



Mashrek International School
School Bus Policies and Procedures
for Parents and Students

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Introduction

This document contains information that will assist you in registering your child in the school bus service.

The following School Bus Policies and Procedures are hereby established to make the School transport service regular, punctual and secure. Parents making use of this service are requested to follow them closely to enable the School to provide a smooth, efficient and trouble-free service.

After reading the information in this document, if you decide to enroll your child in the school bus, please complete the Transportation Form (**Appendix 1**) and submit to the Students Affairs Department.

Communications and Concerns

Parents or student escorts are requested:

- To directly approach the school for any problems or issues faced by the bus driver, custodian or students.
- Not to deal directly with the driver or custodian or students under any circumstance. Problems relating to transport should be referred to the Students Affairs Department directly.
- Not to board the bus under any circumstance.
- Not to give orders to bus-duty staff, drivers, or bus custodians for any matter whatsoever. Parents should not speak to or deal with any child on the bus other than their own, but should report issues only to the Students Affairs Departments.
- To escort their children (KG and Primary) to their appointed bus stops and arrange to have their children picked up on their return from school. If there is no one at the bus stop to do this, drivers are under instructions to bring such children back to school. In that case it is the responsibility of the parent to pick the child up from school, as the school bus will not make a second trip.
- Not to hold up a bus for a child who is not ready. Children should be ready to board the bus **five minutes** before the prescribed time at the correct bus

stop. The School bus will wait for 30 seconds at the designated bus stop and then departs.

- To make arrangements to get their children to school on time if they miss the bus in the morning.

Making Changes to Bus Routes

- Parents should inform the Students Affairs Department in advance for any change in their route of transportation. The school will check on the availability of seats in the bus taking the new route. The School is under no obligation to meet these requests if they are impractical. Adjustments to the system will be implemented where feasible.
- If parents decide not to use the School transport on any particular day and plan to collect their children from school with their own transport, they should send an e-mail to the School Community Desk at communitydesk@mashrek.edu.jo and the Students Affairs Department at studentaffairs@mashrek.edu.jo to inform them of the changes before 9:00 a.m. of the same day. Parents will receive a confirmation once the change is communicated to the School related persons.
- For Primary and KG Students, if parents request to pick their children up by an escort, the Guardian Identification Card should be presented to the homeroom teacher.

When the Bus is Late

Many factors can affect bus schedules including:

1. Traffic disruptions;
2. Weather conditions;
3. Road construction and repair;
4. Bus damage or accident; and
5. Unruly or unsafe behavior by student that requires the driver to stop and correct.

The School bus system is extremely reliable. However, given the many factors that can affect schedules, it is impossible for buses to be on time all of the time. In case of any of the above factors, the Students Affairs Department will contact parents of the delayed bus to inform them of the delay and the reason of the delay.

In the event the bus did not arrive at the scheduled time while you have not received a call from the school, kindly allow for 10 minutes before contacting the Students Affairs Department.

Discipline

Code of Conduct for MIS School Bus Usage

All students riding school buses shall abide by the following requirements:

At the designated school bus stops and while boarding, students shall:

- Not bring students who are not passengers on the bus even if they are other bus students;
- Be ready and prepared **five minutes** before pick-up time at the designated school bus stop to help keep the bus on schedule;
- Immediately proceed to the bus after the end of the last period, since the bus leaves after 10 minutes from the last period.
- Stay off the road while waiting for the bus and conduct themselves in a safe manner while waiting;
- Not bring articles on the bus that may cause injury to passengers or carry on articles which cannot be stored safely under the seat (this includes personal projects); and
- Use the handrail and watch their step when boarding the bus.

While on the bus, students shall:

- Not be dropped off at other student's house even if they are passengers of the same bus;
- Treat fellow passengers, the driver and bus custodian with respect;
- Wear the safety belt throughout the journey;
- Keep hands and heads inside the bus at all times;
- Not scream, talk or laugh loudly, and behave in a manner that may divert the driver's attention and result in an accident;
- Not talk to any person outside the bus;
- Not talk to the driver for any matter whatsoever and communicate any concern to the bus custodian only;
- Treat bus equipment as valuable furniture;
- Not eat or drink any beverages on a regular trip to and from school unless necessary for medical reasons;
- Not tamper with the bus or any of its equipment;

- Keep books, packages, coats, and all other objects out of the aisle;
- Remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver;
- Not throw anything out of the bus window;
- Remain in their seats while the bus is in motion;
- Listen to the bus custodian's instructions.

Students who misbehave on the bus may be denied rides and shall be subject to the following disciplinary actions in line with the School's Code of Conduct. When the school receives a School Bus Incident Report on your child, the School Principal will conduct an investigation of the incident and notify you of the outcome.

Disciplinary Actions

The code below classifies unacceptable behavior into four levels. All consequences are dependent on the severity and frequency of the behavior.

Level 1

<p>Misbehaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none"> • Talking too loudly • Failure to stay seated • Littering on the bus • Tampering with the possessions of other passengers 	<p>Consequences The bus custodian may address the misbehavior:</p> <ul style="list-style-type: none"> • Verbal warning and write up issued • Assign to front row of seats
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Level 2

<p>Misbehaviors More severe misbehaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none"> • Repeated occurrences of Level 1 behaviors (issuing a second write up) • Annoying and/or bullying other passengers verbally 	<p>Consequences The bus custodian reports misbehavior on the bus. The School Principal administers consequences. This action may include any or all of the following:</p> <ul style="list-style-type: none"> • Written warning • Assigned front seat
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Level 3

<p>Misbehaviors Behaviors that endanger the safety of the driver or students and which impairs the driver’s ability to drive safely. Some examples include:</p> <ul style="list-style-type: none">• Repeated occurrences of Level 1 or 2 behaviors• Refusal to remain in seats• Throwing objects, spitting or spitballs• Distracting the driver• Refusal to obey driver/bus custodian• Parents or student escorts boarding the bus	<p>Consequences The bus custodian reports misbehavior on the bus. The School Principal administers consequences. This action may include the following:</p> <ul style="list-style-type: none">• Loss of bus privileges for 1 to 3 days• Child being permanently suspended from bus privileges
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Level 4

<p>Severe Misbehaviors Severe behaviors that endanger the safety of the driver or students. Some examples include:</p> <ul style="list-style-type: none">• Use of profanity• Fighting, including pushing and/or wrestling• Possession of knives or dangerous objects• Possession or use of tobacco or any controlled substances	<p>Consequences</p> <ul style="list-style-type: none">• Loss of bus privileges 4 to 10 days• Repeated incidents may result in removal from transportation permanently
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This document is also available at:

<http://www.mashrek.edu.jo/EN/webcontent.aspx?PageID=14>



Transportation Form

1. Do you require school transportation?

Yes (Kindly fill all the below)

No (Kindly fill the information only in points 3 + 4 below)

2. Kindly fill the names of all of your children who will be using the school buses. Tick the required box:

Student's Name	Grade	Transportation Type			
		Round Trip	Morning Only	Afternoon Only	Activities Only
1.					
2.					
3.					
4.					
5.					

3. Address Information:

Area: Street: House/Building No.:

Fax No.: P.O.Box: Zip Code:

Home Telephone: Mother Mobile: Father Mobile:

4. Please draw a map to your house location in the space below:

Registration in transportation is **NOT** valid until the approval of the Transportation Department that depends on:

- 1- Having a vacant seat in the Bus. 2- Having a bus to the designated area (after doing a trial trip) 3- Paying Transportation fees in the Accounting Department.

For those who want to register in transportation: I hereby acknowledge that I have read, understood and agree with the *School Bus Policies and Procedures for Parents and Students*

Parent's Name: _____ Signature: _____ Date: _____

Students Numbers Approval: _____ Location Approval: _____

Bus Custodians Signature: _____ Transportation Dep. Signature: _____