

INTRODUCTION

SYIS does not own or operate the buses that transport students to and from school at the beginning and end of the school day. However, at the request of the parent community, the school administration contracts a bus company on their behalf to provide a bus service to and from the school. The school also provides supervision to monitor the students as it is deemed necessary. Every other aspect of the buses, including the hiring of drivers and the maintenance of the buses is the sole responsibility of the bus company.

BUS POLICIES:

1. Only students who are signed up for the optional bus program may take advantage of this service. Guests of the students will not be permitted on the bus.
2. A student may only ride his/her assigned bus and must get off at the assigned stop. If the student wants to ride a different bus or to get off at a different stop, the parent must notify the school in writing. No verbal permission will be accepted.
3. If fewer than 50 students are signed up for busing, the school will discontinue making arrangements for this service. Please see the Refund Schedule for refund information.
4. If for other reasons, the student decides to no longer ride the bus, the fee is refundable in accordance with the terms of the Refund Schedule.
5. The school bus routes are fixed in contract with the bus company. These routes will not be changed during the school year. New students not living close to these routes, but wishing to participate in this service, must find a way to get to the closest stop for pick-up and drop-off.
6. It is the responsibility of the parents to make sure that the students arrive at the bus stop on time and are picked up on time. Buses will not wait for students who are late.

PAYMENT SCHEDULE:

1. The payment for the optional bus program shall be 5000 RMB per year per student participating.
2. The payment can be paid on a year (5000 RMB), semester (2500 RMB), or quarter (1250 RMB) basis. No additional charges are added for installment payments.
3. Payments for each period must be made before the first day of that period. A fee of 200 RMB will be added to all late payments.

REFUND SCHEDULE:

1. Payments are only refundable for full quarters the student did not ride the bus.
2. If the student is temporarily or permanently suspended from riding the bus, there will be no refund of the bus fee for the period of suspension.
3. If the bus service is discontinued because of low numbers of students participating, each student will be refunded 28 RMB per day for the number of days remaining on the latest payment period.

BEHAVIOR AND CONDUCT

While on the bus each student is expected to:

Get on the bus and take his/her seat in a timely fashion, and not wait until just before departure time. After getting on the bus, the student is not to get off the bus until the appropriate stop, unless he/she has special permission from the bus supervisor.

While on the bus, please:

1. **BE SAFE.** Avoid behaviors that will distract the driver and/or endanger fellow passengers. Examples of unsafe behavior include yelling, loud singing, loud games or music, fighting, pushing, throwing things, leaving your seat while the bus is moving, or failing to keep various body parts inside the bus during the journey.
2. **BE COURTEOUS.** Examples of discourteous behavior include making impolite comments or gestures to people on or off the bus, or failing to *immediately* obey the instructions of the bus supervisor or bus driver.
3. **BE TIDY.** Students should clean up any mess they make before they leave the bus. There is to be no eating, drinking, or chewing gum on the bus at any time.
4. **BE OBEDIENT.** Students will immediately follow the instructions of the bus supervisor or bus driver. If a student has a concern with an instruction and/or action by the bus supervisor or driver, he/she is to follow that instruction and then report the matter to the School Office.

CONSEQUENCES OF MISBEHAVIOR

Discipline issues on the bus will be dealt with according to the Student Discipline Policy:

1. Misbehavior will result in a *warning* from the supervising teacher. If the warning is ignored, the supervising teacher will issue a *blue slip*, which will be recorded by the Office Manager in the student's file on the next school day.
2. If a student is endangering him/herself or others or is out of control, the bus will stop and wait for a principal to arrive to take the student home. This will be treated by the school administration as a *send-out*, in accordance with the send-out policy.