

GSIS School Bus Guidelines

1. School Bus Code of Conduct for Students

- a. Students shall behave politely and respectfully. They shall not create any nuisance in the school bus.
- b. They should follow the bus driver and bus escort's instructions throughout the journey.
- c. Students shall remain seated for the whole journey unless boarding or alighting. They should not change seats during the course of their journey. They should wear seat belts throughout the journey.
- d. They shall not open windows, play with the emergency exits, damage any of the fixtures or fittings of the bus, anyone else's property, etc.
- e. Students shall store their luggage in an appropriate place so it will not move significantly when the bus brakes or turns.
- f. Students shall act responsibly and avoid doing anything that might distract the bus driver.
- g. Students shall be punctual and arrive five minutes before the scheduled departure time to and from the school. The bus may not wait for any late students and will leave without picking up the students.
- h. Students shall remember to take all their possessions with them when they leave the bus.
- i. Students shall keep the bus clean and tidy and remove all their rubbish. Eating and drinking is prohibited on the bus.
- j. Students wishing to travel on another bus rather than their designated route must submit their request to the bus company through their parents 2 days in advance. The bus company will process their request depending on the availability of the seat.
- k. Students shall not hit, fight, assault, or use foul language on the bus.
- l. Students shall not spit, make loud noises, put feet in an improper position (e.g., footing feet on the seat), carry any sharp objects, carry live animals, etc.
- m. The above rules are not an exhaustive list; students who do not behave appropriately on the bus and/or do not remain in the discipline at all times during their journey and/or if a student does not follow the School Bus Code of Conduct for Students they will get:
 - a verbal warning for the first offence
 - a written warning with copies given to the parents, bus company and Student Services Team for the second offence
 - the school will contact the parents, and the student will be suspended from riding the bus for up to five school days for the third offence
 - the school will contact the parents, and the student will be suspended from riding the bus for the whole term for the fourth offence
 - for any serious offences such as fighting, assault, bullying, etc., the student will be suspended from riding the bus for the whole term immediately, even if it is their first offence.
 - no refund for the suspension period

2. Guidelines for Parents/Guardians

- a. Parents/Guardians shall ensure their children behave on the bus according to the Bus Code of Conduct for Students.
- b. Parents/Guardians shall work with the school to ensure that their children reach school safely and punctually and are collected by themselves on their homeward journey.
- c. Parents/Guardians shall ensure that students are at the pickup point five minutes before the designated time. Students who are even slightly late can cause significant delays for all passengers.
- d. Parents/Guardians shall ensure that a responsible adult is at the drop-off point five minutes before the drop-off time to collect their child(ren). If a parent/guardian is not at a designated stop to collect a Primary School or Kindergarten child, the Bus Escort shall call to clarify. The child shall not be released until the parent/guardian arrives. If the parent/guardian is going to take more than five minutes, the bus will continue its route, and the Bus Escort will call the parent to arrange for them to collect the child at one of the drop-off points.
- e. Parents/Guardians shall inform the Bus Escort if there are any changes to their child's transport arrangement or if they will be absent from school. Parents shall also notify the class teacher and/or the respective departmental secretary and GSIS Bus Coordinator via email or by phone or in person.
- f. Parents/Guardians shall ensure that their updated contact details (mobile or telephone number) are given to the school and the relevant bus escort for contact in case of any emergency.

3. Guidelines for Drivers

- a. Drivers shall drive carefully and safely following traffic rules, including speed limit, traffic lights, traffic signs, etc.
- b. Drivers shall switch on the bus engine 10 minutes before students get on the bus during hot weather. Otherwise, they shall not run the idle engine.
- c. Drivers shall check their vehicles, including brakes, steering system, tyres, and seat belts ensuring that everything is in good condition before moving off. They are also responsible for ensuring the tidiness and cleanliness of buses. For example, dustbins shall be cleared before students board the bus.
- d. They shall also ensure that all necessary warning devices for the emergency exits, and any power-operated doors are in good working order.
- e. Drivers shall know where the fire extinguisher(s) are located in the bus (if any) and how to operate them in case of an emergency. They shall also regularly check that the content gauge of the fire extinguisher(s) is above the minimum level and ensure that the extinguisher is not expired.
- f. They shall strictly follow the routes and stops arranged by the school and bus company. They are not authorised to change routes or stops without the written permission of the Bus Company and the School.
- g. For any new routes, drivers shall familiarise themselves with the route before driving the bus.
- h. Drivers shall ensure that students board and alight from their vehicles safely and that the vehicle come to a standstill before students are allowed to board or alight.
- i. They shall ensure all students sit in their seats and put on safety belts before moving the vehicle.
- j. Drivers and Bus Escorts are responsible for students' behaviour on school buses, so they should cooperate with each other.
- k. Drivers are not allowed to smoke on the bus, on campus, or at the entrance of the school. They shall not smoke for half an hour before boarding the bus.
- l. Using mobile phones, newspapers, or other devices is strictly prohibited when driving the bus.
- m. Drivers shall not talk to Bus Escorts or play any music on the bus while driving.
- n. If the vehicle breaks down, drivers shall think first of their own, the bus escort's and students' safety; switch on the hazard warning lights immediately and use a mobile phone to inform the relevant departments and the bus company. If possible, drivers shall get the vehicle off the roadway onto any lay-by, hard shoulder, or hard strip if available. Finally, the driver shall switch off the engine and never forget the danger of passing traffic.
- o. Drivers shall ensure that all relevant signage, e.g., 'Caution Children,' 'Student Service,' or 'School Bus,' are displayed.
- p. Students shall only be allowed to get on the bus in the presence of a driver. Driver shall ensure that the bus is locked and the engine is switched off when they are not on the bus.
- q. Drivers shall be punctual, and buses shall arrive at the pickup points and school on time. If a vehicle arrives early at a pickup point, it should not leave earlier than the scheduled time unless all students are on board.
- r. In case of an accident, drivers shall follow the Bus Company's accident protocol.
- s. Drivers shall dress properly and always wear their uniforms. In cases where a uniform is not provided, drivers shall wear neat and tidy clothes.

4. Guidelines for Bus Escorts

- a. Bus Escorts must arrive at their pickup point 10 minutes before the bus departure time in the morning.
- b. Bus Escorts shall assist students in boarding and alighting from the school bus. They shall escort them during the journey and ensure that all students are properly seated, and the doors for the vehicles are correctly closed. In addition, they shall ensure that students board or alight from the vehicle only after it has reached a complete standstill.
- c. They shall ensure the driver only drives the bus once the students have taken their seats and put on seat belts.
- d. An updated student register (name list) of students travelling on the bus shall be kept by the bus escort so that a headcount can be conducted at the beginning of each journey. In addition, they shall verify the number of students boarding or alighting the school bus.
- e. If a student is not at the pickup point in the morning, the bus escort shall call the parents to check if the student is taking the bus or not and report this to the school upon arrival at the school. Similarly, if a student does not arrive at the bus pickup point in the afternoon/evening, the bus escort shall call the Class Teachers or School Bus Coordinator to see if the student has left the school by other modes of transport.
- f. Bus Escorts shall ensure that all students get off at the designated stops.
- g. Students shall only be dropped off if a responsible adult is there to collect the child. The Bus escort shall call the parents/guardians to clarify. The child shall not be released until the parent/guardian arrives. If the parent/guardian takes more than five minutes, the bus will continue its route, and the Bus Escort will call the parent to arrange for them to collect the child at one of the drop-off points.
- h. Bus Escorts are responsible for students' behaviour on the bus. They shall ensure that the students:
 - must remain seated throughout the journey
 - must not talk to the drivers or shout or cause a nuisance to other students
 - must refrain from playing
 - must not open any window of the bus
 - must not play with the emergency exits
 - must not damage the bus
 - must not make the bus untidy
 - must behave according to the School's Student Code of Conduct.
- i. If students do not behave appropriately or listen to the bus escort, the bus escort or the Onsite Bus Coordinator of the bus service provider must immediately report it to the Student Services Team with the full details of the incident and the names of the children.
- j. Bus Escorts shall not agree with parents to change the route, school bus, pickup, or drop-off points without written consent from the Bus Company and Student Services Team.
- k. After students get off the bus, check if any student items are left. If any items are found on the bus, it should be returned to the student immediately or handed into the School.
- l. If the bus is late getting to the school for any reason, the bus escort shall call and inform the school. Similarly, they shall call and inform the parents if the bus is going to be late during the homeward journey.
- m. The Bus Escort shall know where the fire extinguisher(s) are located and how to operate them.