



沙田小學 家長教師會有限公司  
**Sha Tin Junior School**  
Parent Teacher Association Ltd

**Bus Regulations for Ensuring the Safety of Students on Student Service Vehicles for Parents/Guardians to Follow**

Student's safety on our buses is a high priority concern at Sha Tin Junior School. Sha Tin Junior School Parent Teacher Association Ltd. will work closely with our appointed bus operator "Kong Shing" to provide parents and students with proper and safe school bus services. Parents, students, PTA, school administrators, bus operator, bus drivers, bus escorts and community members all can assist in keeping our students safe. Below are general regulations for parents / guardians to follow when their child (ren) are riding on the school bus.

**GUIDELINES FOR PARENTS**

1. The school behavior policy applies all students travelling on a School bus. Our Behavior Management Policy can be viewed on the Gateway: Documents > School Documents > School Policy
2. Help your child leave on time. We request that all parents / helpers are at the stop at least 5 minutes before the scheduled pick up (morning to school) / drop off times (afternoon to home). The drivers will not wait for students who are late. Morning: If your child is sick call or SMS the bus escort to inform them your child will not use the bus.
3. Students are the responsibility of parents / guardians while they are waiting for the bus pick up in the morning and after they have been handed over to the parent / guardian at the afternoon drop off point.
4. Please be on time to pick up your child at the end of the day. Students will not be allowed to alight from the bus if an authorized adult is not present or a consent letter "Unescorted Permission Request", clearly outlining the child may be left unattended, received. If an authorized adult is not present at the bus stop and no alternative arrangements have been made for the collection of the student and the PTA / Bus Operator has not been informed, the student will be brought back to school by the Bus Escort. Parents will be informed and will be required to collect their child from school and reimburse the Bus Escort's travel expenses.
5. Students are not permitted to change bus after school unless the PTA Office is informed in writing by 12 noon a day in advance, to ensure the safe management of such request.
6. Parents are NOT allowed to travel as passengers on the school bus.
7. Parents are liable for any damage caused to a bus by their child.
8. PTA, the school, the bus operator and the bus escort are NOT responsible for any students belongings left on the bus, and are not liable for any damages or claims by parents.
9. Play Dates – students may be allowed to travel on a bus for occasional play dates when the bus is not full. However, such particular arrangement are not available in the first two full weeks of the school year. To apply for the arrangement, parents are required to submit the request to PTA office by 1200 noon a day in advance.

10. Parents must notify the PTA Bus Organizer in writing if a student who commutes regularly by the school bus has plans for alternative transport arrangement on a particular day, e.g. :
- the child participates in an after school activity
  - the child is travelling on a different bus
  - the child will be taking leave during term time
  - the home address has changed

### **EXPECTED BEHAVIOR OF STUDENTS ON THE BUS**

Parents/Guardians are requested to remind children of the behaviour expectations we have of students when travelling on school buses. School behaviour management guidelines apply on school buses.

- Sit with seatbelts securely fastened at all times. Seatbelts must not be removed until the bus has come to a complete stop.
- Follow the instructions of the Bus Escorts at all times and show courtesy towards the adults and fellow students on the bus.
- Keep hands, arms and heads inside the bus at all times.
- To keep mobile phones if a student is carrying a cell phone it should be kept in their school bag.
- Refrain from eating and drinking and playing with electronic games and sharp objects (pencils, recorders etc.).
- Keep clear of the emergency exit.
- Take litter off the bus when leaving.
- Take care of personal belongings and do not leave them on the bus.
- Keep objects inside the bus (do not throw anything out of the windows).
- Use quiet voices.
- Stay seated until the bus comes to a complete stop.
- Allow the driver to concentrate on driving and not distract by talking to him / her.
- Board the buses straight after school.
- If a student misses the bus, they are to notify parents / guardians (before school) or the school office (after school). Do not chase after the bus on foot!
- No animal may travel on the bus.

**The following behaviour will not be tolerated and will be reported to school immediately:**

- **Use of bad language and / or gestures**
- **Fighting**
- **Any form of bullying or intimidation**

**Important – students who misbehave or disregard the regulations on the bus will be reported to PTA and School Principal.**