



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

## SCHOOL BUS SERVICE POLICY

### General terms:

In order to apply for a place on a school bus parents need to complete the school bus application form for their children. Early registration is encouraged to ensure seat(s) are available for children and to ensure that the school bus services can arrange the routes to meet pupil need. Bus routes are set and agreed with the Shanghai Police authorities. Regrettably they cannot be reset or changed throughout the school year.

Every effort will be made to secure a bus place for a pupil, however they are not guaranteed nor a right automatically associated with a place at the College.

The first two weeks of each new term are considered to be 'trial' weeks for busing families. After this period, the bus fee is non-transferable, non-refundable in case of cancellation of classes and shall not be pro-rated for partial use.

Due to ongoing service viability the College reserves the right to cancel or refuse to arrange a school bus with less than 5 riders and withdraw access to the bus service for any pupil or parents who do not comply with the terms of this service policy:

1. Only pupils registered with the school bus service and school designated staffs will be able to board the buses. 'Guest riders' are not permitted.
2. The bus company is under no obligation to provide services for pupils where fees have not been paid.
3. Parents have a responsibility to notify the school bus company of any changes in addresses and phone numbers by email to ensure up-to-date records of all passengers.

### Bus Service Rules and Regulations

The pupil rules of Wellington College International Shanghai apply equally to its bus services. No pupil should behave in a way that would be inconsistent with the Wellington values, kindness, courage, respect, responsibility and integrity. Pupils who transgress the rules of the College whilst on the 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 pupil safety and are to be respected. In addition:

1. Eating or drinking is not allowed on the school bus except for drinking water from a closed container.
2. Seatbelts must be fastened at all times whilst on the bus and must remain so for the duration of the journey. Standing up whilst the bus is in motion is strictly prohibited.
3. Pupils shall not put any part of their body outside the bus whilst in transit.
4. The aisle must be kept free from obstructions. Personal belongings should be kept either on a pupil's lap or in the overhead compartment. Belongings should not be kept on seats.



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5. Pupils must not tamper with the emergency door, fire extinguisher, or other safety equipment on the bus. Pupils responsible for any damage, defacing of personal or bus property, will be required to pay for damages and will face disciplinary action at college level.
6. Inappropriate behaviour, for example, standing, shouting, teasing, throwing things, will not be tolerated. Bad language is strictly forbidden.
7. Getting 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 fasten their seatbelts. Aisles must be kept free for a safe and efficient boarding process.
8. Getting 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.

### Parents

1. Parents are asked to ensure pupils are at their pick-up points at least 3 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 arrivals. 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 particular service.
2. Only parents or guardians wearing their ID cards issued by the school are allowed to collect the child from the pick-up point. They should show their ID card to the bus monitor before collecting the child from the school bus. Parents may indicate on the school bus application form that they agree to allow pupils to walk home alone.
3. In case that 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 main campus.
4. If there is a change to daily arrangement, parents must inform their class teacher or Housemaster, the School secretary of the school division and the services team, as soon as possible via email. It is imperative that any changes in arrangements are communicated properly. The consequences of parents not advising of a change are significant. Parents that repeatedly fail to notify the College and the services team may lose the right of access to the bus service.

### Late or missing pupils for afternoon departures

- Pupils have the responsibility of getting themselves to the buses in a timely fashion at the end of the school day.
- Buses leave when they are full, normally no later than 10 to 15 minutes after the end of the school day, depending on different year groups.
- Delaying the departure of buses inconveniences all other pupils on that bus and their families. Parents will be notified of a late departure of their bus by their bus monitor and will be informed of the cause.



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- Buses will not wait for pupils of Year 6 and above. Pupils who miss the bus should proceed to their respective school offices for support.
- The services and academic teams are responsible for establishing the whereabouts of the pupil in the event that they are late or are a 'no show'.
- Parents will be responsible to pick up their child from the College if he/she misses the bus due to being late or a 'no show'.
- Pupils who are persistently late (3 occasions) will have their position on the bus reviewed and may no longer be able to use the service.
- It is imperative that parents keep both College staff and the services team informed of changes to daily arrangements. Parents who routinely fail to inform the College and bus services of changes in plans that lead to bus departures being delayed may have the service withdrawn.
- In each case of a late or missing pupil the academic leadership in the College will be informed by the bus services team.

#### Out of service

- 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 services team or the bus monitor will contact parents/guardians to inform of the situation as appropriate.
- Pupil safety takes priority at all times. Alternative transportation will be provided for pupils in the event of a breakdown either on route or where a bus is out of service. The bus monitor and driver have the responsibility to keep pupils safe whilst they wait for alternative transportation to be arranged.

#### Communication methods

- **E-mail** is used as the main form of communication with parents where the School Bus Services can be reached. The official e-mail address is [services.shanghai@wellingtoncollege.cn](mailto:services.shanghai@wellingtoncollege.cn)
- **Bus App** TMS communication platform - this push only messaging system is managed by the School Bus Services where parents will be notified of situations such as a bus breakdown, unexpected delay, emergencies etc. You can find the App manual by clicking [here](#).
- **Hotline** - this is a quick and easy way of communicating directly with the bus staff. The school number is 5185 3861 and is available during the core working hours of 8:30am-5:00pm MondayFriday inclusive.