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Always At Your Service ..

Oct2012

Dear All Parents/ Guardians,

Please observe the following standard rules & regulations for all passengers riding BT&Tan buses. The intent of these rules & regulations is to provide safe transportation for your child/ward to and from school. Our goal is for both your child/ward and our driver to have a safe and enjoyable journey experience and reach home on time.

### **Standard Rules & Regulations:-**

REGISTRATION : for those who wish to register for our bus service must complete the Registration Form and return it to our office either by fax (64837261) or email (admin@btntan.com). Allocation of a place will take at least 1-2 weeks to finalize following receipt of the application and will be subject to space availability on the required bus route. Our Office Staff will notify you once their application has been processed and arranged.

In order to keep the buses running on schedule, you are urged to make sure that you are ready to wait for our bus 5 minutes before your bus is scheduled to pickup. Bus drivers are not expected to telephone/sms or ring your door bell during pick up.

Please allow some delay for the first few days of a new semester, bad weather conditions such as raining days or mechanical failure. In event that the bus is not able to turn up by our own fault, we will call to inform you and allow taxi charges to be reimbursed to you.

Parents or person duly authorized by the parents must be punctual waiting at the location when their children are being drop-off by school bus after school. Parents take responsibility for their children, regardless of their age, until they have been pick-up and after they have been drop-off by our school bus.

Parents or Guardians must inform our bus office or bus driver (1) one day ahead of time if their child/children do not want to be pick-up or drop-off by our bus service on a certain day, eg. sick or CCA. If parents only find out in the morning her child will not be going on the bus, it is the parents' responsibility to inform driver immediately so as not to let the bus waiting at pick-up location.

Students may occasionally be moved from one bus to another to accommodate changes in pick-up routes due to new students or students' shifting houses. Bus sizes and timings are subject to changes. Parents will be informed in advance the changes in timing and updated driver particulars.

Parents are responsible for any damage to the bus that their children may cause. If necessary, a bill for the amount of the damage and other incidental expenses will be sent to the parents for settlement.

Parents who want their children to take another bus home who does not normally ride that particular bus must obtain prior permission from our office staff to assure the bus is not overloaded.

### **School Bus Safety Rules**

Your child's safety is our foremost concern. For that reason, rules concerning safety on the bus have been established that must be respected. **Please make sure that you and your child read and follow the rules!**



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***When using school buses students must:***

- Fasten seat belts at all time.
- Comply with the bus driver's and bus assistant's instructions.
- Help keep the inside of the bus clean.
- Keep all belongings in their bag and respect the property of others.
- Be respectful of the driver and other passengers at all times.
- Be courteous and talk quietly, without disturbing others on the bus.
- Not to eat or chew gum on the bus.
- Remain in their seats until the bus stops. Do not stand or run around in a moving bus.
- Board and disembark the bus in an orderly and safe manner.
- Not to fight, rough play or slap another student, bad behavior will be referred to the School.
- No playing card is allowed in the bus.
- Remain seated with feet on the floor in front of them; not in the aisle or draped over the seat back. Students must sit facing forward while the bus is in motion.
- Behave in a manner consistent with personal and other students' safety.

**Special Note : 1) To facilitate discipline on the bus, the driver or bus assistant may assign or reassign seats.**

**2) Misbehave children will be reported to the school discipline master. Serious violation of rules may result in suspension of your child/children from taking the school bus for a period of time.**