



WELLINGTON COLLEGE  
INTERNATIONAL  
HANGZHOU

## SCHOOL BUS POLICY

### I. General terms

1. In order to apply for a place on a school bus, parents must complete the School Bus Application Form for their children. Early registration is encouraged to ensure seat(s) are available for pupils and to ensure that the school bus services can arrange the routes to meet pupils' need. Bus routes cannot be altered throughout the school year. Every effort will be made to secure a bus place for a pupil, however they are not guaranteed. School reserves the right to withdraw access to the bus service for any pupil or parents who do not comply with the terms of this service policy.
2. To ensure smooth operation of the bus service, all parents whose child wishes to take a school bus must read through the following information carefully and sign the attached confirmation form to confirm that they agree to abide by the Policy. The signed form should be submitted to the Wellington college international Hangzhou Service Team.
3. We would appreciate if you could discuss the Bus Policy and Rules with your child(ren) and support us in endeavoring to provide a safe and pleasant service to all.

### II. Bus Service Rules and Regulations

The Rules of Conduct for Wellington College International Hangzhou apply equally to all pupils. No pupil should behave in a way that would be inconsistent with the Wellington values; kindness, courage, respect, responsibility and integrity. Pupils who fail to respect the Rules on Conduct whilst on the school bus will be dealt with through the usual disciplinary channels. For the avoidance of doubt, bus monitors and bus drivers are considered to be members of staff in this regard. They are there primarily for pupils' safety and are to be respected. In addition:

1. Eating and drinking while the bus is in motion is not allowed except for drinking water from self-contained bottles.
2. No pets or dangerous goods are allowed on the school bus.
3. Seatbelts must be fastened at all times whilst on the bus and must remain so for the duration of the trip. Standing up whilst the bus in motion is strictly prohibited.
4. Pupils shall not put any part of their body outside the bus while in transit.
5. The aisle must be kept free from obstructions. Personal belongings shall not obstruct the passage. Belongings should not be kept on seats.
6. Pupils must not tamper with the emergency door, fire extinguisher, or other safety equipment on the bus. Pupils are responsible for any damage of personal or bus property, will be required to pay for damages and will face disciplinary action at a School level.
7. When preparing to get on the bus, pupils should wait at the designated pick-up point until the bus has come to a complete stop. Pupils may then board the bus in an orderly manner, proceed to their seat immediately and

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fasten their seatbelts. Aisles must be kept free for a safe and efficient boarding process. Younger pupils need to sit at the front of the bus and older pupils towards the back.

8. Seating is arranged according to the year group, seats change is not allowed in the middle of term in principal.
9. While preparing to get off the bus, pupils may unbuckle their seatbelts only once the bus has come to a complete stop at their drop-off point. Pupils should ensure they have all their belongings before disembarking in an orderly manner.
10. Inappropriate behavior such as standing while the bus is in motion, shouting, bullying, throwing objects, will not be tolerated.
11. Electronic devices with screens shall not be used on the bus, however, children are allowed to listen to music as long as they are using headphones and not disturbing other pupils on the bus.

### III. Parents

1. Parents are asked to ensure pupils are at their pick-up points at least 3-5 minutes prior to the scheduled times. Buses will arrive and depart from pick-up/drop-off points at the scheduled times and cannot wait for late pupils. The bus monitor on the school bus will reasonably assume that any pupils who do not arrive at the pick-up point by the designated pick-up time do not require that service.
2. Parents of pupils are not permitted to travel on the school buses.
3. Only parents or guardians wearing their ID cards issued by the school are allowed to collect the pupil from the pick-up point. They should show their ID card to the bus monitor before collecting the pupil from the school bus.
4. In case there is no pick-up person at the drop-off time and if parents are not reachable, the bus will move on to the next stop to avoid delays to other pupils. The pupil will be taken back to school thereafter. Parents will then be responsible to pick up their child from Wellington College International Hangzhou campus. Pupils are not allowed to get off the bus by themselves.
5. Your application for school bus has been accepted, you can use the school bus's TMS system. Parents can check the bus route, information about bus monitor, the real time bus location in the TMS. If there is a change of daily arrangements, please choose the date and time when your child is not taking the bus in the TMS system by 2pm.
6. It is imperative that any changes in arrangements are communicated in advance. The consequences of parents not advising of a change are significant. Parents that routinely fail to notify the School and the services teams may lose the right of access to the bus service.

### IV. Late or missing pupils for afternoon departures

1. All the school buses will depart from school according to the scheduled time. Buses cannot wait for late pupils. Parents will be responsible for picking up their child from the School if he/she misses the bus due to being late or a 'no show'. Delaying the departure of buses will bring inconveniences to all other pupils on the bus and their families. Pupils have the responsibility of getting on the school bus in a timely fashion at the end of the school day.

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2. If the bus is early or late due to unforeseen circumstances such as traffic delays or problems at previous drop off points, the school bus monitor will attempt to contact parents on the registered phone number provided by the parents. Please have your phone available to receive calls from the bus monitor.
3. Pupils who are persistently late or violate discipline more than three times in one semester will have their position on the bus reviewed and may no longer be able to use the service.

**V. Bus Services Change or Cancellation**

1. If your child no longer requires the bus service, please send an email confirmation to School Service Team at: [services.wcih@wellingtoncollege.cn](mailto:services.wcih@wellingtoncollege.cn) no less than 24 hours before the effective date.
2. Applications should be made to the Services Team if parents want to change the route within the academic year, applications will be granted when there are availabilities on the desired route.
3. In principle, pupils should stick to one bus stop for bus services, If alternative route or stop is required on some of the days, applications will be granted when there are availabilities on the desired route. The alternative route and stop will be denied should the desired route is full due to new applicants at a later stage.

**VI. Bus fee policy**

1. At the beginning of the semester, the bus fee will be charged in full. After the semester starts, the bus fee will be charged on a pro rata basis from the starting date on the school bus application form.
2. A pro-rata refund can be arranged if parents decide to cancel the school bus service within 3 weeks from the start of the bus service. No refund will be given after 3 weeks from the start (exclusive of school transfer)

**VII. Out of Service**

1. If the designated bus is out of service due to any reason, the school will arrange for a substitute means of transportation. The school bus monitor and driver have the responsibility to keep pupils safe whilst they wait for alternative transportation to be arranged. The school bus services team or the bus monitor will contact parents/guardians to inform of the situation as appropriate.

**VIII. Bus behavior**

Parents please speak to your children about expectations for their behaviour on the bus and the consequences if they misbehave.

Tier 3	Tier 2	Tier 1
Not boarding the bus on time	Not wearing seatbelt	Fighting on the bus
Eating on the bus whilst bus is moving	Walking around while the bus is moving	Hitting other pupils
Switching seats without permission	Not listening/respecting the bus monitor's instructions	Bullying

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Use of electronic devices	Screaming or yelling on the bus, using bad language	Other dangerous behaviour
Playing cards on the bus		
Other low-level disruptions		

- If a pupil is reported to have committed any of the offences in tier 1, they will have up to a two-week suspension of the bus and a possible internal suspension. If they have a further tier 1 or 2 offence, they will lose their bus privileges until the end of that term. If it happens a third time, they will lose bus privileges for the rest of that academic year.
- If a pupil is reported to have committed an offence from tier 2, the first offence is a warning to their homeroom teacher, house tutor or tutor. The second offence is a warning from the Head of Pastoral and the 3rd offence is up to a two-week suspension from the bus. From this point on it will follow the process above.
- If a pupil is reported to have committed an offence from tier 3, a warning will be sent to the homeroom teacher, house tutor or tutor, as well as the parent. For repetitive of tier 3, the pupils can receive two-week suspension of the bus.

We reserve the right to change or add to School Bus Policy from time to time for safety, operations or other substantive reasons to ensure the proper delivery of the school bus service. The School will send you notice of any such modifications prior to the modifications taking effect. The latest bus policy will be published on the School website.

We appreciate your support in helping us continually improve this very important service. If you have any questions about the school bus service, please contact [services.wcih@wellingtoncollege.cn](mailto:services.wcih@wellingtoncollege.cn).

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## Confirmation of School Bus Policy

I have read the School Bus Policy. I accept all the terms of the bus policy. I will do everything in my ability to abide by the policy.

Please sign CLEARLY.

**Pupil Name:** \_\_\_\_\_

**Pupil Grade Level:** \_\_\_\_\_

**Parent Name (Printed):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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