**Jockey Club Sarah Roe School PTA Limited (The PTA)**

**Rules and Guidelines for Ensuring Safety of Students on School Bus**

1. Parents should forward 4 post-dated cheques to the PTA before the school year. A grace period of ONE week will be given for each installment period. The PTA will not be able to provide the bus service for the student if payment is not received after the grace period.
2. Bus routes will be reviewed each term.
3. One way journeys are not permitted nor will applications for different routes in the morning and afternoon be permitted unless under special circumstances and approved by the PTA Executive Committee or its delegate.
4. Students are not allowed to transfer buses unless under special circumstances and with prior approval from the PTA Executive Committee or its delegate.
5. Students with physical disabilities will be picked up later and dropped off earlier if feasible.
6. Students are the responsibility of the parents/helpers whilst they are waiting for the bus in the morning and when they alight the bus at the end of the day. The bus escort is not responsible for the student once they have alighted from the bus.
7. Parents or carers should ensure that their children are at their pick up point at least 5 minutes before the scheduled time. If the bus is early, it will wait until the allocated time and a maximum of 2 minutes longer.
8. At the end of the day, the parents or carers should be at the drop off point at least 5 minutes before the schedule time to pick up the students. As above, if the bus is early it will wait until the scheduled time of delivery and a maximum of 2 minutes longer.
9. If a child is not at the pick-up point in the morning the bus will not wait longer than the 2 minute allocated waiting time. If a parent/helper is not at the allocated pickup/drop off point on time then the bus will wait 2 minutes only before proceeding with its schedule, with or without the child. Parents are reminded to be aware and considerate that delays impact on all those included in the bus journey.
10. Bus escorts will report incidents of repeated lateness to the PTA Coordinator who will liaise with parents to remedy the situation. Parents are advised that non-compliance with the rules and guidelines of the bus service may result in withdrawal of the service for the family in question.
11. A student will not be allowed to alight at the drop off point if the parent or carer is not present. The escort will arrange for the student to be escorted to a safe place with supervision or be returned to school. The parents will be notified of the location of their child and will be responsible for both collecting their child and for reimbursing any costs incurred.
12. Parents must apply to the PTA Coordinator at least **one full school day in advance** of any request for a change to schedule that occurs during term time – (this includes temporary changes to pick up/drop off point, requests for extra seats etc.). Requests will only be entertained if feasible.
13. Permanent changes of address or requests for a change of pick up/drop off point require reapplication to the PTA via the PTA Coordinator.
14. Medication may be placed in the student’s bag to be transported to school. However, it is the responsibility of the parent to ensure that the school nurse is notified of the incoming medication. The escorts must not be asked to carry medication for children. Items in the school bags are not the responsibility of the bus escorts.
15. The bus escorts are not to be used as a courier service for any additional items to or from school. Bus escorts have been instructed NOT to entertain any requests to courier goods to or from school for parents. The bus escorts are not to be used as to communication relay service. Any messages, instructions, requests between families to the school, school staff or other must be communicated directly to the recipient and not via the school bus service.
16. Any inquiries relating to bus services including seating requirements (and requests for extra seating) must be directed to the PTA Coordinator and not the bus escorts or other staff of the school. Your PTA Coordinator is Ms. Carla LAM Tel: +852 27619893 Email: carla.lam@jcsrs.edu.hk
17. Students that behave in a manner that causes harm or injury to others or in a way that endangers the safe passage of the bus will be required to be accompanied by a parent or carer or may be suspended from the use of the school bus service.
18. The PTA Executive Committee has the authority to make decisions on the operation of the school bus service.

End.

(Revision 17 June 2016)