



# School Bus Policy

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The fundamental principle of these regulations is to guarantee safety in transport, preserving the physical, psychological and integral integrity of the persons participating in or making use of the service.

This requires unified criteria, establishing a series of rules and guidelines that must be observed and complied with by all those involved in the service: drivers, monitors and pupils. Objectives of the regulation:

1. To generate an appropriate and safe atmosphere during the transport service.
2. To identify and apply basic behavioural guidelines for the proper functioning of School bus service.
3. These regulations shall be in accordance with the school's manual of coexistence (internal regulations), as well as with the rules of the National Code of Road Safety and School Transport.

### **COVID-19 MEASURES**

We will continue to offer our School Bus Service following the corresponding regulations in force with regard to preventive measures against Covid-19.

1. When using school transport, the use of face masks is compulsory, including for children under 6 years of age.

### **STUDENT DROP-OFF AND PICK-UP**

1. The School Bus Service will be provided by school buses and minibuses, duly identified with Autocares Moreno or El Altillo International School School signs.
2. The School Bus Service will be carried out in accordance with the official route map designed by the School, which will never be door to door.
3. Pupils will be dropped off and picked up at the places marked as stops on each of the routes. In accordance with current municipal regulations, school bus stops will be located in the place where the regular bus service usually stops or where the bus shelters are located.
4. In accordance with the protocols and safeguarding policy of the school, the school understands and assumes responsibility for the safety and integrity of the pupil from the moment of their transfer on the school bus until their return to the bus stop, so that all pupils using the school bus route are obliged to remain at the school for the duration of the school day and consequently to have lunch in the school dining room.

In this respect, we remind you of the section "Leaving the Centre during school hours", included in the Parents' Book:

The Centre does not allow students to leave the Centre between 9:00 and 17:00 hours, even if they present a signed authorization from their parents or even if they have received a telephone call, e-mail or fax from the School Secretary's Office allowing them to leave, with the exception of those students who have lunch at home and those who are picked up, after signing, by their parents or an authorized adult in the entrance hall of the Centre.

In the event of a change of route, a written request must be submitted to the school at least one week in advance in order to enable the student to be relocated to a new route. The request must be submitted in writing via email or by hand to the school secretary's office. The written request must include: full name of the pupil, class to which he/she belongs, route assigned in the first instance, new address, name of the applicant (parent, guardian or authorized person) and contact telephone numbers. The Centre will respond to the request

in full, on the understanding that the change can only be accepted if there is enough space on the requested route.

Users of the route may be dropped off at a stop other than their usual stop, upon written or telephone request to the Secretary's Office (before 16:00h) as long as it is a stop already established on the route.

If a student is not going to use the bus service, he/she must inform the school in advance. In the case of the return route, notice must be given to the Secretary's Office before 16:00.

## **ENTRANCE TO SCHOOL**

All pupils on the School Bus Service will enter School using the Bus Route gate.

Pupils will get off in an orderly way and in line, keeping a safe distance and wearing a facemask at all times.

The monitor on the route will show the pupils in each class to their respective places of entry: Infant pupils will be accompanied by the monitor to their classroom. Primary pupils will go to their respective rows in the large playground.

Secondary students will cross the playground following the established fencing, entering the building through the door of the Gymnasium Hall, leaving the building through the door leading to the Car Park and from there they will go to the Sports Center to line up, leaving through the main gate of the school.

Baccalaureate students will cross the playground following the established fencing, entering the building through the door of the Gymnasium Hall, leaving the building through the door leading to the Car Park where they will wait until 08:50 to go up to their classes.

## **PUNCTUALITY AND BUS SERVICE TIMETABLES**

It is necessary to respect the timetable defined by the school for drop-off and pick-up times.

If students are not at the bus stop at the agreed pick-up time, there will be no waiting time, out of respect for the rest of the students and their families. The bus will make a stop, open the doors and, if it is the appointed time for departure, will start to leave immediately.

Once the school day is over, the monitor must wait for the Infants and 1st, 2nd, 3rd and 4th Primary pupils in the dining room, forming an orderly line in the designated area of their route, with a roll call to check that all the pupils listed have boarded. Pupils must keep a safe distance and always wear a face mask.

In the case of pupils in 5th, 6th Year Primary, Secondary and Baccalaureate, they will go directly to the bus. If a pupil is late, he/she should be warned as the first offence.

For safety reasons, we recommend that minors are collected at the bus stop by a responsible adult. If this is not the case, parents or legal guardians must provide the school with written authorization which is available from the school secretary's office.

In the event that, on a return route, parents or guardians are not at their stop and at their time for the pick-up of a minor pupil without authorization to leave the school bus alone, the bus will continue on its route with the pupil. Notice shall be given to the parents or guardians of the minor informing them of the drop-off point, where they can pick up the minor.

## **SCHOOL BUS SERVICE PERSONNEL**

Drivers and route monitors must respect the rules of courtesy. They must also wear appropriate clothing and carry school badges.

Vehicles providing transport services at El Altillo International School will only be driven by qualified personnel. The main task of the route monitor is to ensure the safety of the service. To this end he/she must:

1. Ensure that all occupants of the bus comply with safety standards, mandatory use of seat belts and age-appropriate restraint systems. No bus should start moving until all children are seated and buckled up.
2. Ensure the safety of the occupants during the journey, avoiding any element that could disturb or distract the driver.
3. He/she will assist the pupils travelling in the bus.
4. Never leave students alone on the route (always accompanied by a responsible adult).
5. He/she will be responsible for verifying student attendance on the route. To do so, he/she will check attendance at each stop.
6. He/she shall be responsible for the students' compliance with discipline.
7. He/she will help children to get in/out of the bus with their personal belongings (schoolbags, coats, etc.).

In addition, it is the responsibility of the monitor:

1. To maintain a state of mutual respect, cordiality and good atmosphere inside and outside the bus.
2. To always call the students on their route by name.
3. Not to allow the presence of people from outside the service and/or the Centre inside the bus.
4. To check the bus at the end of the journey in order to collect any items left behind and deliver them to the School Secretary's Office.
5. To report ( record on the route sheet) any anomaly that may arise during the service, whether with the family, with the students, with the driver or during the journey.
6. In the event of a breakdown, the monitor must remain inside the bus until the replacement bus arrives or, failing that, until the last student has been collected.
7. In the event of delays due to traffic problems, road closures or any other inconvenience, the monitor shall immediately notify the Centre.
8. The monitor must keep a record of all children entering and leaving the bus.
9. The monitor must check the incident board located in the dining room before leaving the Centre for any variations or changes to the route.

## **RULES OF BEHAVIOUR. DUTIES AND OBLIGATIONS OF PUPILS**

The buses are considered an extension of the school premises. For this reason, the school's educational policies and the rules of the El Altillo International School School's coexistence manual apply to the occupants of the buses and during their journeys.

El Altillo International School School minivans are equipped with video surveillance systems that are in operation throughout the entire route.

Students must maintain a cordial and respectful relationship with the monitor, driver and their companions, in accordance with the coexistence manual.

It is not permitted to stand up in the aisle of the bus or obstruct it in any way. Students are not allowed to put their feet on the bus seats.

It is forbidden to throw objects out of the windows, use verbal abuse or perform acts that threaten the moral and physical integrity of pedestrians.

Students are responsible for maintaining the internal hygiene of the bus. Therefore, littering inside the bus is not allowed.

For reasons of hygiene, it is not permitted to eat or drink inside the bus.

Students must always occupy the seat assigned by the bus monitor and are responsible for any damage caused by misuse of the bus.

It is not permitted to ride bicycles, scooters or any other type of personal transport vehicle except on specific occasions previously authorised by the Centre and always subject to the availability of space and at the discretion of the Centre.

Students are not allowed to change routes without a written request (see drop-off and pick-up).

The early departure of a student from the school will be reported to the school secretary who will in turn give written notice to the monitor in charge of the route.

Repeated misbehaviour and the accumulation of minor disciplinary offences or a serious warning may result in the cancellation of the service for the pupil.

### **REPRIMAND POLICY IN THE SCHOOL BUS SERVICE.**

Disobedience of the rules of the school's coexistence regulations, bad manners or inappropriate behaviour, as well as any conduct considered as a lack of decorum or insubordination on the part of the bus staff, will be dealt with according to the following policy, always applied according to the seriousness of the offence.

1. Notice by bus staff. The monitor may decide to move the student to a different location.
2. If the misconduct persists, the pupil does not change his/her attitude or is a repeat offender, the school will be informed in writing and an incident report will be opened.
3. On the third warning for misbehaviour, the pupil will be called to order by a member of the management team and parents/guardians will be notified.

If the situation persists, and always by decision of the school, one of the following may be given:

May result in the cancellation of the service for the student.

Citation to the parents by the school, when the student has not reinstated his/her attitude.

Suspension of transport for the student for one day in accordance with the El Altillo International School School Coexistence Manual. If the situation persists, or in the case of misconduct that endangers the safety of the transport or misconduct that is considered serious, El Altillo International School School will consider the definitive suspension of the bus service.

## **RULES FOR PARENTS, GUARDIANS OR PERSONS RESPONSIBLE FOR THE PUPIL.**

In order to use the transport service it is necessary to fill in the route registration form at the beginning of the school year, which will be provided by the school.

In addition to other information, this form must specify the person responsible for picking up and dropping off the pupil at the bus stop. To authorise a person other than the parents or legal guardians, the identification document of the person chosen must be attached.

Once the pupil is registered for the service, he/she will be assigned a route. The route number and timetable assigned will be communicated via email. This information can also be consulted at the school secretary's office.

If the bus breaks down, the school will notify the families. For the correct functioning of the service, parents are kindly requested to:

1. To inform the School Secretary's Office in advance when the student is going to be picked up at the school by the parent or guardian before the usual time.
2. Be at the assigned stop at least five (5) minutes before the arrival of the bus.
3. Inform the school whenever possible when the student will not be attending the school, so that the route monitor can be notified.
4. To inform the school of any changes to the bus service that may be required, in accordance with the policy for the allocation of places.
5. Maintain a cordial relationship with the driver and the monitor.
6. To be responsible for any damage caused by their children to the vehicles.
7. Responsible adults must pick up their children punctually.
8. Parents, even if they have informed the monitor of any changes, must inform the school secretary's office so that this can be recorded in the incident log.
9. Students cannot inform the monitor that they are not returning on the bus, parents must notify the school secretary before 16:00 hours.
10. Parents are not allowed to enter the bus, the monitor will be in charge of giving the pupils anything they have forgotten.
11. Parents or guardians who wish to waive the transport service must inform the school in writing, via email or at the school secretary's office at least 10 days before the end of the month.
12. Failure to pay the fee will result in the suspension of the service.