

## **School Bus Rules and Information**

American School of Ulaanbaatar will provide a bus service to its students, by contracting with a qualified company with special permission for public transportation. Buses will be equipped with cameras and microphones and bus drivers will follow the specific requirements approved by School Administration.

**\*\*\*Please note: American School of Ulaanbaatar will provide a bus service only to those children who can be brought to a designated bus stop 1-3 minutes before the scheduled time.\*\*\***

### **A. School's Duties**

1. There are no supervisors on buses. Buses will be equipped with cameras and microphones. Bus drivers will be provided with a cell phone and units, as well as a list of contact numbers to reach parents.
2. Parents will sign a bus service contract two weeks prior to school commencement after reviewing bus routes approved by the school administration. Seats on the bus will be confirmed after the contract is signed and the bus service fee is paid. Once all payments are made and bus contracts are signed, a list of students will be given to bus drivers.
3. If a bus is full, the school can arrange a second bus for the route, only if there are enough requests to fill 70% of the seats.
4. Parents will be introduced to "The Requirements of Bus Drivers" approved by the school administration. The school will assist to solve any conflict and miscommunication between parents and bus drivers.
5. School administration will conduct a monthly unscheduled inspection to monitor bus drivers' performance and compliance with the requirements and report to the bus company to make improvements.
6. Changes to bus routes and dropping off/picking up students from a new district outside the routes will be made by the school administration. Bus drivers are strongly instructed to transport students on established routes only.
7. Minimum age of bus riders is 6 years old/Grade 1 students. Any students younger than the minimum age who travel with an older sibling must bring written approval from parents.
8. If a student continuously violates provisions 3.1, 3.2, 3.4, and 3.5 of the Bus Service Policy, School Administration has a right to initiate the termination of the Bus Service Agreement.
9. School Administration will organize child safety training and effective communication training for bus drivers.
10. If bus drivers fail to pick up students at a scheduled time due to any technical failures to bus, the school administration will be responsible for contacting the bus company to compensate for the costs.

### **B. Parents' Duties**

1. Parents will give basic instructions to their children on how to behave on the bus.
2. Children must be brought to a designated bus stop 5 minutes before the scheduled time.
3. Parents are responsible to drop off/pick up their young children at a designated bus stop. If they fail to do so, a driver will bring a child back to school, and notify the parents to pick them up.
4. If a child is not using the bus on any scheduled day, for whatever reason, parents must notify the bus driver a day before or early in the morning.
5. If a child misses the bus because of not showing up to a designated stop on time, parents are responsible to arrange a ride to drop off their child at school. The school will not bear the cost.
6. If the buses fail to turn up within 15 minutes of the scheduled pickup time due to unforeseen

circumstances such as adverse weather conditions (heavy rain, snow, hail, or strong wind that impacts road conditions) parents are responsible to bring their child to school.

7. If a parent wishes to terminate the use of the school bus, a written notification must be given to the Student Services office and the bus fee refund will be made based on the refund policy approved by School Administration.

### **C. Students' Duties**

1. Students must be seated and buckle up their seat belts before the bus departs. Students will proceed to get on/off the bus ONLY when the bus comes to a full stop.
2. Students must be at their designated stop 5 minutes before the scheduled bus arrival time and must be seated 5 minutes before the bus departs.
3. Students will be dropped off ONLY at school in the morning and at their designated after-school bus drop off points. No other request can be made to drivers. If it is necessary for them to cross the road, students must ensure to cross at least 3 meters behind the bus at all times.
4. Students are expected to speak in a quiet tone of voice and use acceptable language while riding the school bus. If a student misbehaves, he/she must apologize.
5. Any conflict/miscommunication on the bus must be dealt with in good faith and if necessary, be solved based on camera footage.
6. No eating or drinking is allowed on the bus. The changing of clothes is forbidden. Dangerous, fragile, and sharp objects may not be carried on the bus. No provision can be made for students taking friends home who don't ride the school bus.

### **D. Drivers' Duties**

1. Drivers will maintain the operation of cameras and microphones installed in the buses. Proper protection for the windows must be placed to prevent children from sticking out their hands and heads freely. Window blinds protecting from direct sunlight must be installed.
2. Drivers must keep the buses clean and keep the furniture such as seats, headrests, windows, floor, and door in a good and safe condition. Drivers should keep good personal hygiene. In the winter season, drivers should keep the buses warm and free from smoke and emission.
3. Drivers must communicate with the students using proper language. It is the driver's duty to use the microphone to announce the bus stops ahead of time and wake up the students. If a student doesn't turn up at a designated stop at the scheduled time, the driver will contact the parents.
4. Drivers will load/unload the students on the bus according to the list of names and established routes approved by School Administration. Drivers are not allowed to make any changes to the route and drop off/pick up children from apartments as requested by parents.
5. Any requests from parents regarding the school bus service must be handed to School Administration. Drivers are prohibited from making their own decision in this regard.
6. If School Administration ordered the bus drivers to make improvements, they are obliged to do it within the time given.
7. Any complaints from a parent concerning a bus driver must be solved by School Administration with the driver present. The driver must be patient and flexible in such a situation.
8. Drivers are forbidden to: use alcohol and tobacco in the workplace; use vulgar language with parents and students; meddle with issues that don't concern them; make a decision to change the route; bring their friends along on the bus; eat or drink on the bus; smoke during a wait time; be disrespectful; be late to a scheduled time; and make risky moves while driving.