

BUS TRANSPORTATION POLICY

All learners using the school bus should behave appropriately, and they are not allowed under any circumstances to impair the ability of the bus driver to carry out his duties while driving the bus. In order to insure the safety of our learners, the following rules must be observed on the bus.

Level 1	1 st office referral	2 nd office referral	3 rd office referral	4 th office referral
<ul style="list-style-type: none"> • Not seated • No seatbelt • Littering • Being extremely noisy • Tardiness in the morning or in the afternoon 	Phone call to parents + Verbal warning for the learner	Phone call to parents + Parents' undertaking signed	Suspension from the bus for 1 week,	Deprivation from the bus till the end of academic year
Level 2	1 st office referral	2 nd office referral	3 rd office referral	4 th office referral
<ul style="list-style-type: none"> • Using bad language and gestures (minor) • Stealing (food, money, etc.) 	Phone call to parents + Written warning	Suspension from the bus for 1 week	Deprivation from the bus till the end of academic year	-
Level 3	1 st office referral	2 nd office referral	3 rd office referral	4 th office referral
<ul style="list-style-type: none"> • Using bad language and gestures (major) • Fighting • Aggressive behaviour • Vandalism • Disrespect of driver/ monitor • Possession of tobacco, dangerous or prohibited items • Bullying (verbal or physical) 	Suspension from the bus for 1 week	Deprivation from the bus till the end of academic year	-	-

IMPORTANT:

- Learners who use private transportation and are not signed in with the bus are **strictly prohibited** to ride the school buses.
- It is **strictly prohibited** for Learners who are signed in for a certain bus to use another bus.
- Learners who use school buses may only leave the school with private transport provided their parent(s) send a written note requesting permission to the respective Division Head and such permission has been granted.
- Safekeeping and use of electronic devices on board of the bus are entirely at learners' risk and liability. The school will not be responsible for any loss or damage. Electronic devices shall be used discreetly and should not interfere with the driver's operation of the vehicle or other learners' interests.