

RULES OF OPERATION OF THE SCHOOL TRANSPORT SERVICE

- The legal guardians can request the school transport service each year through the school's APP, selecting the stop where the pupil will enter the transport vehicle and leave it.
- A stop may be selected for the outward journey and the same or a different one for the return journey, but it cannot be modified without prior communication with the school management.
- Together with the application, the family must sign the legal authorization for the use of the school transport service and if they wish, they must enter the data of people authorized to collect the student in the section of the APP My data - Authorized collection.
- Everything related to school transport (modifications, request, authorization to collect students, incidents, ...) must be sent in writing and by email to the school's Management team.
- Any matter of emergencies and / or exceptional circumstances, may be communicated by the legal representatives of the students via telephone and / or by email, always ensuring that the information has been received by a member of the management team (Director, Head of studies and / or Secretary).
- No pupil will be taken on the bus without being on the register carried by the bus monitor.
- The only people authorized to get on the bus are the driver, the bus monitor, the school's teaching staff and registered children.
- When a family member is not at the requested stop, their child will continue with the bus monitor until the last stop, if the legal guardians are not at the last stop either, the pupil will be returned to the school. This fact will be notified in writing to the school's Management team, by the corresponding bus monitor.

FROM HOME TO SCHOOL

- COVID19 preventive measures: Before getting on the bus, the monitors responsible for the service will take the student's temperature using a digital thermometer, provide a new mask and a dose of hydrogel for hand disinfection.
- When the bus parks at the school, the first to get off will be the monitor and then the pupils who will line up at the entrance gate, following the same order in which they have been seated.
- Once everyone has got off the bus, the monitors will count the pupils and accompany them into the school in an orderly manner.

FROM SCHOOL TO HOME

- Starting at 3:50 p.m. EYFS children will be collected by the bus monitors.
- Starting at 3:50 p.m. Primary pupils will go directly to the bus departure meeting point.
- Once all the pupils are at the meeting point, they will board the bus with the monitor in an orderly manner.



PUPILS WHO USE SCHOOL TRANSPORT ARE OBLIGED TO:

- Take a seat correctly, without putting your feet in the front seat or out into the aisle.
- Always wear a seat belt fastened.
- Comply with the service schedules both on the way out and on the way back.
- Display correct behaviour and respectful attitude towards colleagues, monitors and driver.
- Do not cause damage to the vehicle.
- Do not consume food or beverages in the vehicle, or board with wet clothes.
- Do not manipulate the vehicle's safety mechanisms (fire extinguishers, seat belts, hammer breakers,...).
- At all times, follow the instructions set by the bus monitor, be responsible for complying with the rules within the bus.

- Occupy the designated seat.
- Make proper use of the bus and its facilities.
- Any conduct contrary to the bus rules that occurs in the transport service or incidents during the journey, the monitor will notify the school's management team in writing.

Families using transport are obliged to:

- Respect the schedule and the requested stop. To do this, they must be at the stop five minutes before, both on the way out and on the return journey.
- Remind your children of the rules on school transport.
- Do not get on the bus, or delay its departure or arrival, by speaking with the monitor.