



SCHOOL BUS SERVICES & REGULATIONS

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In order to provide safe and efficient transport to/from kindergarten, please observe the following regulations.

1. How to apply for the school bus:

- Together with enrolment:

Please fill out the section for school bus services on your school enrolment form; the pick-up address must be accurate upon submission. After the School Admission Administrator reviews your application, we will notify you of your application status within five business days. If approved, you will receive a fee notice together with other fees.

- After enrollment or change of bus stop:

Consult the Head of Transportation directly or send your request to your homeroom teacher. The Head of Transportation will assess whether your child can take the bus according to the current routes and capacity and reply via email within three business days. If your application is approved, you will receive a fee notice; changing bus stops will not involve payment.

Please click the link to review Huxin Campus' current bus routes.

2. School bus routes:

Bus routes will be adjusted before every new school year; this is dependent on the addresses of the students enrolled to take the bus. Once the routes have been decided, the school will submit its plan to the traffic authority. Bus routes can't be changed unless reported to the authority in advance. Our buses are equipped with GPS, strictly monitored by the traffic authority's GPS tracking system.

-School priorities when selecting a bus stop:

- Traffic safety: school bus stops must be safe for children getting on and off. At the same time, it must comply with the parking regulations of the community and traffic authorities.
- Community safety: the area of the community is safe and organized.
- Road safety: roads leading to the community are suitable.

-The school bus fee is RMB 3575 per child per semester. There are no discounts for one-way transportation.

-Yearly bus schedule and route:

Every school year, bus routes and times may change; the schedule will be published ten days before the start of school and communicated to you via email.

-Bus cards

As routes and times change yearly, bus cards are only valid for the school year in which they were distributed.

Bus cards will be distributed at the "Meet & Greet" before the start of every school year. If you're unable to attend the "Meet & Greet" or are starting to take the bus after the school year has commenced, you must make an appointment to pick up your bus cards before taking the bus for the first time. *Students taking the bus are required to hang their bus tags on their backpacks at all times.*



3. Parents corporation regarding drop-off and pick-up:

- Please be on time; the bus will not wait for either pick-up or drop-off.
- Only parents or authorized persons can pick children up from the bus stop. If you wish to change your authorized persons, parents must send the school a written request and leave enough time to approve it to ensure the school finishes the procedures before sending a new authorized person to pick up your child.
- If parents or authorized persons are late at the bus stop in the afternoon, the child will be brought back to the kindergarten. The kindergarten will notify parents for immediate pick-up by an authorized person. Parents assume full responsibility.
- You are required to inform your class teacher a day in advance if the child will not take the school bus. At the same time, please insert the red "NO SCHOOL BUS" card into the bus tag to remind the bus monitor and teacher that your child will not be taking the bus in the afternoon.
- In case of an emergency where you wish to pick up your child from kindergarten yourself in the afternoon, please inform the Head of Transportation or your class teacher no later than 14:00 on the day.

4. School bus management structure and responsibilities:

The school bus service involves the following staff: the Principal, bus drivers, bus monitors, morning pick-up person, after school send-off person, class teachers, and the Head of Transportation. Newton staff will bring children to their classrooms upon arrival at school and to the buses for departure in the afternoon.

- The Principal is responsible for the overall running and safety of the school bus services.
- The Head of Transportation is responsible for the daily operations of the school buses. This includes arranging routes and stops, ensuring all legal and safety protocols for school bus operations, daily transportation meetings, observing school bus misconduct, and accepting parents' concerns.
- School bus drivers assume full responsibility for vehicle and traffic safety, driving regulations, student checks, roll call, and serve as onboard teachers.
- Bus monitors are responsible for the safety of the bus cabin, ensuring seatbelts are fastened and ensuring only authorized people can pick up children from the bus.
- Pick-up staff bring the children from the buses to their classrooms and hand them over to their class teachers.
- Send-off staff bring the children to the bus waiting area and hand them over to the bus waiting area staff.
- Class teachers are responsible for signing in and sending off students who take the bus and recording their classroom arrival and departure times. They are also accountable for reporting any relevant information about changes.

6. Additional Information:

If the bus runs more than 8 minutes late, the Head of Transportation will notify parents via their phone number on file.

- Only the School Bus Monitor and students assigned to each specific bus are allowed on that bus. Parents, siblings, unrelated teachers, etc., are strictly prohibited from boarding the bus.
- Children can only get on/ off the school bus at the address on the application.
- School bus drivers are prohibited from deviating from the bus routes or skipping bus stops.
- School buses are not allowed to make any additional stops. Only in the case of a cabin emergency or police directives will the bus pull over at a safe place.



- Children are not allowed to eat or play with toys on the bus. (Children are permitted to hold a soft toy and sit quietly, strictly no balloons).

- School bus drivers are responsible for cleaning the bus daily and returning students' lost items to teachers or the Head of Transportation.

7. Contact Head of Transportation

email: transportation-hxj@internewton.com

TEL: (0512) 65075122-8056 18068018836

Effective from September 2021

Newton Kindergarten