



REIGATE GRAMMAR SCHOOL VIETNAM

RGSV BUS REGULATIONS

In order to provide a bus service for RGSV pupils, and to ensure safety and proper regulations, as well as develop the independence of pupils, please kindly find the RGSV Bus Regulations below:

I. FOR RGSV PUPILS:

- **Safety regulations:**
 - Get on and get off under the supervision of the Bus Monitor.
 - Be ready at the pick-up point in the morning as informed in pick-up time.
 - Go to the bus line on time in the afternoon.
 - Fasten your seat belt during the journey.
 - Remain seated during the journey: remove the seat belt only after the bus stops.
 - Senior pupils help the younger pupils.
 - Greet the bus driver & bus monitor when getting on and off.
 - Maintain behaviour on the bus.
 - Strictly follow bus rules.
 - At all times be subject to the Preparatory Behaviour Policy and/or the Secondary Wellbeing Policy
 - Follow any guidance or procedures set out in the school's COVID-19 Parent and Student Procedures (CORONAVIRUS)

- **Inappropriate behaviours on bus that pupils should NOT do:**
 - Scream or act disorderly on the bus.
 - Unfasten seat belt during the journey.
 - Stand up or move around while the bus is moving.
 - Eat on the bus.
 - Leave litter on the bus.
 - Have their head or hands out of the bus window.
 - Show a lack of respect towards the Bus Driver, Bus Monitor or Bus Supervisor and/or towards other pupils on the bus.



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- Throw objects out of the window

Pupils with inappropriate behaviour and attitude on the buses will be reminded and parents will be notified if these acts are repeated. The school reserves the right to terminate bus services without refund for those pupils who continue having inappropriate behaviour and attitude and apply school sanctions in line with our Preparatory Behaviour Policy or Secondary Wellbeing Policy

2. FOR RGSV PARENTS:

- In order to build up good habits for our pupils, parents are required to make sure their child(ren) strictly follow the scheduled time.
- The vehicle will wait no more than 5-minutes. If the student arrives to the pick-up point late, parents are required to arrange vehicles for pupils themselves.
- In the afternoon, if a student does not show up at the bus line on time, the bus will not wait for any individuals. Parents will then be informed to arrange their own transportation to pick up their children. Bus monitors are not allowed to contact pupils to remind them to go to the bus line in the afternoon. It is the student's responsibility to be at their bus line on time.
- Parents are required to remind pupils to wear seatbelts, follow the instructions of the bus monitor and to comply with additional requirements during Covid-19 pandemic (wearing mask, temperature check).
- Parents are required to hand and receive pupils at the bus door from Bus Monitor.
- Parents are not allowed to get on the bus without first informing the school and gaining permission.
- Parents are required to inform the Registrar Office and/or Bus Monitor about pupils' absence 24-hour in advance or before 7.00 am on the day for emergency cases.
- Parents are required to inform the Registrar Office 24-hour in advance in case of changing contact details (email, phone number, etc.)
- Parents are required to inform the Registrar Office minimum 2 weeks in advance in case of moving house; changing pick-up/drop-off point; stop using bus service.
- School is unable to provide flexibility in changing buses and pick-up/drop-off location temporarily this is to ensure the continued safety of pupils.
- For current RGSV pupils who are using the bus, parents are required to register and pay bus fees in accordance with the regulations, if they wish for pupils to continue



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using the service. New enrollments during the academic year will receive bus information when applicable.

- The bus route will be arranged at the beginning of the year, and may be adjusted during the school year (if necessary)
- Parents are required to pay the bus fee properly, in accordance with the school's financial rules.
- The school has the right to terminate the service without refund to pupils and parents who do not comply with the provisions of this undertaking, or do not comply with the School rules.
- Some situations during pick-up and drop-off:
 - + If the bus picks up/drops off earlier than scheduled: Bus will wait until the scheduled time.
 - + If the bus picks up/ drops off later than scheduled: Parents are advised to wait: Bus Monitor will inform parents if the waiting time is more than 05 minutes.
 - + If the bus picks up/ drops off on time but pupils do not show up yet, the bus will wait for 05 minutes, after that Bus Monitor will inform parents via phone/message and the Bus will continue the route in order to maintain the bus route and times.
 - + In case pupils are picked-up/dropped-off by another person apart from parents, parents are required to inform the Registrar department or Bus Monitor in advance, for pupils' safety.

3. FOR SCHOOL:

- Ensure pupils receive a quality and safe service in accordance with transportation laws.
- Ensure buses are fully equipped and in good condition and each bus is provided with the attendance of Bus Monitor to manage and supervise pupils.
- Ensure that all Bus drivers and Bus monitors are qualified, well trained, approved to work with children and in good health condition.
- Conduct regular checks on the buses' condition, including seatbelts, air cons, hygiene, etc.
- Be the connection link between the bus company and parents & pupils.
- Update parents promptly when there are any changes in timing, route, bus driver/bus monitor, etc.



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- Update the bus company when there are any changes in service registrations, pupils' home address, parents' contact information, etc.
- Receive and handle any feedback from parents and pupils regarding the bus service.
- Coordinate with the bus company to design suitable and reasonable bus route and timing for pupils.

4. FOR BUS COMPANY:

4.1. Vehicle: Bus

- i) Characteristics and Facilities: Buses for pupils should meet the following criteria:
 - Status: good, and quarterly maintained.
 - Bus display: the school's logo on the side and front of the vehicle, with bus number, and school name.
- ii) Buses are required to be equipped with the following:
 - Seatbelt for all passengers
 - Air conditioners
 - First-aid kit bag
 - One / multiple fire extinguishers in accordance with the required standards
 - Mobile phones under the control of the Bus Monitor
 - List of pupils' contact.
 - Internal rules for picking-up/dropping-off pupils

The Bus Company is responsible to replace the vehicles in the event of a bus failure or accident at the earliest opportunity, and immediately provide an alternative solution that meets the same requirements without any additional charge for Parents.

iii) Bus maintenance

- Buses must be maintained and cleaned daily.
- Buses must be regularly inspected for technical safety in accordance with current legislation.



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- Buses need to be checked briefly before each journey for the internal components (safety belts, air conditioners, fire extinguishers ...) and external (headlamps, tires, signal lights, brake)

4.2. Bus driver

i) Requirements

Bus drivers should meet requirements as following:

- Have a valid driving licence
- Have minimum three years of driving experience
- Be physically fit and healthy

ii) Responsibility

Bus driver are required to:

- Strictly follow the designed routes, time and place of pick-up / drop-off
- Control the vehicle with care to ensure the safety and convenience of all passengers.
- Coordinate with the Bus monitor to ensure all pupils on the bus are correct to the student listed provided by the school
- Not to eat or drink (except water and non-alcoholic drinks) or smoke on the bus
- Not to use the phone or speak on the phone while driving
- Keep the buses clean

Bus Company is responsible to ensure that all Bus drivers are equipped with valid driving licences, minimum three years of driving experience and good health condition; all Bus drivers control the vehicle with care to ensure the safety and convenience of the passengers. No alcohol content or use of drugs are permitted, and the Bus Company must conduct regular and unexpected checking on this matter.

4.3. Bus monitor

i) Responsibility

Bus monitors are required to:

- Coordinate with the Bus Driver to ensure the designated route and schedule are strictly followed



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- Ensure the safety and convenience of the children (especially whilst children are in the bus).
- Must be present on the bus from the beginning to the end of the route, not get on or off the bus in the middle of the route
- Open / close the school bus during pick up / drop off; receive and hand pupils to the parents at the bus door. Must not leave the bus when there are still pupils on.
- Ensure that all pupils wear seat belts immediately after getting on bus (before the bus moving) and throughout the trip.
- Not to allow strangers and parents to enter the bus without notice from the school
- Inform the school and parents when the vehicle breaks down, have an accident or caught in traffic jam that affect the normal pickup/drop off time.
- Record the pick-up / drop-off time, school hours, and any bus incident in Daily Report.
- Remind pupils of any inappropriate behaviours and attitude on the bus (not wearing seatbelt, standing up, fighting) and report to the School.