Bus Usage Policy

(revised September 2008)

1. OVERVIEW

1.1 On days when the school is in session the school contracts a local bus company to transport students to school in the morning and home again in the afternoon.

1.2 The school does not own or operate the buses, nor does it employ the bus drivers.

1.3 Parents who wish their child to travel on the bus must complete a Transportation Request form (available from the School Office or on the school website). Such a form must be completed and submitted for each school year.

1.4 If a bus is already full new Transportation Requests will be placed on a waiting list. Submission of a Transportation Request does not guarantee a place on a bus.

1.5 Use of a school bus is not included in school fees. A separate bus fee must be paid in advance.

1.6 The fee charged is for the occupation of a seat, not the distance covered. In other words, the fee is the same regardless of where the student enters or leaves the bus.

1.7 No refund is payable on days when the bus is not used.

1.8 Students are placed on specific buses by the School Office. As the school population fluctuates through the year students may be assigned to a different bus.

1.9 The number of bus routes operated will be determined annually by the number of Transportation Requests received and the economic viability of serving each route.

2. BUS STOPS and ROUTES

2.1 Each bus will adhere to a published schedule of stops. For reasons of safety, no other stops will be permitted.

2.2 Stops may be added or withdrawn at any time to meet the changing enrolment of the school.

2.3 The routes served by each bus will be reviewed annually and changed to best meet the needs of the greatest number.

2.4 Every effort is made to accommodate parents' requests but the school cannot and does not undertake to provide a route or a stop for the convenience of every student.

3. SCHEDULES

3.1 The School Office publishes and issues a schedule for each bus listing the times when each bus stop is served. These may be revised periodically as required.

3.2 Ordinarily, buses are timed to arrive at HIS by no later than 8.45am and to depart HIS by no later than 3.30pm.

4. EXTRAORDINARY REQUESTS

4.1 Occasional and extraordinary use of a school bus (up to and including Grade 6).

- 4.1.1 Students below Grade 7 who do not ordinarily use a school bus may do so in emergency cases only.
- 4.1.2 A charge of ¥800 will be made per single journey.
- 4.1.3 Such students may only use existing bus stops.
- 4.1.4 Students may get on or off their usual bus at a different stop only if permission has been requested by e-mail to buschange@hiroshima-is.ac.jp with more than **24** hours notice.
- 4.1.5 Students may travel on a different bus only if permission has been requested by e-mail to buschange@hiroshima-is.ac.jp with more than **48** hours notice.
- 4.1.6 It is the responsibility of parents and not the School Office to inform students of which bus they are taking on a given day.
- 4.1.7 Students may travel on a different bus only if a seat is available.
- 4.1.8 Priority for seats is given to regular bus users (including newly-enrolled students). Parents should therefore not assume that a seat on an unusual bus will be available on a regular basis.

4.2 Occasional and extraordinary use of a school bus (Grades 7 – 12).

- 4.2.1 Students in Grade 7 and above who do not ordinarily use a school bus may do so with permission of the School Office and depending on the availability of seats.
- 4.2.2 Requests to use an afternoon bus must be made before 1pm on the day of travel.
- 4.2.3 A charge of ¥800 will be made per single journey and must be paid in advance.
- 4.2.4 Such students may only use existing bus stops.
- 4.2.5 Students in Grade 7 and above may use different buses with the prior permission of the School Office and depending upon the availability of seats.

5. BUS RULES

5.1 All students riding a bus must be seated and must wear a seatbelt.

5.2 Students must occupy their assigned seat.

5.3 Students must obey the instructions of the Bus Driver, the Monitor or any teacher travelling on a bus.

5.4 Students may not eat or chew gum while travelling on a bus.

5.5 Students may drink water or tea from a PET bottle with a cap. Cartoons of juice and open cups are not permitted.

5.6 Bus windows must remain closed during the whole journey.

5.7 Students whose behaviour is unacceptable may be refused permission to ride on a bus.

3-49-1, Kurakake, Asakita-ku, Hiroshima 739-1743, Japan
Tel: +81-82-843-4111 Fax: +81-82-843-6399
E-mail: hisadmin@hiroshima-is.ac.jp Web page: http://www.hiroshima–is.ac.jp