

# BUS APPLICATION & INDEMNITY FORM

## BUS SERVICE APPLICATION FORM 2024/25

Wellington College International Tianjin provides a bus service to assist in transporting the students to and from the College. Where possible we will organize the appropriate bus stop at the given address or as close to the address as possible allowing for route changes and timings.

Bus routes are set according to application demand. Please note we will always try to accommodate your request where possible. This application does not automatically guarantee a place on the bus.

Date of Application

### PUPIL INFORMATION

Child Name 1

Year Group (2024/25)

Child Name 2

Year Group (2024/25)

Child Name 3

Year Group (2023/24)

### PLEASE INDICATE BELOW HOW YOU WISH TO USE THE BUS SERVICE

(tick and write applicable bus stop)

Morning Only

Afternoon Only

Both Morning and Afternoon

Address

Required Start Date

### CONTACT DETAILS

Mother's Name

Mobile Phone

e-mail Address

Father's Name

Mobile Phone

e-mail Address

\*Main Contact (for emergencies)

### BUS SERVICE INDEMNITY FORM

The Indemnity form must be signed before the application can be processed.

Full Name of Pupil(s)

Date of birth

The following information is required in the event of your child needing medical assistance.

Does your child have car sickness or chronic illness?

yes

no

If Yes, please give details

\*The College does not recommend pupils under the age of 5 to take the School Bus

WHEN YOU USE A WELLINGTON COLLEGE BUS, REMEMBER TO FOLLOW THE SCHOOL RULES AND LIVE THE WELLINGTON VALUES.

### School Bus Schedule & Operating Policy

- School bus service is provided for trips to and from school before and after official school hours accordingly.
- Parents and guardians are requested to wait at the bus stop 5 minutes before the scheduled pickup and return time. School bus will not wait for late arrival pupils.
- School bus schedule is tentative and subject to change accordingly. School Services Department is entitled to readjust bus routes according to the actual situation.
- Pupils are NOT permitted to SWAP buses, unless for special circumstances, only subject to seat availability and prior approval from School Services Department.
- All pupils from Junior School and Nest must be physically collected from the bus door (exit). These pupils will not be permitted to exit the bus without being physically collected.
- School does not recommend that pupils below the age of 5 take the school bus. Special approval from the Master is needed for any specific request.
- All bus parents should register with the bus system (TMS) application after registration.

### Pupil Behavior Policy

- The Bus Teacher is empowered by the Head of Pastoral to maintain order and discipline on the bus. Pupils are required to always listen to the Bus teacher's instructions, especially in the case of safety and an emergency.
- Pupils must respect the Bus Teacher and Bus Driver.
- **No speaking loudly; No shouting; No use of offensive or bad language; No fighting; No throwing objects on the bus or out of window; No standing up; No eating or drinking.**
- All bus pupils should wear the school bus ID to swipe their badge when they get on/off the bus.
- Pupils should be seated and buckled seatbelts at all times during the whole bus journey.
- Pupils should face forward at all times during the whole bus journey.
- Pupils are requested NOT to stick legs or bags into the aisle for everyone safety.

- Each pupil is only allowed to occupy one seat. No personal reservation of seat is allowed.
- Nest and Junior School pupils should sit in the front rows which near the Bus Teacher; Senior School pupils should sit behind younger pupils.
- Pupils should exit the bus calmly and in single file. If everyone is getting off the bus, the pupils at the front should leave first. **Do not push.**
- Offence 1: A verbal communication to parents will be delivered by the School Bus Coordinator; which will be reported to School Services Manager at the same time.
- Offence 2: The School Services Manager will follow up with related pupils and parents, collaborating with Heads of School.
- Offence 3: The pupils will be suspended from the bus services for 3 days. Repeated offence will result in a suspension of bus service until the end of term. Fees will not be refunded for suspension period.

### School Bus Fee Policy

- Parents shall make sure timely payment in advance according to the billing amount issued from Finance Department.
- When bus fee overdue beyond 2 weeks, school has the right to stop providing the bus services.
- School bus fee refund please refer to the "Tuition Fee/ School Bus Fee/ Boarding Fee Refund" from Fee Schedule by visiting: <http://storage.wellingtoncollege.cn/cms-file-prod/2020/09/25/1601004747126.pdf>

I have read and understood the bus rules and have educated my child/ren appropriately.

Signature of the Parent/Guardian