



Stamford American
SCHOOL HONG KONG

(Updated on May 21, 2024)

Bus Guidelines

Guidelines for Students During Morning Pick-up

- The Bus Driver is in complete charge of the bus, and the Bus Monitor supervises discipline and ensures the safety of children on board the bus. Students must respect their authority.
- Students need to be at the designated pick-up point at least five minutes before the scheduled pick-up time.
- If students do not arrive at the scheduled pick-up time, the Bus Driver will wait one minute before proceeding to the next destination.

Guidelines for Students While on the Bus

- Hold the handrail (if there is one) as you get on the bus. Don't push or shove.
- Young students are recommended to be seated in the front seats for better monitoring by the Bus Monitor.
- Students cannot choose which bus they will take.
- Go directly to a seat (or one assigned by the Bus Monitor). Remain seated and face forward for the entire ride with seatbelts on at all times.
- Do not run, walk, or stand on any parts of the bus when the bus is moving.
- No reservation of seats for friends traveling on the same bus is permitted. Each student is entitled to one seat only, and bags are to be placed under the seat.
- Do not stick your feet or hand into the aisle as someone might trip or injure your hand while passing through the aisle.
- Do not extend any part of your body through the school bus windows.
- Do not throw anything out the windows or around the bus.
- No food and drinks (apart from water) are to be consumed on the bus.
- Talk quietly as the bus driver must concentrate to drive the bus safely.
- Do not use iPads, laptops, mobile phones, or portable music players while onboard school buses. The Bus Monitor reserves the right to confiscate any of these items if they disrupt the Bus Driver's concentration and if they cause disruption among students. Confiscated items can only be returned upon reaching the designated drop-off point.
- Students are expected to speak with respectable language. Teasing, name-calling, swearing, fighting, bullying, or rough play is not acceptable at any time.
- Rudeness to the Bus Driver and Bus Monitor will also not be tolerated. The Bus Driver will report all matters of misconduct to Stamford's Transport Manager, and appropriate disciplinary action will be taken.
- Books, coats, school equipment, and band instruments may be transported on the bus provided they can be secured under the seat or at the front of the bus and not placed on the bus aisles.
- Dangerous and sharp objects, such as pocket knives, are not allowed on the bus. Stationery and toys should be kept inside school bags. The Bus Monitor has the right to confiscate all



Stamford American
SCHOOL HONG KONG

these and return confiscated items upon reaching the designated drop-off point.

- Students must cooperate in keeping the bus clean and free from damage. Any malicious or willful damage to a school bus will result in the immediate withdrawal of transportation services for the student(s) involved. In addition, the cost of repairing the damage must be satisfactorily settled by that student's parents.
- No changing/removal of clothes on the bus.
- No pushing or shoving is permitted on the bus.

In case of an emergency, students are to remain on the bus unless otherwise instructed by the Bus Driver.

Guidelines for Students While Getting Off the Bus

- No pushing or shoving. Hold the handrail (if there is one) as you get off the bus.
- If everyone is getting off the bus, students at the front are to leave first. Follow the Bus Monitor's instructions.

Guidelines for Parents/Guardians

- Parents and guardians are not permitted to ride the bus together with students.
- Parents cannot choose which bus they will take.
- Parents cannot choose which seats their child/children will sit on.
- If your children/child do(es) not require bus service for the following morning, please notify the school by 4:00 pm of the previous day via **Stamford Direct**.
- If your children/child do(es) not require bus service for the afternoon bus schedule for the day itself, please notify the school by 10:00 am that day via **Stamford Direct**.
- It is crucial that you keep the Bus Company informed of any changes of address or contact phone numbers for yourself or guardians/helpers meeting the children at the drop-off points.
- Whenever possible, communications should be done via the school at transport@sais.edu.hk or the Bus Company, not directly with the Bus Driver or Bus Monitor.
- Help to ensure the students are brought to the designated pick-up point at least five minutes before the scheduled pick-up time.
- If parents or guardians do not arrive at the scheduled pick-up time, the Bus Driver will wait one minute before proceeding to the next destination.
- If parents or guardians are to pick up the students from the drop-off point, please be at the designated drop-off point at least five minutes before the scheduled drop-off time.
- Parents/guardians of young students must ensure that their child is met upon their arrival at the bus drop-off point. It is crucial that you are on time to meet your child as the bus cannot wait at any drop-off point, or the driver may bring your child back to school. Parents/guardians will then be notified to come and pick up their children from school.
- Drop-off time may fluctuate depending on the departure time, the number of students on board each day, traffic/weather conditions, and unforeseen circumstances. Therefore, parents are advised to avoid making arrangements for any after-school activities too close to



Stamford American
SCHOOL HONG KONG

the scheduled drop-off time.

- In the event of a change in residential address, the Bus Company needs to be advised at least 2 weeks before the change in order to continue enjoying uninterrupted transport services.
- If your child/children no longer require bus service, please kindly notify the Bus Company one month in advance. Without such notification, we will assume that the service is required. Subsequent bus fee refunds will also be subject to review according to the Bus Company's policy.
- Due to the limited seating capacity of each bus, temporary bus changes for play dates or other events cannot be accommodated.
- The bus, bus route, pick-up timing/location, and drop-off timing/location may not be the same throughout the year.
- Students who are not bus riders will not be permitted to ride any other buses as they will not be covered under the insurance plan.

Disciplinary Process

Students are strongly encouraged to make the right choices when riding the bus. Older students need to exemplify the importance of being role models for younger students. In the event of repeated misbehavior on the bus, students may eventually lose the privilege to ride the bus.

In the event of an incident (bullying, provoking, acting silly, etc.) on the bus, affected students need to inform the Bus Monitor of the matter for them to intervene and it will be subsequently reported to the school. Students found misbehaving on the bus will be reminded of their behavior by the Bus Monitor or Bus Driver. Should reminders not improve the situation, the Bus Monitor will inform the school for incident logging. The school may speak to the involved student/s to remind them of their behavior. If the need arises, the parents of the involved student will be informed.

If issues arise and parents/guardians feel the need to express concern about some other students' behavior, please approach the school directly. You can contact the school at transport@sais.edu.hk, and the school will look into the matter. At all times, please do not board the bus and speak directly to other students.

When to Contact the Bus Company

- Address change and/or change of phone number
- New bus application queries and pick-up time
- Payment queries and/or cancellation of service
- Changes to bus schedule: i.e. extended holidays or your child is sick and will not ride the morning and/or afternoon bus
- Delay and/or failure of the bus to drop children off at the designated time