

PEAK SCHOOL BUS RULES

The Bus Service is organised and administered by the Peak School Parent Teachers Association in support of the Peak School.

These rules are drawn up for the safety, care and protection of children using the school buses.

PTA Membership and Bus Places.

1. You must be a member of the PTA in order for your child to use the School Bus Service.
2. Whilst every effort is made to accommodate applicants, places are subject to availability and cannot exceed the legal maximum for any bus.
3. On each of the buses a Bus Escort is present to ensure that good standards of behavior and safety are maintained. Safety is paramount and parents are asked to remind children of the following:
 4. **Children should always obey the instruction of the Bus Escort.**
 5. **Children should :**
 - a) Be at the bus stop 5 minutes before the pick-up time shown.
 - b) Fasten seatbelts with the help of the bus mother and therefore remain seated throughout the journey and stand only when the bus has come to a complete standstill at their stop.
 - c) Place bags on the floor.
 - d) Not eat or drink on the bus.
 - e) Not lean out of the window or put their arms out of the window.
 - f) Not throw anything out of the window.
 - g) Not interfere with other children who wish to read or simply sit quietly.
 - h) Not create any noise or disturbance inside the bus.
 - l) Not carry dangerous toys or articles (e.g. knives and lighters) on the bus.
6. The above rules may seem very obvious but are frequently broken.
7. It occasionally happens that some children ignore these rules, placing themselves or others in danger. Often, these same children do not co-operate with the Bus Escort when requested. Bus Escorts have been instructed to report any children who misbehave to The Bus Coordinator.

Disciplinary Procedures

8. In the event of non-adherence to the rules the PTA reserves the right to apply the following procedures:
 - a) In the interest of safety and with regard for the rights of other children to travel without interference, children who break the rules will first be warned and reminded of the rules.
 - b) If he or she persists, the PTA Bus Coordinator will record the incident and contact the parents to advise them of the incident and obtain their cooperation. The Principal will also be advised.

c) If the problem persists further, a letter will be sent to the parents asking for their assistance to resolve the problem.

d) Should the problem still persist, the children may be suspended from using the bus service for one week. If more than one such suspension should be necessary, then depending on the circumstances, a child may be refused permission to use the service completely.

We hope that the above procedure will never have to be implemented in full and trust that you share our intention to ensure that children are aware of the need for safety and consideration for others.

Unauthorised Users.

9. Only children on the bus register may travel on school buses.

a) Parents are not permitted to travel on the bus on any occasion.

b) Friends of bus children may not use the bus on any occasion.

c) Bus children may not travel on a bus other than their own except with the specific prior approval of the Bus Coordinator and then only if a place is available.

Insurance of Children.

10. The children are insured as soon as they get on and until they get off the bus.

11. Neither the PTA nor the school will be responsible for anything that happens to a child before getting on or after getting off the bus.

Walking home from the stop.

12. If your child is permitted to walk home unaccompanied from the bus stop you must first complete the attached form and return it to the PTA office.

13. If a younger child is allowed to walk home with an older brother or sister, written permission must also be given via the form.

14. If a child who does not have permission to walk home alone and is not met at the bus stop at the designated time, the Bus Escort after contacting the school will return the child to school.

15. In this respect parents should be at the drop-off point 5 minutes before the designated time to collect their child off the bus.

Illness / Absence from School / After School Activities.

16. If your child is ill or away from school for any reason, you should call the Bus Escort on duty or telephone the Bus Coordinator before 7.30am or alternatively let someone at your stop know in order that the bus does not wait at your stop.

17. You must advise the Bus Coordinator if your child has an after-school activity that will prevent him/her using the bus on any day/days so that the register can be noted accordingly.

18. Similarly, when there is a change to this arrangement you must again notify the Bus Coordinator or it will be assumed that the existing arrangement will continue to apply.

19. Please note that the Class teacher will not inform the Bus Coordinator, this is your responsibility.
20. If your child wishes to go with a friend after school and will thus not travel on the bus, you must send a note with your child in the morning or telephone the Bus Coordinator.
21. If your instruction has not been received the child will be placed on the bus as usual.
22. In this respect, it is not acceptable for the child to verbally advise the Bus Coordinator of any changed arrangements, as no action will be taken. All such instructions must come in writing or verbally direct from the parents to the Bus Escort or the Bus Coordinator.
23. Persistent failure to notify the Bus Coordinator in such cases may result in the PTA requesting the parents concerned to take their child off the bus.

Notes to Class Teacher.

24. A note to the Class Teacher cannot be regarded as notification to the Bus Coordinator. Please ensure that each is notified separately.
25. In the case of outings and activities organised by the school, parents are still required to notify the Bus Coordinator that their child/children will not use the bus. The school is not responsible for informing the PTA in this respect because individual parents will often make special arrangements. This includes camps and sports activities.

Red and Black Rainstorm Warnings.

26. If a black rainstorm warning is hoisted during school hours buses will not be released until the school is informed that it is safe to do so.
27. In such an event every attempt will be made to contact parents of bus children to inform them of the situation. However it is inevitable that some parents will not be contactable and we seek your cooperation and assistance in these cases.

Typhoons

28. The school will close if a storm signal number 8 or higher is in force or if an announcement is made by the Director of Education.
29. It is the parent's responsibility to collect their child from the school on that day unless the signal is hoisted at about the time the bus would normally take your child home. Buses cannot be arranged at short notice during school hours. **Please refer to the school Website www.ps.edu.hk for further updates.**

Suggestions and Complaints.

If you have any suggestions or complaints concerning the bus service, please contact the Bus Coordinator Lin Gabriel 2849 8376. Should you require to speak to a member of the PTA Executive Committee please do so through the PTA Office. This ensures they are apprised of concerns and have the necessary information at hand to deal with the same.

