



DULWICH COLLEGE BEIJING

GUIDANCE ON USING THE SCHOOL BUS SERVICE

Student bussing is arranged as a service to the school community to help our students travel to and from school. Whilst we are as flexible as possible in serving the needs of our community we do need to balance the convenience, journey time, and cost of this service to parents (no profit is made by the school).

All issues and questions relating to bus transportation should be directed to the Operations Office on 6454-9110 or through your Campus Administrator.

CHANGES TO ARRANGEMENTS

- Transportation arrangements generally take up to two weeks to finalise. Please submit your transportation request form at least ten (10) working days before the start of the service.
- Traffic, city events, and accidents may disrupt the bus service, but this does not constitute DCB's inability to fulfill its transportation obligation. Bus Monitors will make every effort to contact one parent at each stop for a cascade of information when a bus is running more than 15 minutes late.

PLEASE ENSURE YOU KEEP YOUR CONTACT DETAILS UPDATED.

- DCB must be notified in writing of any changes to a student's transportation need. If you plan to alter your child's routine on any day, you must provide a written note to their Campus Administrator for that day's change.
- Any change required to a bus schedule or route will be arranged by the Operations Office.

BUS ROUTES AND BUS STOPS

- Where requested, DCB will try to arrange pick-up/drop-off at or near the child's housing complex for students living within a reasonable distance from the school.
- Pick up points and bus routes will only be created at DCB's discretion. For each stop there should normally be at least five (5) student riders and no existing convenient alternative.
- In housing developments where a number of families and students live in close proximity, DCB may arrange for a centrally located pick-up/drop-off location within or near the development. In some instances where students live in more isolated areas, parents may be asked to transport students to and from designated pick-up/drop-off points.
- Our buses only stop at DCB arranged pick up/drop-off points.
- Bus space is limited and is for the transportation of DCB students.
- Parents of bus riders are permitted to ride on the bus occasionally and only if space is available.



PICK UP AND DROP OFF

- To help ensure on time arrival at school, buses will wait for no longer than TWO (2) minutes after the assigned pick-up time before moving to the next pick-up point.
- To help minimize journey time home, buses will wait for no longer than TWO (2) minutes after the assigned drop off time.
- The same policies regarding pick up of students apply at the bus stop as at the school campus.
- Parents are responsible for daily supervision arrangements when a child arrives at the designated pick up/drop-off point.
- If no-one available to pick up a student at the bus stop, the bus will continue its journey and the bus monitor will attempt to contact the parents on their mobile phone to make specific arrangements, options include:
 - Parental pick up at a subsequent stop
 - The bus returning to the student's stop after completing its route
 - The bus returning to the original DCB campus after completing its route
 - The bus returning to another convenient DCB campus after completing its route

PAYMENT & REFUNDS

- Bus fees must be paid before the student can use school transportation.
- On cancellation, if the original fapiao is not returned to Finance, business tax will be deducted from any refund value.

SAFETY & BEHAVIOUR

- DCB makes every effort to ensure safety during use of the bus service, e.g. providing buses with seat belts and checking that all bus riders are wearing them at key points on the journey.
- While on the bus service all students must follow instruction given by the bus monitor and behave to the standards normally expected of a DCB student.
- Violation of, or failure to comply with bus rules (below) can result in disciplinary action consistent with DCB policy, including temporary exclusion from the bus service. In serious cases, a student's bus service may be terminated without refund.
- DCB may install video recording equipment to monitor behaviour on the student busses.
- DCB, its officers, and teachers can not accept any liability howsoever arising from participation in DCB-contracted bussing. All passengers travel at their own risk.

BUS PASSENGER RULES

1. Remain seated at all times. Seat-belts are to be worn during the entire journey except when getting on or off the bus.
2. Speak in a quiet tone of voice, and use acceptable language. No teasing, name-calling or swearing on the bus.
3. No fighting, bullying or rough play on the bus. Keep your hands and feet to yourself.
4. Eating or drinking on the bus is not permitted.
5. Be courteous to the bus drivers and bus monitors and follow their instructions.