

SCHOOL BUS REGULATIONS

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The purpose of this policy is to regulate the school bus service of the International School of Debrecen (ISD) and to define the different tasks, obligations, and responsibilities. Legal representatives, students, and all stakeholders can find useful information here about the rules and regulations concerning the school bus service.

1. SCHOOL BUS SERVICE

1.1. General information

We are pleased to offer door-to-door bus service for our students. This means, students will be picked up in the morning at a requested address and will be dropped off in the same manner in the afternoon after school.

The vehicles can carry 1 adult (bus driver) and up to 8 students. The bus driver is the only supervisor on the bus.

The routes are designed to have ample time for arrivals. In the event of delays due to unforeseen circumstances, the school will inform all parties concerned.

Please report any route changes or absences (if you are able to do so) by 16:30 pm the day before at the latest. In exceptional circumstances, such as illness etc. please cancel the school bus service as soon as possible by calling Magdolna Tóth, Communication Expert (+36 20 297 6818) or sending an email to: bus.service@isd.debrecen.hu.

Appropriate behavior is expected and encouraged on all routes and buses.

1.2. Transportation to school

The bus will arrive at the school parking lot at 08:15 in the morning, except for the bus carrying grade 11 students, which will arrive at 7:45.

In case a student is not at the pick-up point at the indicated time, the bus driver will wait for 3 minutes. Then, the school will be contacted by the bus dispatcher and the school will contact the parents. It is important to note that the school bus cannot wait more than 3 minutes, as it must arrive at the school on time.

1.3. After school transportation

The afternoon service departs from the school at 15:45 from Mondays to Thursdays and 15:00 on Fridays. The legal representative must be present at the place and time indicated in the timetable.

If the parent is not at the designated arrival point for the afternoon pick-up and cannot arrive at the designated time, the driver will notify the dispatcher, who will notify the school. At the end of that route the student will be taken back to the school where the person on duty will wait for the student.

For older children, parents may declare in writing that the child is allowed to leave independently from the drop-off point under the parents' responsibility. In this case, please complete the declaration form and return it to the school's admin office.

It is possible to choose a drop-off location that is different from the student's place of residence (for example: swimming pool). This request is subject to the condition that the child is taken to this alternative location either every day or at least three times a week.

There is also the possibility to go home after the After School Activities (ASA). In this case, the bus will leave the school at 16:30.

1.4. Application for school bus service

The school bus service can be requested by the 15th of each month. To apply, please fill in the order form which can be downloaded from our [website](#), sign it, scan it, and return it to bus.service@isd.debrecen.hu.

Once applications have been submitted, a personalized route plan will be drawn up, including pick-up and drop-off times. Updated schedules will be sent to families at the end of each month.

1.5. Permanent cancellation of the school bus service

Permanent cancellation of the service is possible from the month following the month in which the cancellation is made, provided that it is received by us by the 15th of that month. Failure to meet this deadline will result in the full monthly fee being charged.

You can cancel your subscription by sending an e-mail to bus.service@isd.debrecen.hu.

1.6. Fees

The school bus service provider charges a fee for the service. Legal representatives are informed of the fees and conditions each school year.

2. THE LIABILITY OF LEGAL REPRESENTATIVES

2.1. General Information

Naturally, legal representatives play a key role in influencing and teaching their children about safety. This is particularly true for younger children.

2.2. Legal representatives and the safety of the school bus service

Please read this policy with your child, especially the section on children's responsibilities.

Please help and provide guidance during the first few weeks, especially for PYP children. A student needs to know exactly where the bus stops are, how to wait for the bus, how to behave on board, what to do if the bus is delayed, etc. Safety is the most important thing, so please pay special attention to this.

Please report immediately to the driver or the school bus dispatcher if you have any safety concerns.

2.3. Liability of legal representatives

Students must arrive at the bus stop at least 2 minutes before the departure time.

In the mornings, kindergarten and PYP children must be accompanied by a parent/adult.

In the afternoons, students may only get off the bus if the adult designated at the time of registration is waiting for them. Exceptions apply, if the legal guardian gives permission for the child to leave alone.

Legal guardians are responsible for children while they are boarding the bus and when they disembark in the afternoon.

Legal representatives are responsible for any damage caused by their child on the school bus.

If a student is suspended from school bus service, school attendance is still mandatory, so the parents must arrange transportation for the student.

Please let the school know ahead of time if your child is not going home as usual or not taking the bus at all on any given day.

If, in the driver's opinion, a child's behavior is not acceptable, the driver may stop the bus and wait until the child's behavior improves. This may cause delays in arrival and timetable.

2.4. Instructions for items carried on the school bus

ONLY ITEMS THAT ARE NECESSARY FOR SCHOOL MAY BE CARRIED ON THE SCHOOL BUS.

- The student needs to be able to take care of the items on board.
- Sharp parts need to be adequately protected. These items should be placed under the seat by the child's feet.
- Smaller instruments can be held by the child, larger instruments can be placed on an empty seat if available or next to the driver if permission has been requested.
- Dirty bags must not be placed on the seat!

IT IS FORBIDDEN TO KEEP FLAMMABLE OBJECTS ON BOARD OR TO CARRY LIVE ANIMALS! FURTHERMORE, NO SKATEBOARDS, WATERGUNS, SNOWBOARDS, ETC. ARE ALLOWED.

Children may use electronic devices if they do not disturb the driver or other passengers. Please ask the school for prior permission to transport anything else (e.g. birthday cake).

3. RESPONSIBILITY OF CHILDREN

Children using the school bus service must know what kind of behavior is expected of them.

1. The driver is responsible for the school bus service and his/her instructions must be followed.
2. The driver reports behavioral issues to the school.
3. The driver may change the seating arrangements.
4. While the bus is in motion, children may not open windows, get on or off the bus, or stand up. Everyone must remain seated with seat belts fastened.
5. Littering on the bus is prohibited. Students should not throw anything out the window either.
6. Students must behave quietly and politely so as not to disturb, but respect each other.
7. The followings are also prohibited: swearing, fighting, brawling, smoking, consumption of drugs or alcohol.
8. Food consumption is allowed at the driver's discretion.
9. Students who deliberately cause damage to the school bus are fully responsible and liable for their actions.
10. Students must follow the driver's instructions when leaving the school bus.
11. Only the driver is allowed to open and close the doors.
12. The safety of children on the school bus must not be endangered by transporting other persons, by extreme weather, or by bad road conditions.

4. STUDENT'S BEHAVIOR ON THE SCHOOL BUS

Bus drivers are responsible for the safety and behavior of children while they are on board. Children on the bus are expected to respect and cooperate with the driver's instructions.

4.1. Objective

To learn appropriate and consistent behavior that helps to build confidence and respect for others and their property.

4.2. Policies and procedures

If a child decides to break the rules, the following procedure will be applied:

1. First time: the driver warns the child.
2. Second time: the child may be given a different seat as instructed by the driver. The school bus dispatcher will inform the legal guardians.
3. Third time: the legal representatives and the school administration will be informed of the child's behavior.
4. Fourth time: the legal representatives and the school administration are informed that the school bus service will be suspended for a specified period of time and the legal representatives need to arrange transportation for the child to school.

If the child's behavior is not acceptable to the driver, the driver is not obliged to attend the procedure and may refer it to the school bus dispatcher from the beginning.

For minor problems, the driver may contact the legal representatives instead of reporting the problem to the school bus dispatcher.

The following procedures may be implemented if a child is suspended from the school bus service:

1. The school bus dispatcher may decide to suspend a child, after notifying the school administration.
2. Before the next departure date, the school bus dispatcher must notify the legal guardian of the suspension and the reason for the suspension.
3. In extreme circumstances, the school may refuse to transport a student on a school bus.
4. The school bus service can be reintroduced if the legal representatives, the student, the school management, and the driver (or responsible person) discuss the situation and jointly resolve the problem.