directed to the Transportation Coordinator.

ARRIVAL AND DEPARTURE TIMES

1. YHIS buses will arrive at school by 7:55 am and will depart at 3:35 pm each school day. Elementary after-school activity buses will depart at 4:XX pm on Mondays and Wednesdays, and secondary after-school activity busses at 4:55 pm every day except for Tuesdays.

2. In the event of bad weather conditions such as snow, severe fog, sandstorms or hail, the bus speed will be limited to under 40km/h. Students may not arrive at school on time. Parents should be aware that the bus might arrive later than scheduled and should be prepared to wait with their child/ren at the bus stop until the bus arrives.
3. All buses will leave approximately at the times posted on the schedule except on bad weather days. (~~See Bus Time Schedule on the Parents page of the school website~~)

PICK-UP LOCATIONS

1. Bus stops are usually established at locations where five or more students can be picked up. The location for the bus pick up/drop off are the same.
2. Locations with fewer than five students will not be considered a bus stop unless these locations are already on a route.
3. Completing an application form does not guarantee a place in the bus program.

BUS SERVICE FEE PAYMENTS

School bus fee: ¥ 3300 per semester
School Name: 烟台华圣外籍人员子女学校
Bank Name: 韩亚银行烟台开发区支行
Bank Account: 221001000004702

1. Payments for use of YHIS bus service are due in full at the beginning of each school semester (first semester-September 11, 2021, second semester- January 28, 2022).
2. Students who join in the first (or third) quarter should pay ¥3300.
3. Students who come in the second (or fourth) quarter should pay ¥1650.
4. If a student withdraws early, bus fees will only be refunded for full quarters not attended.
5. No portion of bus fee shall be refunded for a student dismissed by expulsion or for disciplinary reasons.
6. Bus fees are not transferable to another student.

ROLE OF BUS MONITORS

School employees will serve as bus monitors. Bus monitors will make sure that students safely and effectively get on and off the bus, students adhere to the bus rules, and students are taken care of in the instance of an accident or emergency. Monitors will go through training once a semester.

1. Monitors will arrive to the first bus stop on the route in the morning 10 minutes before the scheduled departure in the morning and will arrive as soon as possible in the afternoon so students can get on the buses. Students are not allowed to get on the bus until the monitor has gotten on the bus.
2. Monitors will appropriately position students on the bus.
3. Monitors will make sure that all students are accounted for and have the bus driver sign the attendance sheet for that day.
4. Monitors will make sure that all bus rules are maintained and will issue discipline when necessary.
5. Monitors will be knowledgeable of the Emergency Procedures for the bus and will be able to perform them if necessary.
6. Monitors will contact the transportation coordinator if the bus will be late to school in the morning.
7. Monitors must be courteous at all times in their actions with students, parents, and fellow workers.

ROLE OF BUS DRIVERS

All certified bus drivers are hired by the contracted bus company. ~~For the 2020-2021 school year,~~ YHIS school buses are operated by Jiao Yun Transportation Company, which is approved by the local transportation bureau.

1. Drivers shall be governed by all rules contained in the most current YEDA Transportation Bureau policies. The local bureau policy requires school bus drivers to pass a physical exam.
2. Drivers should conduct a thorough pre-trip inspection each day. The inspection will include all parts of the vehicle including all fluid levels. Any malfunction or insufficient fluid levels must be reported to the transportation company and a determination of the buses readiness will be made. The pre-trip is to be done right after reporting to work to allow time for bus issues to be addressed. A spare bus may need to be assigned. Parents will be informed of any changes to the bus schedule or bus type.
3. Drivers should not be under the influence of any alcoholic beverage or any drug likely to affect the person's ability to operate the vehicle safely while on duty.

ROLE OF PARENTS

1. YHIS and our contracted bus company works closely with the Education Bureau, Public Security Bureau, and Vehicle Bureau to organize and prioritize safety. According to the Education Bureau, all G1-G9 students should either use the bus service provided by the school or sent/pick - up by parent/legal guardian directly from school.

2. Parents will be provided with a busing schedule. Please inform the transportation coordinator should your child is not able to arrive at the bus stop timely, or your children will not ride the school bus.
3. Parents are responsible for making alternate transport arrangements for their child/ren when late for the bus. This applies to mornings and times following dismissal as well as After School Activities. (There will be a fee assessed if afterschool care is needed)
4. Parents are responsible for the safety and security of their child/ren before getting on or off the bus at the bus stop.
5. Parents of children in ECC, 1st, and 2nd grade are required to wait at the bus stop to receive their child/ren.
6. If a registered student would like to go to another scheduled bus stop, parents must submit a written request to the transportation coordinator for their child to change their routine bus route 24 hours in advance, otherwise he or she will not be allowed on a bus other than his or her routine bus. This request is subjected to seat availability. Parents are also to remind their student about the change in schedule. Due to the teaching responsibilities of staff bus monitors, the bus monitors may not receive the information in time and will not be responsible to remind the students of the change in their bus stop.
7. If parents want to pick up their children from school themselves, they must notify the transportation coordinator by noon or before, by email or WeChat.
8. If a parent of a ECC, 1st and 2nd grade student is not present after school to pick up their child/ren, the student will not be allowed to be dropped off. The student will ride the bus back to school with the bus monitor. The parent will then be contacted by the school to either pick up the student at school, or at the next drop-off time at the designated stop.
9. If there is a change in home address, parents are to inform the Transportation Coordinator so that the child/ren can be placed on the appropriate bus route (if there is space available). Notice should be given at least two weeks in advance.

STUDENT BEHAVIOR

Students are expected to be at the bus stops on time in the morning as stated by their bus stops pick up time. Students are also expected to be on the bus and seated 5 minutes prior to their bus departure time. Students are expected to follow the bus rules at all times. If a student fails to abide by these policies, he or she will be given a warning slip. No bus fee refund will be granted if the student is temporarily or permanently suspended from riding the bus. Each Bus Violation Form will be kept on file for the current academic semester, and then will start over after end of each semester. Discipline for not following the bus rules are as follows:

1. Abide by all school rules.
2. Follow the bus monitor and bus driver instruction.

3. Students should always walk and not run to the bus.
4. Students should go to his/her assigned seat once entering the bus.
5. All students should remain seated while on the bus, with their seat belt fastened. Once on the bus, students are not allowed to get off unless they have special permission from the bus monitor. Students who refuse to wear their seatbelt will not be allowed to use the school bus service.
6. Students should have their arms, head, and anything in their current possession inside the bus at all times.
7. Students should only speak English on the bus, and they can only whisper to the person seated directly next to them. If they need help, they can raise their hand to ask the bus monitor for help.
8. Students should refrain from eating or drinking while on the bus.
9. Students should be aware of their trash and take all trash off the bus with them.
10. Students should not litter, mark, cut, or scratch any part of the bus. If something is damaged, student is liable to pay for the damages.
11. Students are allowed to use their handheld devices, while on the bus. All devices must be used in silent mode and headphones are not allowed. Students should also not be sharing devices on the bus.

CONSEQUENCES FOR BREAKING BUS RULES

- First verbal warning: The transportation coordinator will talk to the student.
- First warning slip: The teacher of the student will talk to the student and remind that the next warning slip will be sent home.
- Second warning slip: The teacher will talk to the student and let the student take the warning slip home and get his/her parents' signature. The parents will receive an email that if the student receives a third warning slip, he/she will lose bus privileges for up to two weeks.
- Third warning slip: Students will lose their bus privileges for up to two weeks without getting a bus fee refund. The parents and student will meet with the principal or vice principal and, if necessary, students may lose bus privileges.

DELAYS

The buses will arrive at and leave the bus stop according to the busing schedule. If the bus is going to be more than 10 minutes late because of a traffic jam, accidents, or any unexpected reason, Transportation coordinator will inform the parents at the upcoming stops about the delay either in the morning or the afternoon via WeChat. The bus monitor will contact the transportation coordinator if the bus will be more than 10 minutes late to YHIS in the morning. The school will arrange for alternative transportation to ensure safe passage for our students to and from school.

ACCIDENT/EMERGENCY SITUATIONS

In the event of an automobile accident with the bus the bus monitor will assess the situation by checking the driver and every student, and determine if it is a major incident or minor incident:

- **Minor:** If the bus accident is not major and there is no injury, then the monitor will first contact the transportation coordinator and then transportation coordinator will post a message in the WeChat group to let parents know of the delay, and the parents will need to arrange transportation to school. The bus monitor will also need to fill out a Transportation Accident Report Form as soon as possible.
- **Major:** If the bus accident is major then the bus monitor will determine if an evacuation is necessary.
 - **Evacuation:** If evacuation is necessary then the bus monitor will follow the YHIS Bus Evacuation Plan, and then call the Emergency Services (ambulance, police, fire, etc.). After Emergency Services are contacted then the bus monitor will contact the transportation coordinator. The transportation coordinator will then be in charge of communication, and will contact the Operations Manager followed by the WeChat group. The bus monitor is then responsible for filling out a Transportation Accident Report Form as soon as possible.
 - **No Evacuation:** If evacuation is not necessary then the bus monitor will call the Emergency Services (ambulance, police, fire, etc.). After Emergency Services are contacted then the bus monitor will contact the Transportation coordinator. The Transportation coordinator will then be in charge of communication, and will contact the Operations Manager followed by parent WeChat group. The bus monitor is then responsible for filling out a Transportation Accident Report Form as soon as possible.

YHIS BUS EVACUATION PLAN

1. The bus monitor will make sure that the driver turns off the engine and removes the keys.
2. The bus monitor will designate the other bus monitor or staff, if they are on the bus, to lead the students off of the bus. A mature secondary student will lead the students off if a YHIS staff is not available.
3. The designated first person off of the bus will lead others to an area approximately 10 meters away from the bus that is free of traffic, wreckage, or hazards. This will be the designated safe area.

4. In the event that the door cannot be used (damage, fire, rushing water, etc.), the bus monitor will have all passengers gather in a safe location within the bus. All passengers will cover head and face and turn away from the window to be broken.
5. The bus driver or monitor will use the glass-breaking hammer, to break a window and make it safe for exit. In the event that a glass breaking hammer is unavailable, alternative methods, such as a cloth wrapped leg or elbow to break the window is acceptable.
6. If an emergency exit is available on the roof of the bus, the emergency roof exit can also be utilized if necessary.
7. All passengers will evacuate the bus in a calm and orderly manner.
8. Passengers seated in the front of the bus will evacuate first with passengers in the back of the bus to follow. All passengers are to gather at the designated safe area.
9. In the event that an alternative exit is necessary, older students will be required to assist younger students as they exit as quickly and orderly as possible
10. In the event of severe injury, injured passengers should be evacuated only if remaining on the bus poses a threat to life. (ie. fire, rushing water, etc.)
11. The bus monitor will be the last person to evacuate the bus. In the event that severely injured passengers remain on the bus, the bus monitor must remain on the bus with the injured passengers until advanced medical help arrives. (The bus monitor can designate another staff member to assume responsibility of students already evacuated from the bus.)
12. The bus monitor will evaluate the designated safe area and relocate students to a different safe area if deemed necessary once he or she is off of the bus.
13. The bus monitor will then contact emergency services (noting number and severity of injured), and the Transportation Coordinator.