



Wesgreen International School

Sharjah, UAE

12 October 2019

Dear Parents,

Kindly make note of the below mentioned points as parents of Bus service users:

1. It is the responsibility of parents to ensure that their children are at the pickup point at a designated time. Buses will not leave from the pickup points ahead of the scheduled time, neither the buses will wait at the pickup/drop off points after the scheduled time. Inclement weather and traffic congestions may cause delays to the scheduled pick up / drop off time.
2. Only authorised personnel are permitted to enter the bus. Parents are not authorised to enter the bus unless asked to do so by the Bus Driver/Bus Guardian. Only the Bus Driver/Bus Guardian, Bus Service provider/school employee and students are permitted in the bus.
3. Parents will liaise directly with the delegated Service Delivery Executive (SDE) appointed by the Bus Service provider and not with the Bus Driver, Bus Guardian, another parent or another student on the bus regarding issues.
4. Whilst traveling on the school bus, students are solely responsible for any electronic devices in their possession. Bus service provider is not responsible or liable for any damage, lost or stolen equipment.
5. Any behavioural issues or incidents in the bus will be reported by the Driver / Bus Guardians to SDE, who will in turn escalate to the school management using the Form BC201 (attached).
6. Parent shall compensate the company for any damages caused or sustained on the bus or to fellow students as a result of inappropriate behaviour by their child(ren).
7. For safety and hygiene reasons, eating on the bus is not permitted.
8. Parents must notify the Bus service provider for any change of location. Allocation of the buses will be based on the seat availability and route coverage.
9. Students must be in possession of their Bus ID card when travelling on the bus.
10. Students must wear seat belts when the bus is moving and must not get up from their seat at any time during the journey.
11. If your child(ren) are not travelling by bus on return, please ensure to inform the school reception at least 2 hours in advance before the dispersal time.

Failing to adhere to the above may result in disciplinary actions which may lead to suspension for a week from Bus Service to complete removal from the Bus Service facility.

Thank you for your understanding.

Sincerely,

School Management



Wesgreen International School

Sharjah, UAE

WEEKLY BUS INCIDENT REPORT

FORM BC201

Student name: _____

Campus: _____

Bus No. & Route: _____

Class & Section: _____ Date of First Incident & Time: _____ - _____

Student ID: _____ Driver name: _____

Parent's Contact No: _____ Conductor name: _____

Violations:

1. Refusing to sit safely while bus is moving	2. Crossing the road ahead of the bus conductor
3. Does not wear seat belt	4. Hitting other students
5. Using bad language/spitting	6. Showing disrespect towards bus staff
7. Fighting/Bullying	8. Damaging the bus by tearing or writing on the seats
9. Disturbing other students	10. Not following segregation of seats for boys and girls
11. Not carrying ID card	

Comments:

Day 1	Day 2	Day 3	Day 4	Day 5
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Violation number(s): □□□□□ □□□□□	Violation number(s): □□□□□ □□□□□	Violation number(s): □□□□□ □□□□□	Violation number(s): □□□□□ □□□□□	Violation number(s): □□□□□ □□□□□
Comment: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Comment: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Comment: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Comment: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Comment: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Signature of Conductor: _____ Signature of Driver: _____

BBT Representative: _____ Head of School: _____

Copy: Student file, Manager – School Operations, Branch Manager (BBT)