

# The Alice Smith School Bus Service

Whilst parents are responsible for the journey to and from school, the Alice Smith School assists parents by providing a bus service for students at EP and JB which is regulated by a committee which is overseen by the Council of Governors.

This committee is comprised of governors, school staff, parent representatives and the contractors, Mr and Mrs Yee.

The committee meets regularly to discuss general operating issues such as maintenance, routes, fees, disciplinary procedures etc. and also to deal with complaints and queries.

## The current committee:

Chairperson: Chris Boden Vice Principal – Primary School

EP Senior Manager

Bus Contractor: Mr Yee 03-2148 3674  
012 2665754

Parent Reps: Kate Gray (Children at JB)  
Morna Donald (Children at EP)

## 1. THE SERVICE

The service is set up to provide as comprehensive a facility as possible given access, timing and financial constraints. Places must be arranged in advance with the bus contractor and this can be done on a temporary basis for newcomers who are staying in serviced apartments before they move into more permanent accommodation. Fees are set annually and are charged on a termly basis.

**1.1** Parents using the service for the first time will pay a one-off registration charge of RM150 for each place. This covers the cost of replacement seatbelts, bus monitors and video cameras.

## 2. ROUTES

Although our service is wide-ranging, we do not offer a door-to-door service and activity buses are arranged with fewer drop off points in order to make the service viable.

**2.1** Routes are changed only following discussions with the Transport Committee and parents should not deal directly with the bus driver but call the school or Mr and Mrs Yee with any comments or queries.

**2.2** Pick up and drop off points and times are agreed with the bus contractor and it is expected that parents and students will be on time.

### 3. SAFETY

All buses are fitted with seatbelts and all JB buses have an adult monitor.

Daily registers are kept and drivers can be contacted by two-way radio or phone.

Buses are sent for routine inspection every 6 months in order to obtain the necessary certificates and are checked by the driver before each journey.

**3.1** Seatbelts must be worn at all times whilst travelling on the bus.

**3.2** ALL JB children must be met off the bus and if for any reason there is no-one at the bus stop and no-one can be contacted, the child will be brought back to school. Parents of EP students should ensure that their child is able to return from the bus stop safely.

**3.3** Non-bus users may only travel by bus if they make a request at least 24 hours in advance and have permission from the school. **However the 24 hour notice rule may be varied in the case of a genuine emergency.**

Each occasional journey costs RM15 and is subject to a seat being available. 44 seater buses may carry 44 regular passengers but buses will NOT be filled above 42 passengers by pupils who are not regulars on that route.

**3.4** Only a limited number (maximum 5 per term) of occasional journeys can be made. If a more regular arrangement is required, this must be set up formally with the bus contractor or at the discretion of the school management.

**3.5** In the event of a breakdown or emergency where a considerable delay is envisaged, parents will be contacted and kept informed of what action is being taken.

**3.6** Bus drivers/Monitors **MUST** inform Mr Yee and the school as soon as possible if an unusual situation occurs and, where appropriate, Mr Yee or a member of staff should then drive to the scene.

### 4. FEES

Bus Fees must be paid direct to the bus contractor by the date stated on the invoice by cash or cheque, otherwise the child will not be allowed to travel on the bus.

**4.1** There is a surcharge of RM50 for late payment as it is the responsibility of parents to ensure that bus fees are paid on time and not the responsibility of the school or the bus contractor to contact companies.

**4.2** No pro rata bus fees can be arranged because of examinations, trips etc as fees are set on an annual basis.

## **5. DISCIPLINE**

Incidents of a disciplinary nature are dealt with by verbal or written warnings depending on the severity of the offence. Serious or repeated incidences may result in a period of suspension from the bus or permanent exclusion from the bus service. No refund will be given in these circumstances. EP buses are fitted with video cameras and the tapes are viewed regularly as a matter of course and when a specific incident has been reported.

**5.1** It is the duty of the bus driver and monitor to inform the school and bus contractor of any breaches of the rules.

**5.2** EP passengers are allowed to eat and drink (non fizzy) on the bus but this privilege will be withdrawn if the bus is left in an unsatisfactory condition.

**5.3** Bags and equipment must be stowed safely so that they do not inconvenience the driver or other passengers.

## **6. TRANSPORT CHANGES**

Any changes in bus transport arrangements should be notified to the school office (and the class teacher for younger children) at least 24 hours in advance. This helps to keep registers accurate and is an important safety requirement. In the case of an emergency parents should contact the school directly and EP students should see Mrs Yee.

In a case of an EP student wishing to take the normal bus rather than the activity bus, they must see Mrs Yee BEFORE THE END OF LUNCHBREAK

## **7. LOST PROPERTY**

Any property left on the bus will be brought into school. Calls about lost property should be made at a reasonable time and there should be no expectation that drivers or the bus contractor will check the bus late in the evening.

## **8. COMPLAINTS**

The bus contractor will be informed of any issues as soon as they arise and these will be addressed as soon as possible.

**8.1** Any issues that cannot be resolved or need further discussion should then be brought to the attention of the Transport Committee: [transport@alice-smith.edu.my](mailto:transport@alice-smith.edu.my).

Chris Boden

August 2008