



## 校车制度

# SCHOOL BUS SERVICE POLICY

### 基本原则:

#### General terms:

需要为孩子申请校车服务的家长需填写校车申请单交给学校服务团队。学校鼓励家长尽早提交申请，以便校方妥善安排车位。学校会根据学生收到的校车申请单的信息合理规划校车线路，并与家长沟通是否可以能够提供校车，站点信息及接送时间，获得家长确认后，学校会编制校车线路。并将校车线路提交给相关政府部门审核，一经确认后，每辆校车会获得相关部门印发的校车证，且同一学年中校车线路站点不可再做更改。

In order to apply for a seat on a school bus parents need to complete the school bus application form for their children and provide to school Service Team. 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. School will strive to arrange for reasonable school bus routes based on all applications received, before communicating with parents if the bus service can be provided. After obtaining parents' confirmation, the final school bus routes will be submitted for approval by the local authorities for issuance of bus license. The bus routes thus cannot be reset or changed throughout the school year.

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長，学校将无法为该学生提供校车。

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.

1. 校车仅限学校确认的校车搭乘名单上的学生乘坐，其他人员禁止乘坐。
2. 校车公司无义务为未缴费的学生提供服务。
3. 如住址或手机号码发生变更，家长有责任以邮件形式通知学校，以便及时更新学生的信息。



1. Only pupils registered with the school bus service will be able to ride 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 children.

### 乘车规范

#### Bus Service Rules and Regulations

上海浦东新区民办惠立学校的校纪校规在搭乘校车期间同样适用。学生的言行不得违背惠立价值观，即勇气、尊重、正直、善良和责任。学生在车内的违纪行为将依照校规处理。为免存疑，在校车事务中，随车管理员和驾驶员可视为我校员工。他们以保障学生的安全为重，请务必尊重他们。此外：

The rules of Hiba Academy Shanghai apply equally to its bus services. No pupil should behave in a way that would be inconsistent with the Hiba values: kindness, courage, respect, responsibility and integrity. Pupils who transgress the rules of the school 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. 车内禁止饮食，使用塑料水杯喝水除外。
2. 车内必须系好安全带，且在行驶过程中不得解开。车辆行驶过程中严禁站立。
3. 车辆行驶过程中禁止将身体任何部分伸出车外。
4. 车厢过道禁止摆放任何物品。学生的个人物品应放在膝上或头顶的置物架上，不得放在座位上。
5. 学生不得携带任何宠物及危险物品上校车。
6. 学生不得擅动车内的逃生门、灭火器以及其它安全装置。对车内或他人物品造成破坏和污损的学生将面临赔偿以及学校的纪律处罚。
7. 车内禁止出现站立、大声喊叫、嘲笑他人、乱扔物品等不当行为。严禁使用不文明用语。
8. 上车——学生应在指定停靠站点等候校车，待校车停稳后有序上车，上车后迅速坐到座位上并系好安全带。



上海浦东新区民办惠立学校

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9. 下车——学生在校车抵达停靠站点停稳后方可解开安全带，带齐个人物品有序下车。
1. Eating or drinking is not allowed on the school bus except for drinking from a plastic water bottle.
2. 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 is in motion is strictly prohibited.
3. Pupils shall not put any part of their body outside the bus in transit.
4. The aisle must be kept free from obstructions. Personal belongings should be kept either on pupil's lap or in the overhead compartment. Belongings should not be kept on seats.
5. Pupils shall not bring any pets or dangerous objects onto the bus.
6. 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 school level.
7. Inappropriate behaviour, for example, standing, shouting, teasing, throwing things, will not be tolerated. Bad language is strictly forbidden.
8. 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.
9. 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.

## 家长

### Parents

1. 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，随车管理员有理由认为该生无需乘坐校车。
2. 仅限佩戴我校校园卡的家长或监护人从停靠站点接走学生。在接领时，接领人必须向随车管理员出示校园卡。六年级及以上年级的学生家长可在校车申请单上选择同意子女下车后自行回家。
3. 若接领人未按时到达学生的下车地点，且随车管理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。
4. 如学生的乘车安排发生变动，请家长务必于当天下午 2:00 前在校车模块内更改



学生的不乘车信息，或以邮件形式通知学生的班级/学院老师或校长办公室。学生乘车安排的变动必须及时与校方沟通。缺乏沟通可能导致严重后果。若反复出现家长未及时通知学校乘车安排变化的情况，学校可能会终止该生的校车服务。

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. 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. Grade 6 and above pupils' 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 the school.
4. If there is a change to daily arrangement, parents must change the pupil's no-bus information in the bus module or inform their form/house tutor or School Office before 2:00pm 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 routinely fail to notify the school may lose the right of access to the bus service.

#### **学生在下午发车时迟到或未上车：**

#### **Late or missing pupils for afternoon departures:**

1. 学生应在放学后及时乘坐校车。
2. 校车满员后立即发车，一般情况下，发车时间在放学后的 10-15 分钟之间。每天下午校车等候学生最晚至下午 16:45/15:45，以免影响车上其他学生的到家时间。
3. 延迟发车将对车内其他学生以及等候他们的家长造成不便。如遇延迟发车，随车管理员将通知家长并告知原因。
4. 若六年级或以上年级学生未按规定时间乘车，校车将准时出发。错过校车的学生可前往相应的校办寻求帮助。
5. 校办工作人员负责了解迟到或未上车学生的行踪。



6. 若学生因迟到或其他原因错过校车，家长有责任前往学校接领。
7. 学校将重新评估是否为经常乘车迟到（3次）的学生提供校车服务，由此可能终止为他们提供校车。
8. 如学生的乘车安排发生变动，家长必须通知学校。若因家长未及时通知而屡次导致校车延误，学校可终止为其提供校车服务。
9. 如遇学生迟到或未如约乘坐校车，学校校车管理人员将悉数通知教学部管理层。
1. Pupils have the responsibility of getting themselves to the buses in a timely fashion at the end of the school day.
2. Buses leave when they are full, normally no later than 10 to 15 minutes after the end of the school day. The school bus will depart no later than 16:45/15:45pm every afternoon, so as not to delay the majority of bus users.
3. Delaying the departure of buses inconveniences all other pupils on that bus and their families too. Parents will be notified of a late departure of their bus by their bus monitor and will be informed of the cause.
4. Buses will not wait for pupils of Grade 6 and above. Pupils who miss the bus should proceed to their respective school offices for support.
5. The school office is responsible for establishing the whereabouts of the pupil in the event that they are late or are a 'no show'.
6. Parents will be responsible to pick up their child from the school if he/she misses the bus due to being late or a 'no show'.
7. 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.
8. It is imperative that parents keep the school informed of changes to daily arrangements. Parents who routinely fail to inform the school and bus services of changes in plans that lead to bus departures being delayed may have the service withdrawn.
9. In each case of a late or missing pupil the academic leadership in the school will be informed by the bus services team.

### **无法正常运行**

#### **Out of service**

1. 若指定校车因故无法正常运行，学校将安排替代的交通方式。
2. 学校校车管理人员或随车管理员将及时联系学生家长或监护人告知该情况。
3. 学生安全是重中之重。如行车途中突发故障或车辆无法正常运行，学校将为学生安排替代的交通方式。在等候安排替代交通方式期间，随车管理员和驾驶员有责任保护学生的安全。



1. If the designated bus is out of service due to any reason, the school will arrange for a substitute means of transportation.
2. The school bus services team or the bus monitor will contact parents/guardians to inform of the situation as appropriate.
3. 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.

### 联系方式

#### Communication method

1. 邮件是家长与学校校车管理人员联系的主要方式。校方邮箱为：  
[service.has@hibaacademy.org](mailto:service.has@hibaacademy.org)
  2. 校车联系平台——如遇校车故障、延误、或紧急情况时，学校校车管理人员将通过该平台及时向家长发送消息。
  3. 电话——家长可通过电话快速便捷地联系学校和随车管理员。联系电话为 3177 5076。
1. E-mail is used as the main form of communication with parents where the School Bus Services can be reached. The School Official e-mail address is [service.has@hibaacademy.org](mailto:service.has@hibaacademy.org)
  2. Bus communication platform – this push only messaging system is managed by the School Bus Services where parents will be notified in situations such as a bus breakdown, unexpected delay, emergencies etc.
  3. Phone - this is a quick and easy way of communicating with the school and bus monitor. The number is 3177 5076.