



杭州市萧山区惠立学校  
Hiba Academy Hangzhou  
Wellington College Education

## 校车条例

# SCHOOL BUS POLICY

### General terms

#### 基本原则

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.

申请校车时，家长需为学生填写校车申请表。为满足各条线路的校车需求，学校鼓励家长尽早登记。校车路线一旦确认，一学年内无法更改。学校将尽最大可能为学生安排校车，但受各种因素局限，学校无法保证为每位申请的学生提供校车服务。并且对不遵守本校车制度的学生和家，学校将无法为该学生提供校车。

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 Huili School Hangzhou Operations Team.

为确保校车服务顺利开展，请有校车需求的学生家长务必仔细阅读以下信息并签署确认页，签署校车条例，并将签署后的文件递交至学校运营团队。

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.

为保障安全舒适的校车服务，请家长为学生讲解校车相关规定，我们将不胜感激。

### 一. Bus Service Rules and Regulations 乘车规范

The Rules of Conduct for Hiba Academy 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:

杭州市萧山区惠立学校的行为准则适用于校车服务。学生的言行需符合善良、勇气、尊重、责任和正直等惠灵顿价值观，不得与之相悖。在校车上违反校规的学生将被视作违纪处理；此时，



校车照管员和司机可被视为学校工作人员，行使相应权利。校车照管员和司机的主要职责是保障学生安全，学生须示以尊重。此外：

1. Eating and drinking while the bus is in motion is not allowed except for drinking water from self-contained bottles.

车辆在行进过程中，学生不可饮食，使用自带水壶喝水除外。

2. No pets or dangerous goods are allowed on the school bus.

车内禁止出现任何宠物和危险物品。

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.

坐校车时必须全程系好安全带，校车行驶途中禁止站立。

4. Pupils shall not put any part of their body outside the bus while in transit.

校车行驶途中，禁止学生将身体任何部位伸出窗外。

5. The aisle must be kept free from obstructions. Personal belongings shall not obstruct the passage. Belongings should not be kept on seats.

校车内通道必须保持畅通，个人物品不得阻碍通道，也不得放在座位上。

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.

学生不得损坏校车上紧急出口、灭火器等安全设备，并将对损坏他人或校车的财产负责，将面临赔偿并接受学校纪律处分。

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 fasten their seatbelts. Aisles must be kept free for a safe and efficient boarding process.

上车：学生应在指定上车地点等候，校车停稳后迅速有序入座并系好安全带。为确保有效上车，请保持车内通道畅通。

8. Seating is arranged according to the year group, seats change is not allowed in the middle of term in principal.

学生座位按照学生年龄段排列，学生位置固定后原则上不做调整。

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.

下车：学生只有在校车安全抵达站点并停稳后方可解开安全带。确认携带所有随身物品后，学生方可有序下车。



杭州市萧山区惠立学校  
Hiba Academy Hangzhou  
Wellington College Education

10. Inappropriate behavior such as standing while the bus is in motion, shouting, bullying, throwing objects, will not be tolerated.

车辆行驶时禁止学生站立，其他不当行为比如大声喧哗、欺负他人、抛掷物品都不可接受。

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.

学生在车上不可使用带显示屏的电子产品，用智能电子产品听音乐除外。学生听音乐时需使用耳机并不可影响其他学生。

## 二. Parents 家长

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.

家长请保证学生至少提前 3-5 分钟到达上车地点。校车准时从相应停靠站点出发，无法等待晚到的学生。若学生未按时到达相应上车地点，校车照管员有理由认为该生无需乘坐校车。

2. Parents of pupils are not permitted to travel on the school buses.

不允许家长与学生同乘校车。

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.

只有佩戴学校分发的校园卡的家长或监护人可以接走学生。接学生时，必须向校车照管员出示校园卡。

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 Huili School Hangzhou campus. Pupils are not allowed to get off the bus by themselves.

若接领人未按时到达学生的下车地点，且校车照管员无法与家长取得联系，为免耽误其他学生的行程，校车将继续开往下一站点。待该生随车返回学校后，家长应自行前往学校接领学生。

学生不得自行下车。

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.



报名成功的家长请使用校车的 TMS 系统，注册成功后家长可查看学生的乘车线路，校车照管员信息、校车实时位置等信息。如日常安排有变化，学生不乘坐校车，请家长在当日下午 2 点之前在校车 TMS 中及时修改乘坐信息。

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.

任何改变均须提前沟通，未能提前告知会产生严重后果，学生可能因此失去乘坐校车的权利。

### 三. **Late or missing pupils for afternoon departures:** 学生在下午发车时迟到或未上车

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.

校车将按照既定时间从学校送学生回家，无法等待晚到的学生。对于迟到或未出现的学生，家长有责任自行来校接走学生。校车延误将对所有学生和家庭带来不便。因此，学生有义务在放学后及时乘坐校车。

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.

如果校车在交通堵塞或前站点异常等不可预见的情况下早到或者晚到站点，校车照管员将第一时间按申请表上预留的电话通知家长，请家长保持电话畅通。

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.

在一学期内持续迟到或违纪 3 次以上的学生可能将无法继续使用校车服务。

### 四. **Bus Services Change or Cancellation** 更换或取消校车服务.

1. If your child no longer requires the bus service, please send an email confirmation to School Operations Team at: [Services.hah@hibaacademy.org](mailto:Services.hah@hibaacademy.org) no less than 24 hours before the effective date. 如学生不再乘坐校车，请至少提前 24 小时发送邮件至 [services.hah@hibaacademy.org](mailto:services.hah@hibaacademy.org) 通知学校运营团队。

2. Applications should be made to the Operations Team if parents want to change the route within the academic year, applications will be granted when there are availabilities on the desired route.

学期中若需更换路线，家长需提前邮件向运营部申请，确认有余位的情况下可更换路线。



杭州市萧山区惠立学校  
Hiba Academy Hangzhou  
Wellington College Education

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.

校车上下学默认为同一站点。如有次站点（区别于主站点）的需求，在其他路线和站点有余位的情况下可更换。如若后期次站点路线不再有余位，次站点的申请将被拒绝。

### 五. Bus fee policy 校车计费原则

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. 惠立学校校车以学期为计费周期，中途申请校车的学生以申请表上的开始乘坐日期按比例计费。

2. A pro-rata refund can be arranged if parents decide to cancel the school bus service within 3 weeks from the start of term. No refund will be given after 3 weeks from the term (exclusive of boarding or school transfer)

校车服务在开学后三周内可申请取消，取消时按比例退款。开学三周后不再接受校车退款（住宿和转学除外）。

### 六. Out of Service 突发事件

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 operations team or the bus monitor will contact parents/guardians to inform of the situation as appropriate.

如果校车出现故障，学校将安排备选交通工具。在备选交通工具到来之前，校车照管员和司机负责保障学生安全。校车运营团队或照管员将酌情联系家长或监护人。

### 七. Bus behavior 校车行为

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

请各位家长提醒孩子遵守校车行为规范和出现不当行为时将面临的处罚。



Tier 3 三类	Tier 2 二类	Tier 1 一类
Not boarding the bus on time 未能按时乘坐校车	Not wearing seatbelt 不系安全带	Fighting on the bus 在校车上打架
Eating on the bus whilst bus is moving 校车行进时吃东西	Walking around while the bus is moving 行车途中在车上走动	Hitting other pupils 打其他学生
Switching seats without permission 未经允许调换座位	Not listening/respecting the bus monitor's instructions 不听从/尊重校车照管员的指示	Bullying 霸凌行径
Use of electronic devices 违规使用电子产品	Screaming or yelling on the bus, using bad language 在校车上大喊大叫，讲脏话	Other dangerous behaviour 其他危险行为
Playing cards on the bus 在校车上打牌		
Other low-level disruptions 其他较小干扰		

- 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.  
出现一类中任何行为的学生将面临最高两周的不得乘坐校车的处罚，且或将同时面临校内停课处罚。再犯一类或二类行为的学生将不得在本学期内继续乘坐校车。三次出现此类行为的学生将不得在本学年内继续乘坐校车。
- 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.  
出现二类中任何行为的学生，首犯学生的行为将被警告，并通知班主任或学院导师以及家长；二犯学生将收到幸福关怀部主任的警告，三犯学生将面临最高两周的不得乘坐校车的处罚。屡次再犯学生将面临不允许乘坐校车的处罚。
- 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.



杭州市萧山区惠立学校  
Hiba Academy Hangzhou  
Wellington College Education

出现三类中任何行为的同学，其行为将被警告，并通知到班主任或学院导师以及家长，情节严重者将面临两周不得乘坐校车的处罚。

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.

基于校车安全、运营以及服务等事项的考虑，我们保留不时修订本校车条例的权利。如有任何变动和调整，我们会在新条例生效前向您发送通知。最新版的校车条例将在学校官网上公布。

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.hah@hibaacademy.org>.

如果您对校车服务有任何问题，请发送邮件<Services.hah@hibaacademy.org>。非常感谢您支持并帮助我们持续提高校车服务。





杭州市萧山区惠立学校  
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Wellington College Education

## Confirmation of School Bus Policy

### 校车条例确认

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.

我已阅读学校的校车条例，并接受上述信息及条件。

Please sign CLEARLY.

请用正楷字签名。

**Pupil Name 学生姓名:** \_\_\_\_\_

**Pupil Grade Level 学生年级:** \_\_\_\_\_

**Parent Name (Printed) 家长姓名:** \_\_\_\_\_

**Parent Signature 家长签字:** \_\_\_\_\_

**Date 日期:** \_\_\_\_\_