

BUS BEHAVIOUR GUIDELINES

HOPE School students are expected to observe the following procedures at all bus stops at all time:

- be at the assigned bus stop five minutes before the bus is scheduled to arrive.
- stay off the road when waiting so the driver has room to stop.
- line up in an orderly fashion and wait for the bus to come to a complete stop before boarding. Do not crowd or push.
- respect the property of the bus company and other students
- students with bare feet will not be allowed to ride the bus.
- Those waiting at the bus stop are expected to behave in a way that complies with normal HOPE school behaviour code.
- Any primary student should be accompanied by a parent/guardian or older sibling until bus arrives.

What parents should be aware of regarding school bus services:

- Any problems concerning bus routes or pickup points should go to Mr. Upin for NORTH (012409597), Ms. Sina for SOUTH (078387104)
- Parents are responsible for students until they board the school bus each morning and following unloading at their designated stop each afternoon.
- Parents will be responsible for willful damage that takes place on school buses caused by their children.
- When the bus transportation privileges of a student are suspended under the provisions of HOPE School policy, school attendance is still mandatory and the parents must make alternative arrangements for travel to and from school.
- In the instance that a students will not return home on their regular bus, parents are required to provide a written note, email or phone, prior to the end of school day.
- If parents decide to change the drop off location, they must inform the administration prior to the end of the school day for the driver and bus monitor to be notified on time. **No** student will be allowed to get off unless there is an arrangement made.
- Small musical instruments may be held by the student, large instruments are to be left in an empty seat- not on the floor or by the driver.

Hand held devices:

Devices can be used by students providing they are on the **silent mode** to ensure the ringing/volume is not a distraction to the driver or other students. Volume must be such that it does not distract or disturb others. Headphones are required, if the student needs to listen to music or play a game.

Social Media

Students and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of social media can result in disciplinary action.

Responsibility of the Student

Students riding on the bus must remember they are responsible for their conduct toward bus driver and adults on the bus.

The driver and/or bus monitor are in full charge of the bus and his/her directions must be followed. The driver and/or bus monitor will report any misconduct to the school administration.

Students entering the bus should go immediately to a seat without crowding, shoving or disturbing others.

- Students need to share seats with others; All students must remain in their seats keeping their feet on the floor and their hands to themselves at all times while the bus is in motion and until the bus comes to a complete stop and the driver opens the door.
- Drivers/ Bus monitors at their option, may also assign seats to avoid misconduct.
- All seats are to be occupied prior to using the aisle seats.
- Backpacks are not to occupy a seat.
- Students must not throw paper or other material on the floor or out of the bus windows.
- Students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- Children under 10yrs old are not allowed to sit in the aisle or front seats.
- When seated in the aisle seat, students are expected to consider the students boarding and unloading, return seat to the fold position to allow other students to go by.
- Scuffling, fighting, using drugs, drinking alcoholic beverages and using obscene language on the bus are strictly prohibited and any such behaviour will be dealt with at school level by school management.
- Students causing willful damage to the bus will be held fully accountable.
- When leaving the bus, students must observe the bus monitors' instructions.
- Students should not cross the road without having a clear view in all directions.
- Eating and drinking is not allowed on school buses except in the morning for breakfast as long as students do not leave rubbish behind. This rule protects students to maintain bus cleanliness.
- Nothing is allowed in the aisles

Lost and Found

Any student who loses an item on the bus should contact the school to make a report as soon as possible, Items found by drivers are usually returned to the school the next day. Parents may contact HOPE International School in the case of a missing item.

Mr. Upin for NORTH (012409597), Ms Sina Lim for SOUTH (078387104)