

PEAK SCHOOL BUS RULES AND EXPECTATIONS

The Bus Service is organised and administered by the Peak School Parent Teachers Association Ltd in support of the Peak School as a Non-Profit service to facilitate transportation to the school and to ease congestion. We operate 9 buses to areas of HK Island using Kwoon Chung Bus Company.

These rules are drawn up for the safety, care and protection of children using the school buses.

PTA Membership and Bus Places & Bus Escorts

1. You **MUST** be a member of the PTA in order for your child to use the School Bus Service.
2. Whilst every effort is made to accommodate applicants, places are subject to availability and cannot exceed the legal maximum for any bus. All routes are fixed by the bus company and whilst we will try to accommodate requests we cannot offer a door-to-door service, in the interests of safety and efficiency.
3. On each of the buses a Bus Escort is present to ensure that good standards of behavior and safety are maintained. Bus Escorts are employed by the bus company and are following their code of conduct, a copy of which is available from the PTA office.

PLEASE NOTE :-

Bus Escorts should

- adhere to scheduled bus routes and avoid entering into any private arrangements regarding pick up/drop off points regardless of the circumstances.
- not accept any gifts from parents and we ask for your co-operation to enforce this.
- be treated with respect by children and parents.

Parents should

- reinforce with their children, the expectations to obey the Bus Escort instructions at all times.
- be responsible for any damage caused to the bus by their child.
- make sure their children are at the bus stop 5 minutes before the pick-up time shown.
- in the interest of safety, remind their children of the following BUS EXPECTATIONS:

BUS RULES AND EXPECTATIONS

Children should

- always follow the Bus Escort's instructions and treat them with respect.
- fasten seatbelts with the help of the bus escort if necessary.
- remain seated throughout the journey and stand only when the bus has come to a complete standstill at their stop.
- only change seats if the Bus escort deems it necessary (no standing when the bus is in motion.)
- place bags on the floor.
- not eat or drink on the bus.
- not lean out of the window or put their arms out of the window.
- not throw anything out of the window.
- not disturb other children who wish to read or simply sit quietly.
- talk quietly inside the bus.
- only use electrical devices with headphones.
- Inappropriate language and deliberately upsetting other children will not be tolerated. Red level action will apply.

4. Disciplinary Procedures –

The bus service provides a safe environment for children to travel to school. It is expected that that children will behave on the bus in the same way that they would at school. If behavior falls outside these expectations and any of the rules are broken, a traffic light system has been put in place:

White Level – First incident

Action – Incident logged. Child will be reminded of the rules. PTA Administrator will inform parents.

Amber level - Repeated incident.

Action – Incident logged. Senior member of staff informed. Parents informed. Possible short term suspension from the bus service.

Red level - Continued repeated incidents. Inappropriate language. Deliberately upsetting other children.

Action – Incident logged. Senior member of staff will have a meeting with parents and child(ren). Suspension from the bus service.

5. Unauthorized Users

- a) Only children on the bus register may travel on school buses, WITH NO EXCEPTIONS.
- b) Parents are not permitted to travel on the bus on ANY occasion.
- c) REGISTERED BUS USERS MAY TRAVEL ON ALTERNATIVE BUSES ON THE FOLLOWING CONDITIONS:
 - i. written request is submitted by email/letter at least 24 hours prior to the journey.
 - ii. approval will be given by email at the discretion of the PTA Administrator if space is available.

6. Insurance of Children

- a) The children are insured as soon as they get on and until they get off the bus.
- b) The PTA or the School cannot be responsible for anything that happens to a child before getting on or after getting off the bus.

7. Walking home from the stop

- a) All children must be accompanied from the bus stop unless written permission has been received.
- b) Younger siblings will only be allowed to walk home with an older brother or sister, if written permission has been received.
- c) If a child does not have permission to walk home alone and is not met at the bus stop at the designated time, the Bus Escort will NOT release the child and after contacting the school will return the child to school.
- d) Please be advised that parents/helpers should be at the drop-off point 5 minutes before the designated time to collect their child off the bus.

8. Illness / Absence from School / After School Activities

ILLNESS

If your child is ill or away from school for any reason, please advise the Bus Escort on duty VIA text message or telephone BETWEEN 7 AM - 7.30AM or alternatively let someone at your stop know in order that the bus does not wait at your stop. (PLEASE BE CONSIDERATE AND DO NOT PHONE OR TEXT THE BUS ESCORT AT AN UNREASONABLE HOUR)

PLEASE NOTE: BUS ESCORT PHONE NUMBERS CAN BE OBTAINED FROM THE PTA OFFICE. The PTA Administrator can be informed of changes by text message after 7.00am on 9612 8891.

ACTIVITIES/PLAYDATES

- a) Please complete the attached NOTIFICATION OF ALL ACTIVITIES form to advise the PTA Administrator if your child has a regular after-school activity that will prevent him/her using the bus on any day/days so that the register can be noted accordingly.
- b) If there is a sudden change to the regular activity schedule for your child you must notify the PTA Administrator by email or telephone BEFORE 12.30PM ON THAT DAY or it will be assumed that the existing arrangement will continue to apply. We cannot accept instructions via the Bus Escort.
- c) If your child wishes to go with a friend after school and will thus not travel on the bus, you must advise by email or telephone the PTA Administrator BEFORE 12:30NOON. DUE TO THE LARGE NUMBER OF BUS USERS, THE CUT OFF TIME OF 12:30NOON FOR ANY DAILY CHANGES WILL BE STRICTLY ENFORCED. WE ASK FOR YOUR UNDERSTANDING IN THIS MATTER.
- d) Please note that the Class teacher will NOT inform the PTA Administrator, this is your responsibility.
- e) The parent must inform the PTA administrator (NOT the BUS ESCORT) of any changes in arrangements. The PTA Administrator will not accept a verbal message from the child.
- f) Persistent failure to notify the PTA Administrator in such cases may result in the PTA requesting the parents concerned to take their child off the bus.

9. Notes to Class Teacher

A note to the Class Teacher cannot be regarded as notification to the PTA Administrator. Please ensure that each is notified separately.

In the case of outings and activities organised by the school, parents are still required to notify the PTA Administrator that their child/children will not use the bus. The school is not responsible for informing the PTA in this respect because individual parents will often make special arrangements. This includes camps and sports activities.

10. Red and Black Rainstorm Warnings

If a black rainstorm warning is hoisted during school hours buses will not be released until the school is informed that it is safe to do so.

In such an event every attempt will be made to contact parents of bus children to inform them of the situation. However it is inevitable that some parents will not be contactable and we seek your cooperation and assistance in these cases.

11. Typhoons

The school will close if a storm signal number 8 or higher is in force or if an announcement is made by the Director of Education.

It is the parent's responsibility to collect their child from the school on that day unless the signal is hoisted at about the time the bus would normally take your child home. Buses cannot be arranged at short notice during school hours. Please refer to the school Website www.ps.edu.hk for further updates.

Suggestions and Complaints

If you have any suggestions or complaints concerning the bus service, please contact the PTA Administrator at pta@peakschool.net or on 2849 8376. Should you require speaking to a member of the PTA Executive Committee please do so through the PTA Office. This ensures they are apprised of concerns and have the necessary information at hand to deal with the same.