

## LBA SCHOOL BUS POLICY

### Instructions For Use:

This policy is applicable students, parents and staff of LBA.

### 1. Bus Registration Process:

- 1.1 Registration for all LBA bus services (morning, afternoon and late bus) can be completed at the LBA main reception desk or by phone/email to the reception desk. Registration is not considered complete until full payment for the services is made. Your child will not be permitted on the bus until registration is complete.
- 1.2 Bus service registration is on a per semester basis. Annual registration and payment is also acceptable.
- 1.3 ***\*Late bus service and one-way bus service must be registered separately. There is no automatic registration for late bus.\****
- 1.4 **\*BY COMPLETING THE REGISTRATION PROCESS, YOU INDICATE THAT YOU AND YOUR CHILD UNDERSTAND AND AGREE TO FOLLOW THIS BUS POLICY\***

### 2. Cost and Payment Policy:

Payment is accepted at the LBA front desk during normal business hours, or by wire transfer. If paying by wire transfer please include a memo stating the child's name and that the payment is for 1st or 2nd Semester LBA Bus. Bus registration is not complete until full payment has been received. No refunds are offered for bus service, in accordance with the LBA school financial policies.

#### 2.1 Cost

- Cost for normal daily round-trip bus service is 7000 rmb per semester.  
**\*NOTE THAT THIS DOES NOT INCLUDE LATE BUS SERVICE\***
- Cost for for one way daily service is 1000rmb/weekday/semester. (For example, if the child needs one way service every Monday, the cost would be 1000 rmb per semester)
- Cost for late bus service is 500rmb/weekday/semester to those students registered for normal daily round-trip bus service. (For example, if the child has after-school activities on Monday, Wednesday and Friday, the cost would be 1500 rmb/semester for late bus service.) Cost for late bus service for all other students is 1000/rmb/weekday/semester, same as one way service.

#### 2.2 Payment

- Payment may be made on a semester or annual basis
- Payment must be settled before bus service can start
- Payment for those starting bus service mid-semester will be prorated based on the number days remaining in the semester.
- There is no refund available for any bus service fees.

### 3. Service Details:

#### 3.1 Semester

- **Starting Day:** First day of 1st Semester, First day of 2nd Semester
- **Last Day:** Last day of 1st Semester, Last day of 2nd Semester

#### 3.2 Schedule:

- The Bus will arrive at LBA before 7:55am each day and will depart LBA at 3:10pm.
- Late bus, for will depart LBA at 4:30 to 4:45pm, based on the after school class ending time each day. If your child will join the late bus, please inform the front desk promptly and complete the separate registration process.
- The detailed pickup and drop-off time will be communicated to each family by the designated bus coordinator for each bus BEFORE the start of the semester.

#### 3.3 Bus Stop Locations:

- A sample list of the bus stop locations is below.
- School Administration reserves the right add/subtract or adjust the bus stops at anytime.
- Please note that in general, we do not offer “front door” pickup/drop off service. Children are picked up from designated bus stops.
- Although we will try to provide bus service to all families who apply, the management may decline to accept children for the bus service for any reason. Some reasons include: the pickup location is too far from our bus route, the child has history of misconduct on the bus, the bus is full.

Bus#1 *SAMPLE*	Bus#2 *SAMPLE*
梅花路 50 弄 50 Meihua Road	张杨路 1515 弄 1515 Zhangyang Road
锦安东路219弄 219 East Jin'an Road	源深路 836 号 836 Yuanshen Road
白杨路199号 199 Baiyang Road	桃林路815弄 815 Taolin Road
芳甸路迎春路路口 Cross Fangdian Road Yingchun Road	枣庄路399弄 399 Zaozhuang Road
迎春路长柳路路口 Cross Yingchun Road Changliu Road	金桥路1221弄 1221 Jinqiao Road
丁香路 1599 弄 1599 Dingxiang Road	长岛路1066弄 1066 Changdao Road

碧云路 333 弄 33 Biyun Road	胶东路855弄 855 Jiaodong road
碧云路黄杨路路口 Cross Biyun Road Huangyang Road	五莲路 1769 弄 1769 Wulian Road
红枫路 108 弄 108 Hongfeng Road	

### 3.4 Holiday and 1/2 Day Schedule:

- On school holidays, there is no bus service provided
- On school 1/2 days:
  - \*There will be regular morning bus service
  - \*The afternoon bus will be moved to match the school ending time
  - \*The late bus schedule will remain unchanged.
- *\*Note that children enrolled in after school classes MAY NOT be left unattended on ½ days while they wait for their after school class to start. It is the parent's responsibility to arrange suitable care for their children in the interim.*

## 4. Bus Policies:

4.1 Students must be in Pre-K3 or above to be eligible for bus service.

### 4.2 Bus Pick Up and Drop off Time

- Due to unpredictable traffic, school bus can arrive within a span of 5 minutes within your pick up or drop off time. This means that school bus may be 5 minutes early as well as 5 minutes later than your original schedule. If anything is beyond the 5 minutes time span, our bus coordinator will call or wechat to inform you beforehand.
- Therefore, please ensure your child is at the bus stop 5 minutes before pick up time every morning, and ensure that the designated adult is at the pickup location 5 minutes early every afternoon.**

### 4.3 Behavior Management on the Bus

- The school bus has many kids together of various age therefore safety is our utmost priority. Our coordinator is well trained in managing students in this setting. Students are expected to sit quietly and calmly in the bus with their seatbelt securely fastened at all times. We trust that you will instruct your child to respect others, keeps their hands to themselves and use clean and polite language. In the case of misbehavior, the child and the parent will be warned with written communication to ensure good bus environment.

### 4.4 Pickup and Dropoff

- Our bus operates on a "bus stop" system where the bus stops at designated locations to pickup children from that area. We do not typically provide service to the front door of a family's home. We do not allow changes of pick up or drop off address as this changes our planned route and delays other students schedule. **\*PLEASE NOTE\*** we will never

release your child by themselves or to a stranger. If the parent picking up the child is late to the bus stop, the bus will wait, causing all other children to be late. If this happened more than once a warning will be issued (see Enforcement policy below).

Students who are in 6th grade or above may walk home from the bus stop without a parent IF written approval from the parent has been received by the LBA administration.

Students must be in Pre-K3 or above to be eligible for bus service.

#### **4.5 Parents/siblings/friends on the bus**

The school bus is considered an extension of the classrooms. As such, only the registered student is permitted to ride the bus. Parents, sibling and friends are never permitted to ride the LBA bus without special advance written approval from the LBA Operations Director. This is to ensure the safety and comfort each child.

#### **4.6 Communication**

Daily communication about bus schedule (delays due to traffic, rain, school cancelled, ) will primarily take place via wechat group managed by the bus coordinator. The wechat groups are only for communication about bus schedule and policy.

#### **4.7 Enforcement**

If a child is causing disruption on the bus or other policies are not being followed (such as being late for pickup/drop-off time, personal conversations on the bus wechat, parents/sibling on the bus, etc.) An official warning by email or phone call will be given. If the disruption happens again after the warning, bus service to that family will be discontinued for at least 1 day and may be discontinued up to the duration of the semester depending on the severity of the disruption. No refund would be given in this case.

## **5. Bus Assistant Expectations**

The following points apply to all LBA Bus Assistants, be they staff or volunteers.

### **5.1 Safety on the Bus**

The Bus Assistant is the primary person responsible for maintaining safety of the students while on the bus. They shall:

- Ensure that all their assigned bus students are gathered from their classrooms and led in an orderly manner to load the bus.
- Ensure that all students remain sitting with seat belts buckled while in the bus.
- Ensure that the bus is fully stopped in a safe location before helping a student to exit the bus at their assigned bus stop.
- Be the only person who opens the bus door. Students are never permitted to open the door by themselves.

- Ensure that the person receiving the student at the bus stop is the approved, familiar person. They will not release a student to someone they do not know, unless arranged in advance.
- The Bus Assistant is required to report students and/or parents who do not follow the LBA Administration.

**5.2. Communication**

The Bus Assistant shall handle daily communication with parents for the following items:

- Daily schedule of the bus (for example: Delays or advancements due to traffic, weather, other reasons)
- Schedule changes (for example: A student is added or subtracted from the bus route)
- School 1/2 days and holidays
- Other routine communications as requested by the LBA administration team.
- In order to complete these responsibilities, the Bus Assistant is expected to maintain updated contact information for each family on their bus.