

2025-2026 School Bus Policy

Hastings School operates Home to School transport routes as well as a Shuttle service between its Chamartín and Arturo Soria sites.

1. Purpose

The purpose of this School Bus Policy is to ensure the safe and efficient transportation of students to and from school. It outlines the responsibilities of students, parents/guardians, school staff, and bus drivers to maintain a secure and orderly environment on school buses.

2. Eligibility and Assignment

2.1 Eligibility: Transportation services are provided to eligible students based on predetermined criteria, such as distance from school or seat availability. Eligibility guidelines will be communicated to parents/guardians and reviewed annually.

Shuttle buses that provide service between General López Pozas and Arturo Soria Campuses (LST, MM8 and Sobradriel) are free of charge for students enrolled at Hastings before the academic year 23-24 who make a **regular use of the service at least 3 times per week per journey**.

For students enrolled on or after the academic year 23-24, the Shuttle service will also be free if the following conditions are met:

- Students have siblings in different campus areas (i.e., Chamartín and Arturo Soria)
- Students enrolled in a Chamartín primary building (when they move to LST in Year 7 they will be eligible for a free shuttle bus service)
- In any of the cases above, the students must make a regular use of the service at least 3 times per week per journey.

Students who are enrolled during or after 23-24 in secondary and do not have siblings in a primary building in Chamartín will be charged for the shuttle bus service.

If any student is making use of the shuttle bus service free of charge has three unjustified absences per term, the school will reserve the right to cancel their transportation privileges.

Younger students will be given preference for the available spaces in the shuttle bus. If the bus is full, students in KS5 (Yrs 12 and 13) will be placed on a waiting list and will be informed if a place becomes free.

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2.2. Bus Assignment: Bus routes, stop locations and timings will be determined by the transportation department and communicated to parents/guardians before the start of each school year. **The stops and timings may change from year to year depending on demand.**

3. Student Responsibilities

3.1. Conduct: Students are expected to adhere to the code of conduct while travelling on the school bus. Disruptive behaviour, harassment, bullying, damaging the bus or any other actions that compromise the safety or well-being of others will not be tolerated. Students should keep the bus clean. Eating, drinking, and chewing gum are not allowed on the bus.

If a student has been issued a written warning for disruptive behaviour, he/she may be banned from using the bus.

3.2. Punctuality: Students should be at their assigned bus stop at least five minutes before the scheduled pickup time. Buses will not wait for late students.

3.3. Seating: Students must remain seated and have the seatbelt fastened throughout the bus journey, keeping aisles clear and avoiding unnecessary movement.

3.4. Belongings: Students are responsible for their personal belongings.

3.5. 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.

4. Parent/Guardian Responsibilities

4.1. Safety Education: Parents/guardians should educate their children about bus safety rules and behaviour expectations while riding the bus. All parents must have agreed to and signed the code of conduct before their child uses the bus or shuttle for the first time.

4.2. Timeliness: Parents/guardians should ensure that their children are ready and at the bus stop on time, allowing for safe boarding and departure.

4.3. Communication: Parents/guardians must notify the school of any changes in their child's transportation arrangements, including absences or authorized individuals for student pickup. These communications should always be made through the bus app (BatOnRoute) or through the school secretary. If the transport arrangements for the afternoon have changed, parents must notify the school secretary and the operations

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department before 3pm. Last minute changes might lead to students getting on the bus when they shouldn't or missing it when they should use it.

4.4 Cancellation: If you wish to stop using the bus service, you must inform the school secretaries or operations department 10 days in advance. We will count ten days from the day notice is given. Fees are billed by half or full months, so if the 10th day of notice falls before the 15th you will be billed half the month; if it falls on the 15th or after, you will be billed the full month.

4.5 Conduct: Parents or legal guardians commit to ensuring that their children behave appropriately while using the school transport service, promoting respect towards drivers, monitors, fellow students, and the vehicle itself.

To guarantee safety, order, and traceability of incidents during the use of school transport, each student will be assigned a seat on the bus for both the morning and afternoon routes. It is mandatory for students to always sit in their assigned seat, without exception, unless expressly instructed otherwise by the monitor or transport staff.

If material damage occurs on the vehicle and is in a specific seat or area, the student assigned to that seat will be considered responsible.

Parents or legal guardians of the responsible student must cover the full cost of repairing or replacing the damaged property. This financial responsibility will be communicated in writing, along with an incident report and the corresponding repair estimate.

Repeated failure to comply with the assigned seating rule or involvement in acts of vandalism may result in additional disciplinary measures, including temporary or permanent suspension from the school transport service.

5. School Responsibilities

5.1. Communication: Schools will send relevant bus information, including route details, pickup/drop-off times, and any changes or disruptions, to students, parents/guardians, and staff in a timely manner.

5.2. Discipline: School administrators will address bus-related misconduct promptly and fairly, in accordance with established disciplinary procedures.

6. Bus Driver and Bus monitor Responsibilities

6.1. Safety: Bus drivers will prioritize student safety at all times, follow traffic regulations, and implement appropriate emergency procedures.

6.2. Conduct Management: Bus monitors will enforce behaviour expectations, maintain order, and report any incidents or concerns to the appropriate school authorities.

7. Bus Safety and Maintenance

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7.1. Safety Measures: Buses will be equipped with appropriate safety features, such as seat belts and emergency exits, to ensure compliance with applicable safety standards.

8. Policy Compliance and Review

8.1. Policy Compliance: Failure to comply with this School Bus Policy may result in disciplinary actions, including suspension or loss of transportation privileges (See Code of conduct).

8.2. Policy Review: This policy will be reviewed periodically to ensure its effectiveness and compliance with changing regulations. Suggestions for improvement can be submitted to the appropriate school authorities for consideration.

Frequently Asked Questions

1. What are the different types of transport services at the school?

Hastings School offers 2 different services:

Home to School bus routes: This is a paid service, and it has a maximum duration of one hour. In order to keep our journey time within one hour, we are unable to offer a door-to-door service, but we aim to stop at a point which is convenient for each family. The stops on each route are set up at those points authorized by the City Council.

Shuttle: The Shuttle service is exclusive to Hastings School students, and operates between General López Pozas and Arturo Soria Campuses (LST, MM8, and Sobradriel)

2. How and when can I register my son/daughter for the school bus services?

You can join the school bus services at any time during the school year if there are places available. We ask parents to request the service with a week's notice, and we will do our best to accommodate it. Please contact our Operations team between 8.30 and 17.30 Mon-Fri or via email at operations@hastingsschool.com

3. What if I wish to stop using the service?

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Please contact the Operations team 10 days before if you want to stop using the service. The fee will be invoiced by whole or half months. If the 10th day of notice falls on the 15th or before, you will be billed for half a month and if it falls after the whole month will be billed.

4. Who will look after my child onboard?

Every bus has a Bus Monitor. He/she must be 100% focused on the care and supervision of the students while the vehicle is on the route. The Bus Monitor will check off students getting on and off the bus against the register provided by the school and they are responsible for ensuring that pupils under Y8 are collected by their parents, tutors, or another authorized adult.

5. When should my child be at the stop in the mornings?

We recommend that students arrive at the bus stop at least five minutes before the pick-up time. If a student is not at the bus stop on the scheduled time, the driver will continue the trip.

6. The bus didn't show up on time for my child. How long should he/she wait at the stop?

Your child should arrive at the stop at least five minutes before the published arrival time of the bus. Sometimes, for unavoidable reasons (traffic jams, heavy rain, mechanical problems) the bus may arrive late. Check your school bus app (BatOnRoute) to see where your child's bus is in real time.

Any delay/last minute issues will be notified to families by the school.

7. What happens if I am late to collect my child from the bus stop in the afternoon?

If parents are late to the bus stop in the afternoon to pick up their child, the bus will continue the normal route, and parents will have to collect their child at the last stop on the route.

8. My child will not need the bus today. How do I notify this?

Please use the bus route app (BatOnRoute) if your child uses the bus route service or shuttle. Any change in usage should be notified to the school before 3pm.

9. Can my child ride another bus or have a friend ride their bus home with them?

Unfortunately, we do not offer this service. This rule applies to both bus route and shuttle users. Contact the operations department if you want further information.

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10. My child left something on the bus. What do we do?

Bus Monitors check their buses after every run. Items left by students are held by the bus company for several days and may be claimed on the bus by the child. You can also contact Operations directly operations@hastingsschool.com

11. Who do I contact with my transportation-related question?

Families are kindly requested to send any comments or suggestions regarding the school routes service to the school route coordinator between 8.30 and 17.30 Mon-Fri via operations@hastingsschool.com

Please find below the following contact details, applicable between 8.30 to 17.30hrs. Monday to Friday.

Post	Email	Contact number
Operations	operations@hastingsschool.com	+34 672 652 509 +34 666 600 576
AZU Secretary	azulinas.secretary@hastingsschool.com	+34 91 010 7060
PdH Secretary	habana.secretary@hastingsschool.com	+34 91 359 0621
BdC Secretary	bendicion.secretary@hastingsschool.com	+34 910 107 060
SOB Secretary	sobradriel.secretary@hastingsschool.com	+34 918 316 198
LST Secretary	lorenzo.secretary@hastingsschool.com	+34 918 316 318
MM8 Secretary	mm8.secretary@hastingsschool.com	+34 918 337 790

What are the fees for transportation services?

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Transport	Monthly Fee
Bus Route: Both ways (Mornings and afternoons)	226€
Bus Route: One way (Mornings or afternoons)	182€
Transport	Monthly Fee
Shuttle: Both ways (Mornings and afternoons)	82€
Shuttle: One way (Mornings or afternoons)	41€