	<b>AFNORTH International School</b>		
	<b>Student Services</b>		
			4070.005 Pro-Transportation
	Date approved		10 August 2020
	replaces		29 November 2019

## Bus Transportation Information

If you wish to communicate with us on any matter concerning the school bus transportation please contact:

School Bus Coordinator	Office telephone	tel	0031 (0)45 527 8228
		mobile	0031(0)62.243.3408
		Email	buscoordinator@afnorth-is.com
	Office Hours	08.15 – 17.00 hrs	
	Closed for lunch	12.30 – 13.30 hrs	
	Outside coordinating buses	08.30 – 09.00 hrs	
		13.40 – 14.20 hrs	
		15.00 – 15.45 hrs	
School Security Office		tel	0031 (0)45 527 8388

### SCHOOLS SUPPORTED


#### AFNORTH INTERNATIONAL SCHOOL

Directorate.....	045-527 8221
American High School Section .....	045-527 8262
American Elementary School Section .....	045-527 8251
British Section .....	045-527 8241
Canadian Section.....	045-527 8201
German Section.....	045-527 8211

### TRANSPORTATION POLICIES

Transportation for AFNORTH International School (AIS) children/students is provided within pre-determined commuting areas.

NOTE: BE AWARE THAT SERVICES ARE SUBJECT TO CHANGE. UPON YOUR ARRIVAL IN THE AREA DO CHECK WITH THE BUS COORDINATOR REGARDING CATCHMENT AREAS FOR THIS SERVICE AS IT MAY INFLUENCE YOUR DECISION MAKING ON AREAS TO LIVE.

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**SCHOOL BUS TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT.**

We rely on parents and guardians to teach their children/students acceptable behavior. Accordingly, school bus rules will be strictly enforced. Children/Students not complying with the school rules may have their riding privileges suspended or revoked and repeated offenders may have their riding privileges revoked for the rest of the school year. When this happens, parents/sponsors will have to make their own arrangements for their children/students to get to school according to established school hours.

**ELIGIBILITY FOR TRANSPORT.**

One round trip to and from school may be provided to students enrolled in AIS based on the following prerequisites:

- You reside **OUTSIDE** of the walking area of school and **WITHIN** the designated commuting area of school.
- When requested by the parent or guardian, transportation may be provided to and or /from one alternate care provider such as a community day care centre located *WITHIN THE COMMUTING AREA*
- The standard walking distance we try to accommodate is up to one kilometer one way for all students. There may be exceptions due to changed traffic/housing situations.

When families decide to live **OUTSIDE** of the commuting area please be aware that transportation for getting the student(s) to the school or a nearby existing bus stop within the commuting area is **AT THE PARENTS/GUARDIANS OWN RESPONSIBILITY.**

By registering for school bus transportation, parents/guardians are acknowledging responsibility for providing true and correct information. In the event that incorrect information has been given, school bus privileges may be withdrawn.

**REGISTRATION DATA**


Registration takes place in the AIS School Bus Office on Campus Room C 1.2. The office is on the left side ground floor as you enter by the main entrance of the school.

Students must be registered in their national office before they can register for school bus transportation. All students must be registered with the School Bus Office (SBO) prior to riding a school bus

This data is used not only for registration purposes but also in case of emergencies, such as breakdowns, accidents and/or incidents. **If your data changes, due to moving station/office, changing your address or phone number, you MUST notify your national office and the Bus Coordinator.**

**ALL children/students will be issued a STUDENT/BUS PASS.**

Children/Students riding the AFNORTH International School buses have route information included on their Bus Pass/Student Pass. Only students carrying and showing a valid bus pass will be able to ride the bus. Students will only ride the bus as stated on the bus pass unless an emergency bus pass has been issued.

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### **Bus Routes / Catchment Area**

Bus routes are established within the commuting area for transporting children/students to and from school. The bus route boundary is established by the Board of Governors in conjunction with the availability of adequate housing in the catchments/commuting area.

All information concerning bus routes and the catchment area may be picked up in the AIS Bus Office C 1.2 and at the Schinnen Housing office.

The School Liaison Officer at Geilenkirchen en Kleine Brogel are also in possession of an overview bus routes and bus stops in their region.

Parents/guardians who choose to live outside of the catchment/commuting area are responsible for getting their children to the nearest pick up point or to the school. Changes to routes will only be authorized by the Directorate.

### **Emergency Bus Passes**

An emergency bus pass can be requested.

Emergency bus passes have to be requested through the Directorate stating the emergency by email.

The Directorate will make the decision on a case by case basis and communicate the outcome of that decision directly with the parents requesting the emergency pass.


### **SAFETY**

The school bus transportation procedure concerns the safety and wellbeing of our children/students as they ride our school buses.

AFNORTH INTERNATIONAL SCHOOL provides transportation for over 900 children/students aged 4-19 years. The majority of the children/students attending AIS ride buses contracted through a local Dutch company. These buses provide transport for the children/students living in South Limburg area, the Selfkant area as well as the Belgian side of the border.

The SAFE transportation of our children/students is our most important concern. AIS contracts bus transportation from responsible firms with mechanically sound vehicles with airco, qualified drivers, and bus monitors. AIS buses are equipped with rider safety belts. The safe operation of school buses also depends on appropriate conduct by the children/students that ride those buses.

Student behaviour on our school buses is a parental responsibility. Parents and guardians must make sure that their children/students understand the rules for riding the school bus and that they follow these rules. When children/students do not follow the rules, they make the bus unsafe for every other child/student on that bus. Child/ Student misbehavior must not be allowed to distract the bus driver from safe driving. Children/Students must show respect for bus drivers and monitors and follow their instructions.

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All AIS personnel take the safety of the children/students that ride school buses very seriously. We expect parents and guardians to do the same. Please sit down with your child(ren), and go over the School Bus procedure. Let us work together to make the children/students journey to and from school SAFE.

We are fortunate that our contracted buses have adult monitors who are equipped with a mobile phone and track and trace system should an emergency occur.

### **Loss of Pass**

When a child/student discovers the loss of his/her Student Pass, he/she MUST go to the Bus Coordinator in the bus office and will receive a new bus pass.

### **Second loss of Pass**

If the pass is lost for the second time, the same procedure applies.

### **Third loss of Pass**

If a third loss of a child/student pass occurs, the same procedure applies. However, there will be a charge of € 5 for replacement and administrative fee. Replacement of lost bus passes will now only be issued to the parent, sponsor or guardian. Repeated loss of bus passes may result in disciplinary action.

### **Special Requirements for Pre- / Senior Kindergarten and German Class GS01**


For the safety of the children from Pre Kindergarten, Senior Kindergarten and German class GS01,(bus pass is yellow) we require that a parent /guardian or other designated adult meet them at their bus stop after dismissal at 14:00 and/or 15:30hrs, and on other Early Dismissal days. Monitors will not discharge the younger children from the bus unless there is an adult to meet them. Failure to meet your child may result in a suspension of bus privileges. Please inform the Bus Coordinator in writing and your National Office if someone other than the parent / sponsor is picking up your child(ren).

### **Pickup/Drop-off**

#### **The child/student bus pass identifies:**

- Students' name
- Morning and afternoon bus numbers
- Morning and afternoon bus stop location

Bus contractors are only permitted to use scheduled bus stops designated by the Bus Coordinator. Bus stops have been established to keep walking to a minimum and are determined to be the easiest and safest access route for the students as well as for the bus. The acceptable walking distance for all grades is one kilometer one way.

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### **Buses- Late Arrival**

Sometimes through breakdown or traffic delays, buses may arrive late at their pickup point. In most cases, it can take some time to get this information to the Bus Coordinator. As a general rule, we advise children/students to stay at the bus stop for at least 30 minutes after the scheduled pickup time. The bus will always drive the route, but we cannot be certain how long it will take the contractor to respond. Information, once available will be shared via the twitter on the AIS website, or when possible by phone.

### **After-School Activity Bus**

During Elementary after school activities that take place in the fall, all students must pre-register for after school transportation within the after school activity registration. The elementary activity buses follow a predetermined route.

Secondary after school activity buses are intended for those students who scanned outside the bus Coordinator's office or have electronically via the website signed up for school sponsored activities. Signing up must take place before **12.30 hours!** Students should check if their name appears on the list published daily **before 14.00 hours** outside the bus coordinator's office, the bus information board outside or their national office. If the name is not on the list report to the bus coordinator immediately. Students on the after school activity buses will be taken to their home or previously communicated drop off points. The priority is for students participating in school sponsored events. AFNORTH students who participate in non-school sponsored activities, may only ride the buses on a space available basis.

**Students who independently leave campus at the end of the school day are not readmitted to the campus to take a late activity bus.** It is recommended that high school students in a non-school sponsored event have an alternate plan for late transportation home.


### **School Bus Standards of Behaviour**

We consider the school bus ride, both to and from school, to be no less than an extension of the school day. What this means is that school rules apply to all students, no matter where they are in the school day, be it waiting at the bus stop, playing on the playground or learning in the classroom. No matter where they are during the school day, your child's safety and security is paramount.

Because our bus drivers must focus their attention on the road and not be distracted by what is happening in the back of the bus, the behaviour of our children/students while riding is of the utmost importance. The Board of Governors along with the Directorate have adopted rules to govern behaviour on the bus that are based on common sense safety and security guidelines with a view to keeping our children/students safe during the trip to and from school. To that end the Board of Governors has adopted a concrete set of sanctions in order to enforce school bus guidelines.

Older students are expected to behave more maturely and thoughtfully than younger peers. Therefore, they will be held more responsible for the consequences of their conduct. Older students are expected to set an example for the younger students.

Standing in the bus while driving is not permitted. Younger elementary children are to sit in the first half of the bus (the front). MS/HS students are allowed to sit in the middle/back part of the bus.

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### **Misconduct on School Buses**

The Bus Coordinator will initially handle all reports of misconduct or violation against AIS school bus regulations. In the event of a suspension from bus privileges, a copy of the letter will be sent to the Parent's Base Commander.

### **Lost Property**

A lot of time is devoted by school officials to Lost Property. Ideally your child's property should be marked with his/her name, this can then be returned if left on or around the buses. If items with no names are handed in to the Bus Coordinator these will be kept in his office until Friday afternoon of each week then placed in the lost property box in the cafeteria.

### **Special Needs Student Transport**

When it has been determined that a child with special needs requires transport (by the case study committee) the appropriate national office will arrange for this service. If a student with special need will no longer be attending school, please notify the appropriate office the day before if possible. Late notification means transport cannot be cancelled and expenses are incurred.

### **Privately Owned Motor Vehicles (POMV) on School Car Park**

The safety of our students is of paramount importance; please observe the following rules for POMV. Parking is permitted on the school grounds between 07.30hrs and 17.30hrs with the following exceptions:

- **The car park is closed for entry and exit at the following times:**
  - Monday – Friday - 08.35 - 09.00 hrs,
  - Monday – Friday - 15.10 - 15.45 hrs
  - Wednesdays from 13.40 to 14.20 hrs
  - On early dismissal days from 12.10 to 12.45 hrs on: see AIS school calendar on the website
  - On early dismissal days from 13.40 to 14.20 hrs on: see AIS school calendar on the website


From 13.40 to 14.15 hours the last two rows closest to the street may be used for private vehicle traffic because the rest of the parking lot is closed to private vehicle traffic - while buses are loading and leaving.

Bus coordinators and traffic wardens are responsible for the arrival, loading and departure of the school buses;

- Please follow any directions given,
- Any persons disregarding the safety rules will be reported to the International Military Police.

### **FORMS IN USE**

Appendix A – Request Form Bus Pass Home-School-Home + 1 Additional Stop  
 Appendix C - Procedure Kleine Brogel Transportation

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**Review**

Cross reference

4070 Transportation Policy

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Legal Reference