



General Guidelines

1. **The school bus has a fixed route with stops** that are set at the beginning of the school year. Parents and children might be required to walk or drive to the nearest stop that is set in the route.
2. The bus fee is **non-refundable**. If decided not to use the bus service anymore, we unfortunately can't refund the fee as doing that would require us to raise the price for other pupils using the bus.
3. If there are any changes, for example if the child will be picked up from the school by parents or others and therefore will not use the bus, please notify the bus coordinator (20026877) **before one 1pm the same day** to ensure that the staff will have time to respond to your request.
4. There is always a person – bus monitor – on the bus who is responsible for the children and their safety while on the bus.

For Parents and Students

1. As the school bus runs on an exact schedule, each student must arrive to the set bus stop on time. The Bus **will not wait** for those who are late. In case of being late, you can take your child to the next bus stop. If doing so, please inform the bus monitor.
2. When you are picking your child up from the bus stop after school, please note that you also must arrive to the set bus stop on time. Bus coordinator needs to make sure that the children have met the parents safely. If there will be no one to meet the child at the bus stop, the child will continue the journey on the bus route.
3. When Parents pick up their child from the bus stop, they must present the school ID card to the bus monitor. School ID cards can be requested at school administration.



For pupils

1. Once in the bus, **take a seat and fasten your seat belt.**
2. The bus monitor is allowed to move your seat if they find it necessary.
3. **No eating or drinking on the bus.** This is to prevent choking.
4. Do not leave any rubbish.
5. The noise level should be kept moderate as not to disturb the bus driver and other students.
6. Always keep your head, arms and feet inside the bus.
7. Throwing objects inside or outside the bus is not allowed.
8. Dangerous, disturbing or annoying objects are not allowed on the bus.
9. **Do not get up until the bus has fully stopped.**

Special conditions

1. **Due pandemic circumstances in order to minimise risks all adults and pupils from Y3 will be requested to wear face masks in the bus.**
Please follow up the information from school administration.