

School bus Service

2016/2017

Version 1 – 01.09.2016



Time Schedule:

Haimhausen Campus

City Campus

| | | | |
|--|-------------------|----------------------------|-------------------|
| Morning: - Arrival at BIS | 08:40 hrs. | (Monday – Friday) | 08:10 hrs. |
| Afternoon: - Departure from BIS | 16:10 hrs. | (Monday – Thursday) | 15:30 hrs. |
| Afternoon: - Departure from BIS | 14:30 hrs. | (Friday) | 13:50 hrs. |

To all parents,

Welcome to the BIS Transportation System

The BIS School Transportation System is an optional service provided for the BIS community and designed to operate at no cost to the school. It is a non-profit system. The cost of the buses required to serve all routes is distributed among the users enrolled with the bus system.

Approximately 80% of our Haimhausen students and 50% of our City Campus students use the BIS Transportation System co-ordinated by Transportation Manager Alrun Bauer. In addition 60-70 students make use of the supplement of the public bus service to the Lohhof S-Bahn Station and the U-Bahn Station Garching Hochbrück.

Although many of our students using the school bus service live in Munich and the surrounding communities, school bus pick up is provided for BIS students from as far away as Landshut to the north-east, Ingolstadt and Pfaffenhofen to the north, Höhenkirchen - Brunnthal to the south-east, and to communities west of Dachau.

Due to an annual student turnover rate of approximately 20%, bus capacity, routes, stops, and travel times are likely to vary from year to year. Taking pertinent legal issues into consideration, we try to accommodate a pick-up/drop off point as close as possible to your home.

A fleet of over 60 buses for Haimhausen Campus and around 8 buses for the City Campus in Munich from 10 different companies currently transport our children to and from school. Our

Transport Manager Mrs Alrun Bauer meets regularly with a representative of each bus company so as to be updated on topics regarding bus routes, construction detours, student behaviour and issues of safety etc.

If your child is using the school bus system you will receive the schedule of the bus your child has been assigned to with its number, departure and arrival times as well as the name of the bus company for your route.

We recommend that parents discuss bus availability with our Transport Office on Tel. 08133 917 122 or 08133 917 120, before establishing residence or when planning to move. Since seats are allocated in July in accordance with the applications submitted, space may not always be available from your new location later on during the school year. Unfortunately, "Late comers" can only be assigned a seat if space is still available on the requested bus route, although we try our best to find a solution for every student.

With the arrival of autumn and the possibility of inclement weather conditions it is important that we all adhere to the safety and bus rules and regulations that are forwarded to all bus users at the beginning of the school year. If your copy is not readily available, please, do not hesitate to contact the Transport Office for further copies.



*We wish all
a safe and*

ride

*our children
relaxed bus*

Your Transport Office

Rules and Regulations

1. Bus Stops

Buses must arrive at school on time. Each additional stop can add up to 5 minutes to the schedule. Since it is our policy to keep the bus trip to a maximum of about 70-80 minutes for our Haimhausen students and 50-60 minutes for our City Campus students, we can only offer a certain number of bus stops per route. The times given on the individual schedules are approximate and may vary by up to 5 minutes.

Students should therefore always be waiting at their assigned stop **at least 5 minutes before** the indicated time on the bus schedule, and wait for at least 15 minutes after the indicated time, in case the bus is delayed. Parents must be punctual when meeting the bus (morning and afternoon). Time delays affect the entire bus route and all other passengers on the bus.

THE BUS CANNOT WAIT!

⚠ If your child is not at the scheduled pick-up point on time, the driver is instructed to drive to the next student. You will then have to organise your own transport to school, and will not receive a refund for the missed service.

Important

Children aged Pre Rec. to Grade 4 will not be allowed to disembark from the bus unless an adult is present at the bus stop to accompany them (or other written arrangements have been made). If you fail to meet the bus, your child(ren) will remain on the bus. The bus driver will inform the School, which will contact you to make arrangements for the child's safe return home.

Please be aware that it will take a few days until the schedules are running smoothly. Especially the little ones find it a little challenging to just step on the bus without further ado. Parents should not board our school buses please. If you or your child needs any help, please ask the driver.

The school strives to ensure an efficient bus service, but it cannot be held responsible when a bus runs late or does not reach a given stop due to traffic or weather conditions.

2. Missing the school bus

Should a student have missed the bus and decide to use other transportation, **the school does not pay for taxis or other forms of transportation used.** It is important that the student/parents inform the School about the late arrival.

Whenever a student will be coming into school with his/her parents, or using other transportation home, the Transport Office must be advised of this arrangement ***by latest 1 pm on the previous day*** to avoid unnecessary hold ups and confusion (via email : transportation@bis-school.com or telephone : 08133 917-122 / 08133 917-120).

If your child is ill and will not be using the bus, please call the following phone number as early as possible: **Transport Office 08133/917-122**

3. Occasional use of the school bus

Haimhausen students :

If your child wishes to take a friend home on the school bus, please contact the Transport Office by email (transportation@bis-school.com). This written request from the parents/guardians must be submitted to the Transport Office **at least 1-2 working days before** the service is required. No requests for school bus transportation will be processed on the same day. Since most of our school buses are full and each bus has limited seating capacity we regret that requests for temporary changes cannot always be granted.

Please note : Students will ONLY be allowed to ride a different bus with a valid bus permission form, issued by the Transport Office and subject to seat availability.

Bus permission forms can only be issued by the Transport Office. NO special arrangements are to be made with the bus driver.

For insurance purposes, we are obliged to charge our non-school bus users €5 per ride. This fee is payable directly in the Transport Office. Should a student use a BIS school bus without being enrolled in the school bus service or without being in possession of a valid bus permission form, the school reserves the right to invoice the parents a charge of €50 per trip. If the student continues to circumvent the system, he/she will face serious disciplinary action.

City Campus students:

We regret to inform you that, in the interests of safety, we are currently not able to offer our City Campus children the option of switching school buses or taking a friend home on their school bus with them.

4. Bus Passenger Liability

Parents take the responsibility for their children from the time they leave the house until they board the BIS bus and vice versa.

Parents are responsible for instructing their children that if seat belts are fitted, they must be worn for the whole bus ride. Parents are also responsible for any damages caused to the school buses by their children. The transportation regulations and laws in Germany give the bus company the right to hold children liable regardless of their age. This means that parents or the legal guardians of a pupil are fully responsible and liable for all actions especially in the cases of vandalism, gross carelessness and damage.

If a child/youth damages or wilfully vandalises any of the transportation vehicles the contracted transport operator will obtain an estimate for the repair that will then be billed to the parent or parental guardian of the child/children along with any other incidental expenses caused in line with the legislation § 276 Abs.II, BGB.

The Transport Manager / Director reserves the right to suspend a student from using the school bus service for a limited period of time or for the remainder of the school year in cases of vandalism, a serious breach of safety, for not adhering to the bus rules or for repeated misbehaviour on the bus. In this case, please note that the

Bus fees are not refundable

5. Seat Belts

Our school buses are equipped with seat belts. Replacement buses, for various reasons, may not have seat belts. Parents then have the choice to either send their children on the bus or bring them to school themselves. Please be aware that if seat belts are fitted, they **MUST** be worn at all times. In the case of non-compliance, authorities will impose a monetary fine, (currently €50 per person) which will have to be paid by the parents. This is also applicable for buses used for field trips.

6. Emergency Procedures

In the event of a breakdown, the bus driver will immediately inform his company and the school. Should the bus be in need of repair, the bus company will provide another bus or a taxi to ensure that the children arrive at school/home safely. In the case of an accident, the driver will inform the police, the bus company and the school immediately. The school will notify the parents once full details have been established. The school will also inform parents on late arrival due to delays, traffic or bad weather conditions as soon as possible (via SMS-Service).

7. Communication

Any questions regarding ***BUS OPERATION AND DISCIPLINE*** should be addressed to the Transport Office. Contact details:

Email : transportation@bis-school.com

Telephone/Fax : Mrs. Alrun Bauer, BIS Transport Manager
Tel.: 08133/917-122 Fax: 08133/917-195
Email: a.bauer@bis-school.com

Mrs. Mandy Schwittay, or Mrs. Sylvia Stoklossa
(Assistants to the BIS Transport Manager)
Tel.: 08133/917-120 Fax: 08133/917-195
Email: transportation@bis-school.com

Please note that the Transport Office is occupied as follows:

Monday–Thursday : 7:45 am – 5:00 pm
Friday : 7:45 am – 3:00 pm

Urgent calls outside of these times should be addressed to the Reception Office
Tel. 08133/917-0

All aspects of the school bus service are regularly reviewed by the Board Committee. Parents wishing to address bus related issues should **contact Mrs. Alrun Bauer** to discuss the matter. Mrs. Bauer will consult with the Chair of the Bus Committee and together they will find a solution acceptable for all parties.

Disciplinary Concerns

on occasions disciplinary issues and concerns do arise on the buses! We would kindly request that if such a concern is brought to your attention that you **contact the Transport Office directly** to report the incident.

All matters relating to such issues will be dealt with by the school and should not be dealt with by the parents directly.

Change of Address

If you move during the school year, please inform the school at the earliest opportunity.

EMERGENCY CLOSURE

In the very unlikely event of school closure due to bad weather conditions, decisions to halt or change timings of the bus service will be made between the hours of 6:30 to 7:00 a.m. In such an event information concerning school closure and delays will be delivered by:

- 1.) SMS service (Make sure you provide the school with your current number and keep the phone switched on).
- 2.) Posting on the school web side

When weather conditions are poor and the buses are running, delays must be expected.

For any school bus related issues, e.g. delays, late arrival of your child(ren)'s school bus etc., a short message (SMS) will be forwarded to your mobile phones as soon as we receive this information.

Please don't forget to switch on and check your mobile phones!

If the children are at school and the weather suddenly deteriorates during the school day, you should be aware of the possibility that your child might be sent home early.

Should the school need to close at short notice, we need to inform parents so that they can make appropriate arrangements. Please ensure that the school has your **correct home and work telephone numbers on file at all times**, and **also** the number of an emergency contact during the day.

We would like to remind all parents that they are ultimately responsible for deciding whether or not to send their children to school, particularly when conditions are potentially hazardous, no matter what the decision of the school may be. The school bus service covers quite a large area and it is well possible that weather conditions vary considerably.

We absolutely trust our bus drivers' experience and judgment. When they feel weather conditions make driving a risk for your children and all others, we have to respect their call. In the interest of your children, any bus drivers who feel that road conditions are too dangerous, will not be forced to drive.

BUS FEES

The BIS Bus Transportation System is an optional service provided for the BIS community and designed to operate at no cost to the school. The cost of the service is divided among the users and is dependent on the distance from school. The bus routes are based on time, distance and cost factors that are fair to all users. The Bus Committee determines school bus transport policies and the resulting fee structures. The bus contract is legally binding for the entire school year.

NO CHILD CAN BE PROVIDED WITH SCHOOL BUS TRANSPORTATION UNLESS THE SIGNED BUS CONTRACT HAS BEEN RETURNED AND ALL APPROPRIATE FEES HAVE BEEN PAID.

Reductions or refunds of bus fees cannot be made for illness, early departure, late arrivals, prolonged absences, when changing residence or when not using the bus service after the beginning of the semester.

NO price reduction can be made for Grades 10 and 12 examination period and time off. Regular fees have to be paid for the whole semester as the seats on the bus cannot be reassigned for this short period.

The bus contract includes transportation to school in the morning and from school to home in the afternoon.

Any changes in the service are made at the discretion of the Transport Manager in consultation with the Business Director / Chair of Bus Committee.

**The bus fee depends upon the distance from school.
The bus contract is legally binding for a whole school year
Bus fees are non-refundable**

Invoices for bus usage (1st semester) will be mailed out at end of September

Invoices for bus usage (2nd semester) will be mailed out in early February



BIS CODE of Conduct

For all school Bus Passengers

Safety is the primary concern in transporting students. Safety on school buses is the shared responsibility of students, parents, school staff, bus contractors and bus drivers. Parents/guardians should read and explain these rules to their children. We ask for your cooperation in helping us to provide a safe and pleasant ride for all students by impressing upon your child(ren) the importance of bus safety and courtesy at the bus stop and on the bus.

All reports of student misconduct will lead to a first warning. Should a second incident be reported during the school year the parent will be informed by the Transport Manager.

Upon the third incident the student will be suspended from the bus temporarily. The student will then be allowed back on the bus, on probation.

Should a further incident be reported during the probation period, the student will be suspended from the bus for the remainder of the school year.

Suspension may also occur for serious breaches of safety and for not adhering to the bus rules.

The school reserves the right to introduce a seating plan, if deemed necessary.

Please note: Due to German Law stipulation, bus drivers are not allowed to leave the bus during the bus journey. (Verletzung der Aufsichtspflicht)

Under German law, bus drivers must be certified and obey all German laws and regulations. It is the responsibility of the driver to ensure passenger safety. Please be aware that the bus drivers are not directly employed by BIS but are employees of bus companies under contract with BIS.

The following standards are expected of all BIS students and apply at all times en route to and from school, as well as on school premises. Please make sure that you and your children carefully read and understand these rules.

Parents are responsible for instructing their children that if seat belts are fitted, they must be worn for the whole bus ride

Please note any changes regarding the bus use on the way home have to be forwarded to the Transportation Office no later than 1 pm Mondays to Thursdays and on Fridays by 11 am.

For safety reasons, requests made after these times, can unfortunately not be guaranteed.

Rules on the Bus

1. Behave properly at all times.
2. Follow the driver's instructions promptly; do not delay loading/unloading procedures.
3. Always sit facing forwards and do not move around.
4. Talk quietly, be courteous and use appropriate language.
5. Keep all parts of your body inside the bus.
6. Keep your arms, legs and belongings to yourself.
7. No fighting, harassing, intimidating or general fooling around.
8. Report any damage on the bus to the bus driver immediately.
9. Do not draw on surfaces or otherwise damage the bus.
10. No eating, drinking, or chewing gum to prevent choking and other possible injuries in the case of sudden brake manoeuvres.
11. No verbal and/or physical sexual harassment.
12. Remain seated at all times when the bus is in motion.
13. Do not use tobacco products, matches or lighters.
14. Do not fight, push shove, spit or be involved in horseplay.
15. Be respectful of the driver and other passengers at all times.
16. Do not use profane or abusive language or make obscene gestures.
17. Converse quietly so that the driver is not distracted from driving safely.
18. Do not throw or shoot objects in, to, or from the bus.
19. Do not disrespect, distract or interfere with the driver.
20. **Wear your seatbelts during the whole bus ride.**

Follow the instructions of your Bus driver at all times

NOTE: Dangerous or destructive offences will result in IMMEDIATE suspension until parent and student meet with Transport Manager.

Rules at the Bus Stop

1. Drivers will pick up and drop off students **only** at their designated bus stops.
2. Students should be at their bus stop **5 minutes before** the scheduled pick-up time.
3. Students should respect the property of others while waiting at their bus stop.
4. Students must stay away from the street when waiting for the bus. In the winter, they should never walk or play on the snow banks.

REMINDER:

Parents/guardians are responsible for the discipline of their children at the bus stop. It is NOT the responsibility of the bus operators or BIS.

Getting on the Bus

1. Stand several feet back from where the bus will stop.
2. Line up and wait your turn. Wait for the bus to stop before moving forward to board it. Pushing and shoving causes accidents.
3. Take a seat quickly; delays in getting seated may cause buses to be late. Fasten seat belts when on board.
4. Do not save seats for friends.

Leaving the Bus

1. Don't get up until the bus stops. Pushing and shoving will not be allowed.
2. IMMEDIATELY move away from the bus.
3. If you drop something, DO NOT pick it up. Wait until the bus has left.
4. If you have to cross the road, walk behind the bus.
5. If you do not have to cross the road, stay away from the side of the bus.
6. ALWAYS REMEMBER - if you can touch the side of the bus, then you are TOO close.

Bavarian International School



**Please sign below and return this slip to the
Transport Office to acknowledge understanding of
the above bus information.**

I have discussed the above rules with my child(ren)

Student's name and grade:

Please print

Parent's signature:

I understand the bus rules and will follow them.

Student's signature:

Date: _____

Bavarian International School e.V.
Schloß Haimhausen
Hauptstr. 1
85778 Haimhausen

Tel.: 08133 – 917-122 or 917-120
Fax.: 08133 – 917-195
Email: transportation@bis-school.com



Safety SCHOOL BUS - Drop – off

For Primary school children Grade EC1/2 up to Grade 4

Dear Parents,

To assure maximum bus safety for all children please complete and return to the Transport Office.

Name: _____ Grade: _____
Please print

1. My child will be met at the bus stop

Should no one be waiting for my child at the bus stop, please allow him/her
 to stay on the bus until the school can make arrangements with me for my child to be collected

 to leave the bus with
Name: _____

2. I expect my child to make his/her own way to and from the bus stop.
I am aware that supervision is my responsibility.

Signature: _____

If you have any questions concerning the above please contact our Transport Office.

Tel: 08133/917-122 Fax: 08133/917-195 Email: transportation@bis-school.com
or 08133/917-120

Thank you for your assistance.