



SCHOOL BUS SERVICE POLICY AND GUIDELINES

General Information

- School bus service is open to students from ages 4 and up.
- Only CIS and EFI students are able to register for the school bus service.
- Bus service is offered for students at Koh Pich and Bassac Garden campuses.
- Students living in the close vicinity to the Koh Pich campus may be eligible to use the buggy
- Bus service operates in the morning before school and in the afternoon after school.
- During the COVID pandemic, the number of students on a bus will be limited and other safety procedures will be put in place.

Arriving and Departing Time

- Buses are scheduled to arrive at the Campuses at 7:50 a.m. and depart at 3:20 p.m.
- At the start of the school year, our school staff will contact each family and inform them of their morning pick-up time and afternoon drop-off time.
- The bus routes will be reviewed for efficiency throughout the first month. Adjustments can occur throughout the year if there are changes in the route or passengers. The transportation officer will notify parents of any changes to the pick-up/drop-off times.

Rules and Regulations

- Students under 4 years old are **not allowed** to use the bus service.
- Parent/legal guardian/authorized person must be at the bus stop to drop off and pick up the child prior to the scheduled time.
- Parent/legal guardian/authorized person will assist the child onto and off the bus.
- Only students in Grade 6 or above may sit at the front of the bus.
- All students must wear seat belts at all times while on the bus. Students are not permitted to unlatch their seatbelts when the bus is not moving or for any reason other than to exit the bus.
- Students should sit properly in their seats, including removing their backpacks.
- If your child is not at the designated pick-up point when the school bus is ready to depart, the bus will not be able to wait, otherwise your child's tardiness will result in all students arriving late to school. **Please be on time.**
- If a parent/guardian/authorized person is not at the designated drop-off point, the driver will not allow the student to disembark from the bus. The student will be returned to the school and the parents will be contacted to collect the child from the school.
- If a sibling over the age of 10 is accompanying a younger sibling age 4 and up, this will be considered sufficient supervision for that child if agreed by parents/guardian.
- Students who show symptoms of sickness while in school will need to be picked up by a parent/legal guardian to go home.
- No medication of any form will be administered by the school bus staff to any student. A sick child should not be sent to school. First-aid supplies for minor abrasions will be kept in each bus.
- School buses are monitored by camera/CCTV.
- All items that are not permitted at school are also not permitted on the bus. Please refer to the Parents' Handbook.
- The bus service and CIS are not responsible for any loss of personal items while under our care or throughout the travel period of the bus.
- Please help us provide a safe environment for all students by ensuring that objects that may be a safety hazard are kept in their school bags and must remain there. Such as:
 - Coins, monetary notes, or any pointed/ sharp objects. Jewelry should not be worn to school and toys should be left at home.



- Mobile phones, tablets, laptops and other electronic gadgets which can cause distraction. These may only be brought to school if the child is in Grades 6 - 10 and the device is needed for the education program. We do not encourage phones at school and they must remain in the student's school bag at all times.
- In an effort to maintain order, security, and discipline, and to avoid compromising the safety of the students and/or others, if a child demonstrates a lack of self-discipline or does not follow the instructions and safety rules, the parent/guardian will be contacted to collect their child and the child may be excluded from using the bus service for a period of time, as determined by the school administration.
- Please notify the school ahead of time if your child is not going to be on the bus due to illness or for any other reason.
- Parents are responsible for ensuring their children are aware of the above rules and regulations.
- If a student or parent fails to comply with the above policy and guidelines, the school reserves the right to withdraw this service.
- Parents should report any safety concerns regarding the bus service to the school.
- Parents are responsible for ensuring the school has their up to date contact information in order to be contacted quickly in cases of delay, emergency, etc.

Extra Measures in Place Due to Covid

- Windows of the bus will remain open
- Temperatures will be checked before boarding - anyone with a temperature of 37.3° C or higher is considered to have a fever and will not be permitted onto the bus.
- Hands will be cleaned with hand sanitiser before boarding.
- Masks are to be worn at all times.
- Distancing will be kept by staggering the seating.
- Parents will be made aware that bubbles will not be maintained on the bus.

Registration and payment

The School Bus Service Registration form must be completed, signed and submitted to the Accounting Department at least **10 working days** before the service can begin.

Distance	BUS PRICE			BUGGY PRICE		
	Per Year	Per Semester	Per Quarter	Per Year	Per Semester	Per Quarter
0-3 km	\$ 1,380	\$690.00	\$345.00	\$426	\$217.26	\$112.98
3-5 km	\$1,585	\$792.50	\$396.25			
Over 5 km	\$1,745	\$872.50	\$436.25			



- We accept payment by Cash/VISA (local only)/Cheque/Bank Transfer (Fees may apply)
- By signing up for School Bus Service, the parent(s) acknowledge that **fees are non-refundable and non-transferable**, except in instances where the service has been cancelled by the school.
- There will be no discount/deduction or credit if the student has been absent from the bus or school, unless it is an absence mandated by the Ministry of Health.
- Registration will be accepted on a first-come, first-served basis.
- All applications will be dated and the time of applications will be recorded.

For inquiries, you may contact:

023 900 399(Extension 2235)/operationsupport@cisp.edu.kh (Mr. Sotheareth UN)

SCHOOL BUS SERVICE REGISTRATION FORM

Pick up and Drop off form

PARENT INFORMATION

Father/ Guardian	Mother/ Guardian
First Name	
LastName
Mobile Phone	
Email	



Employer

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Home **address**

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Emergency Contact Information 1	Emergency Contact Information 2
Name	Name
Relationship to the child	Relationship to the child
Mobile Phone	Mobile Phone

STUDENT INFORMATION

First Name	Last Name	Gender M/F	Grade	Start Date dd/mm/yyyy	Pick- up Morning √	Drop-off Afternoon √	Both pick up Drop off √



For office use only:
AGREED PICK-UP/DROP-OFF POINT:

Acknowledgement

I, _____ (Parent/legal guardian) of _____

_____ (student name), have read and accept the policy and guidelines and have provided all the required information. I give consent for my child to travel with the School Bus Service. With my signature below, I confirm that I have fully understood all the rules and policies of the School Bus Service. I understand that my child/ren will not be in their school cohort(bubble) when using the school bus to get to and from school in the mornings and afternoons.

PARENT'S SIGNATURE

Date