

BUS USE POLICY FOR STUDENTS IN GRADES 1-12

To ensure safe pick-up and drop-off and build self-discipline and independence among students, Vinschool Inter-level school would like to inform parents and students of the bus use policy as follows:

I - FOR STUDENTS

1. Wear student card when getting on and off the bus.
2. Pay respect to and follow the instructions of the bus driver and the bus supervisor.
3. Wear seat belts at all times.
4. Follow the bus supervisor's instructions.
5. Older students support younger ones. Extend greetings when getting on and off the bus.
6. Always keep bus interior carefully.
7. Don't make noise. Don't throw rubbish in or out of bus; comply with Bus Rules.
8. Arrive at the bus stop before pick-up and departure times.
9. Those who do not wear their student cards or seat belts, fail to follow the instructions of the bus supervisor or have a bad attitude will receive a warning or not be allowed to travel on the bus without receiving a refund.

II - FOR PARENTS

1. To develop a good habit for students, parents are requested to get their children ready before pick-up and drop-off times. **The bus will wait no more than 2 minutes**, but parents should take their children to the bus stop on time in order not to affect the bus schedule and other students waiting at the next pick-up/drop-off points. In case of late arrival, parents will find out ways to take their children to/from school by themselves or can contact the bus supervisor to pick up/drop off their children at the next bus stop.
2. The bus may pick up/drop off students at the entrance of a lane or on the other side of the road in case of unfavorable traffic to minimize their travel time.
3. Parents should remind their children to wear bus cards and seatbelts and follow the instructions of the bus supervisor.
4. Parents hand their children over to and receive them from the bus supervisor at the bus door (not getting on the bus). When receiving their children from the bus supervisor, parents have to produce the **pick-up - drop-off card**.
5. Possible situations at pick-up and drop-off points

- The bus arrives earlier than the scheduled time: It will wait until the pick-up/drop-off time.
 - The bus arrives later than the scheduled time (due to objective reasons): Please wait. The bus supervisor will notify parents in advance if the bus is more than 05 minutes late.
 - The bus finishes its route but parents have not come yet. The bus supervisor will take the remaining children back to school by her own vehicle or by taxi and notify parents. Any incurred commuting and out of school hours care (OSHC) costs are to be paid by parents.
6. Parents are encouraged to use the bus app to notify the bus supervisor of their children's absence from school. In special cases, parents may call the bus supervisor to notify her of their children's unexpected leave or of resumed bus use.
 7. Parents may not request the bus driver or the bus supervisor to drop their children off at a bus stop different from their registered one.
 8. The bus supervisor reserves the right to refuse to allow those who are neither parents nor guardians of students to pick them up at the drop-off points in case there is no advance notice and/or failure to produce the pick-up - drop-off card.
 9. Parents are requested to register with the Customer Service Department or with the bus supervisor if their phone numbers change.
 10. To continue using the bus service in the new school year, parents need to **register and make payments on time**. Late registrations will be considered *in the next bus arrangement of the school year*.
 11. Bus arrangement is made at the beginning of each school year and can be adjusted during the school year.
 12. Parents are requested to make full, on-time payments according to the school's Financial Regulations.
 13. Parents who register different pick-up and drop-off points on 2 bus routes are to pay double.
 14. To make or change your registration, please use the bus app and stick to the timeline as follows. The school will notify you of the bus arrangement 02 days before the date of service.

Registration	Timeline	Date of service
First registration	From 24th to 8th	15 th
Second registration	From 9th to 23rd	1 st

15. To cancel the bus service, please make the cancellation on the bus app 15 days in advance.
16. The school reserves the right to refuse provision of the bus service in the following cases:
 - Students decline to study at a nearby Vinschool campus will not have access to the bus service even if the distance travel time conditions are met or there is an appropriate bus route for them.
 - The appropriate bus is full.

- Students who register the bus service are small in number and their places are scattered.
- 17. If parents/guardians/students come late for the pick-up/drop-off more than 3 times, the school reserves the right to refuse the bus service to their children/them immediately and will not refund any expenses during the month of service discontinuation.
- 18. The school reserves the right to refuse the bus service to any students without refunding if they themselves or their parents do not comply with this policy or act against the school regulations.
- 19. Parents who register the bus service for their children agree to the regulations of the Bus Use Policy and promise that they and their children will comply with them.

III - FOR THE SCHOOL

1. Ensure that the bus service meets quality and safety standards according to the Law on Road Traffic and that all passengers are covered by insurance.
2. Ensure that all buses have bus supervisors who manage and take care of the students.