

BUS REGULATIONS

Students should observe the following safety rules when using the bus service:

- Follow the instructions of the Bus Mother and be polite to everyone.
- Once on board, students must remain on the bus.
- Remain seated with seatbelt fastened throughout the journey.
- Do not talk to the driver during the journey.
- Do not eat, drink or shout while on the bus – quiet voices please.
- Do not use or play with sharp objects (pencils, recorders etc.).
- Always allow the bus to come to a complete stop before unfastening seatbelts.
- In an emergency, follow the directions of the Bus Mother, driver or responsible adult.

Parents please note: students may not use the school bus if bus fees have been not paid.

The PTA reserves the right to change bus fees/schedules if necessary.

- Please be at pick-up/drop-off points 5 minutes before the times noted on the schedule.
- Please make sure your child has boarded the bus in the morning before leaving.
- E-mail (pta@kennedy.edu.hk) if your child:
 - a will not be traveling on the bus in the afternoon.
 - b is not on the bus in the morning, but will travel on the bus that afternoon.
 - c after school activity is cancelled, or your child no longer attends it.
 - d is to be allowed off the bus in the afternoon without being met by an adult.
- If the designated adult for your child is not at the afternoon stop to meet your child, the Bus Mother will return the student to school. If this occurs **a fee of HK\$100 is charged for short route users, and HK\$150 for long route users.**
- To allow children to arrive at school in time, the buses must depart on time.
- Parents may travel on the school bus only with the prior approval of the Bus Organiser.
- Parents are liable for any damage caused to a bus by their child.
- Refunds may be paid for full calendar months only. Advance notice of withdrawal must be made in writing/by e-mail. A HK\$100 administrative fee is charged.
- Play Dates - students may be allowed to travel on a bus for occasional play dates when the bus is not full. *However, the following conditions will apply;*
 - a. To ensure the safe management of all such requests – they must be submitted to the PTA office by 12:00noon a day in advance (excluding Saturdays, Sundays, CPD and public holidays). Requests with less notice will not be considered.
 - b. Such arrangements are not available in the first two full weeks of the school year.
 - c. This is only for play dates and not for accommodating extra-curricular activities.
 - d. A one-way fee of HK\$50 will apply for non-bus users.
- Please address any concerns to the PTA Administrator by e-mail or telephone. Parents are asked to refrain from boarding the bus to discuss their concerns with the Bus Mother directly whilst she is supervising students.

