

Code of conduct – Bus Route and Shuttle services

1. **Respect for Others:**
 - Treat the bus driver, bus monitor and fellow students, and school staff with respect and courtesy.
 - Use appropriate language and avoid any form of bullying, harassment, or discrimination.
 - Keep hands, feet, and objects to yourself to ensure the safety and comfort of others.
2. **Follow Instructions:**
 - Listen to and follow the instructions given by the bus driver and monitor promptly and respectfully.
 - Stay seated while the bus is in motion and keep aisles clear of bags or personal belongings.
 - Only exit the bus when instructed to do so by the bus driver or authorized school personnel.
3. **Safety First:**
 - Observe all safety rules and regulations while on the bus.
 - Fasten seatbelts and remain seated until the bus comes to a complete stop.
 - Do not engage in any behaviour that may distract the bus driver or jeopardize the safety of others.
4. **Bus Maintenance and Cleanliness:**
 - Keep the bus clean and tidy. Eating, drinking, and chewing gum are not allowed on the bus.
 - Do not vandalize or damage the bus in any way. Any damage to the bus in your assigned seat will be reported and invoiced.
5. **Boarding and Exiting the Bus:**
 - Arrive at the designated bus stop on time and maintain a safe distance from the road.
 - Allow passengers to exit the bus before boarding and avoid pushing or rushing.
 - Cross the road only when it is safe to do so and always follow the bus monitor's or driver's instructions.
 - Students taking the bus in the afternoon should go directly from school to the bus (not stopping in the kiosk or elsewhere). The bus will not wait for students who are late for this reason.
6. **Emergency Procedures:**
 - Familiarize yourself with emergency evacuation procedures and follow them in case of an emergency.
 - Remain calm and assist others as directed by the bus driver or emergency personnel.
7. **Electronic Devices and Photos**
 - It is forbidden for students to use electronic devices in the school buses (phones, tablets, school devices, etc.). It is strictly forbidden to record, take pictures, or broadcast images and videos of both the students and bus staff. In



the case of such an event, the school management will apply sanctions in line with school policies.

8. Consequences of Misconduct:

- Failure to comply with the code of conduct may result in disciplinary action, including but not limited to verbal warnings, written notices, suspension from bus services, or involvement of school authorities. The school's Policy of Behaviour and Exclusion applies to the bus service. By using the bus service, parents accept that the school management can apply appropriate sanctions.
- If a student is involved in a behaviour incident, he/she will get a written warning. If there is a second incident, School Leadership will meet and will inform parents about the consequences.
- The school reserves the right to change student's regular seats in case of misconduct.
- In the case of vandalism, the student might be banned from using the bus.

9. Absences and Notifications:

- If you will not be using the school bus service due to absence or any other reason, add the absence on the school app, BatOnRoute.
- Notify the bus the operations department promptly if there will be any changes to your regular bus usage.

10. Make-Up Arrangements:

- It is the responsibility of parents/guardians to ensure that appropriate transportation is arranged for their child on days when they are absent or unable to use the bus service.
- Remember, communication regarding absences and changes in bus usage is essential to ensure the smooth operation of the school bus services. Please adhere to the guidelines and notify the appropriate individuals to avoid any confusion or inconvenience.

11. Personal Belongings

- Students are responsible for their personal belongings. If a student loses something on the bus, please contact the operations department.

12. Loss of Bus Privileges:

- Continued or severe violations of the code of conduct may result in the loss of the right to use the school bus services.
- In cases of repeated or serious misconduct, the school administration reserves the right to suspend or revoke bus privileges.
- Three unjustified absences per term may also result in the loss of shuttle bus privileges, for students who have shuttle service for free.
- Students who lose their bus privileges must arrange alternative transportation to and from school at their own expense.
- The reinstatement of bus privileges for students who have lost them due to misconduct or absences will be at the discretion of the school administration.
- Reinstatement may require a meeting with the school administration to discuss the circumstances.