



2017-2018 Bus Use Rules and Expectations

Please read the following Bus Use Rules carefully and sign at the bottom of the bus registration form. Please note that the submission of a bus registration document does not guarantee your child a place on the bus as bus availability in certain areas is dependent upon demand.

Riding the bus is a privilege, not a right. If students and/or parents are found to be violating these rules, the student(s) in question may lose their bus riding privileges as detailed below. To avoid this, we ask that all students and their parents read and understand these expectations.

Bus fees are paid in addition to normal CIS tuition fees. Please contact Accounts at accounts@cisabudhabi.com to arrange for the first payment of bus fees (due on August 15, 2017). Students are not permitted to use bus services if fees have not been paid.

Morning Pick-Up (Home → CIS)

- Parents are asked to have their children at the pickup location on time. In order to keep the buses on time for all students, buses will not wait for late students at the bus stops for more than two minutes after the pre-designated departure time. It is important to understand that multiple delays in the morning compound and cause late arrivals to school. We ask that all families please be considerate of the bus schedule to avoid making students late to school (and home in the afternoon!)

Afternoon Drop-Off (CIS → Home)

- If for some reason your child(ren) will not be riding the bus home, please inform the bus supervisor or call CIS Reception no later than 2:45 p.m. (or 12:45 for KG1). If you call after this deadline, there will not be sufficient time to guarantee that your child will be kept off of the bus.
- Children must go to their bus (or waiting area) as soon as school ends to ensure that the buses are not delayed leaving the school. Repeated instances of tardiness may result in students being unable to continue using the bus service.
- Parents should ensure there is someone at the bus stop on time to collect the child from the bus unless the parents have provided a written note to the bus supervisor giving permission for their student(s) to walk home from their stop unattended. If no such note is provided, students who do not have an adult waiting for them will be returned to the school and parents will be responsible for providing transportation home.

General Rules for Riding the Bus

1. Children are only allowed to travel on their assigned bus unless they bring a note signed by a parent giving them permission to do otherwise (e.g. go home with a friend).
2. Parents must notify reception or the student's bus monitor if the student will not be riding their normal bus home. Bus monitors should be notified if students are not riding the bus to school in the morning.
3. Children are not permitted to eat or drink on the bus – they are allowed to drink water only.
4. Children must use seatbelts at all times and remain in seatbelts for the entirety of their trip.
5. Students will show respect to the bus monitor and follow her instructions at all times to ensure the safety of all students and staff aboard the bus.
6. Parents will be financially responsible for any damage done to the bus by their child(ren).
7. Emirates Transport has the final say regarding bus routes and pick-up/drop-off times.
8. Students may not have friends ride the bus unless the friend is already an existing bus student. Parents must also provide written permission to the school and notify their bus monitor(s) ahead of time.

Bus monitors will provide administration with written reports of any repeat or serious behaviors. If a student is found not to be meeting the behavioral expectations of CIS, the following procedure will be followed.

First report: Vice Principal will meet with student to discuss expectations

Second report: Written warning letter from administration will be sent to parents.

Third report: Student(s) will be removed from the bus for one week. Fees will NOT be reimbursed.

Fourth report: Permanent exclusion from bus service. Fees will NOT be reimbursed. Return to the bus in the following Academic Year is subject to the discretion of CIS Administration.



2017-2018 Bus Registration Form

Please submit only one form per family. Bus service is not guaranteed in some areas and is subject to demand. Emirates transport will contact families with bus pick-up and drop-off times/locations before the start of the 2017-2018 Academic Year. The completed Bus Registration Form should be submitted electronically to studenttransport@cisabudhabi.com.

| | |
|---|-----------------------------------|
| _____ <i>Student Name (as on passport)</i> | _____ <i>Grade (2017-2018)</i> |
| _____ <i>Student Name (as on passport)</i> | _____ <i>Grade (2017-2018)</i> |
| _____ <i>Student Name (as on passport)</i> | _____ <i>Grade (2017-2018)</i> |
| _____ <i>Student Name (as on passport)</i> | _____ <i>Grade (2017-2018)</i> |

Student Home Location/Address (include map if needed):

Area: _____

Address: _____

Parent/Guardian Contact Information:

| | |
|---|--------------------------------|
| _____ <i>Parent/Guardian Name (please print clearly)</i> | _____ <i>Contact Number</i> |
| _____ <i>Parent/Guardian Name (please print clearly)</i> | _____ <i>Contact Number</i> |

I acknowledge that my student(s) must arrive at their designated bus stops on time and that an adult is required at drop-off locations to receive students from the bus, except in cases where a permission form has been submitted to the bus supervisor. My child(ren) and I have read and understand the rules of bus use on the previous page, and will support the school in their enforcement.

Parent/Guardian Signature

Date