

Bus rules of the German International School Dubai

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1. Preamble

The German International School Dubai offers a school bus service for the daily transport of the pupils* to and from school. The German International School has no legal obligation to transport the children. The bus service is a voluntary and fee-based service (that is without any financial support from German authorities or the general school budget). The bus service, especially the determination of routes, bus stops and number of buses is decided by the school administration with consideration of the economic factors. The assigned buses fully meet the RTA safety regulation (Roads and Transport Authority).

2. Registration

Registrations are to be submitted in writing to the school administration during opening hours. By handing in the registration for the bus service, the legal guardians agree to the valid bus regulations.

Registrations for the partial use of the school bus transport according to Point 4 (only single or return journey) are to be made after the school year starts on a day that will be announced by the school administration.

3. De-registration or changes of registration

3.1 General remarks

Pupils using the school bus can **generally only de-register or change the registration with permission from their parents**. The change of registration or cancellation must be done in writing by email.

3.2 Change of registration

Notification of changes of registration for the pupils to another bus can only be accepted should the respective bus have available seats. These changes have to be requested by parents in writing by email (sabine.berth@germanschool.ae) **one day in advance by 11 am**. Only after confirmation is the notification of change of the bus transport approved.

3.3 Day tickets

There is the possibility for pupils who do not use the bus on a regular basis to book day tickets. Day tickets can only be booked if there is enough available space on the bus. Only after approval from the school is permission to use the bus allowed. For these pupils a flat rate of **26.00 AED per single journey** is to be paid before boarding the bus.

3.4 De-registration due to absence

Please de-register your child with the **administration** via email (sabine.berth@germanschool.ae or info@germanschool.ae) should he or she not take the bus as an exception. Otherwise the bus supervision will waste time looking for children. **De-registration needs to be done by the latest 10.30 am**.

4. Reservation for just the single or return way

It is possible to just book a single or a return journey to or from the school. In this case the following shall apply:

1. Should the bus be fully booked (for example when the lessons end early for all pupils), pupils who have booked a single and return journey will have priority over those pupils who have just booked a single or a return journey. The parents will be informed of this by telephone or email and the pupils will in this case have to be brought to school or picked up by their parents.
2. The school has the right to cancel the bus service prematurely if pupils are registered for a single or return during the year and if through this there is no more capacity on the bus for pupils who have only booked single or return journeys. Parents will be informed of the cancellation of the bus transport one week in advance.

5. Termination

The contract is only valid for the current school year. It is not automatically extended for the next school year. With the payment of the re-registration fee for the bus-service the guardians have the possibility to register for the next school year. A new registration needs to be made at the beginning of every school year as described above.

Termination rules according to clause 11 of the valid schedule of fees apply. For pupils travelling by bus who have only booked a single or a return journey, a premature right to terminate of one month shall apply.

6. Bus fees

The amount of fees and the due dates of the payment can be found in the valid schedule of fees of the German International School Dubai. A sporadic use of the booked bus routes can lead to an exclusion from the school bus service. Exclusion does not mean a refund or lowering of the bus fees.

7. Organisation

At the beginning of every new school year the German International School Dubai determines the route between the stop points and school corresponding to the registrations for each individual pupil. The concerned pupil will be collected at the agreed stop point every morning and brought back to that location again after school. The pupils and parents will be informed of the collection and delivery times by the bus personnel. These timings can vary slightly and +/- 5 minutes should be expected at any time.

Every route change or change of registration requires the prior written consent of the German International School Dubai.

7.1 Collection early buses

The pupils should be waiting **at the agreed stop point on time**. The bus driver or conductor shall not inform the parents and pupils by telephone before the departure of the buses. The buses will set off after a maximum of a two minute wait.

7.2 Departure midday buses

Kindergarten pupils will be taken to the buses by the bus conductors. Primary school children will make their own way to the buses after a three week settling in period. The pupils will independently make their way to the buses on time, will sit down on their seats and buckle their seatbelts.

The bus supervision will give permission for the bus to depart.

7.3 Departure times

These are the departure times for the school buses from school: 2:20 pm and 4:20 pm.

7.4 Rules for collection

Pupils under the age of 10 have to be collected by their parents or any other authorised adult when being dropped off at the arranged time. If this person does not show up after 2 minutes of waiting, the bus will take the pupil back to school where the parents will be notified and will have to immediately pick up their child from school themselves.

Pupils over the age of 10 can make their own way home. A written agreement note from the parents is necessary for this and has to be handed in the school administration.

8. Rules in the bus

The parents and pupils are responsible for the behaviour of their children on the buses. The instructions of the bus drivers and conductors need to be obeyed at all times.

The students and parents accept the bus rules according to Appendix 2. The bus rules are to be signed by the parents.

In the case of an accident or if the bus has to make an unexpected stop, the pupils are required to obey the following safety instructions:

- Pupils are not allowed to leave the bus. Pupils should remain calm and remain on their seats and wait for help.
- Pupils are not allowed to take taxis.
- The bus driver or the conductor will immediately inform the school.
- Should the pupils have no other choice but to leave the bus, they are required to obey the instructions of the bus driver and conductor.

The legal guardians are fully responsible for any damage their child may cause during the bus journey due to their misconduct.

9. Sanctions

Should these bus rules not be obeyed in any way by the pupils or the parents, the school reserves the right to temporarily exclude the pupil without a refund of the bus fees from the bus-service. Should there be another breach of the bus regulations, this exclusion from the bus-service shall be permanent.

In no case will there be any refund of the bus fees.

These bus regulations were agreed by the board of DISD on 17th January 2016 and replace the bus regulations from 26th June 2014.

Appendix:

- 1 - registration for the school bus service
- 2 - Student / Parent Declaration Form – School Bus Transport Service

The German text shall prevail in case of ambiguities or in other cases where there is doubt or where there are problems of interpretation.

Anmeldung zum Busbetrieb

Registration for school bus service

Hiermit melden wir unser Kind für den Bustransport der Deutschen Internationalen Schule Dubai für das Schuljahr 20__/20__ verbindlich an:

We hereby officially and bindingly register our child for the school year 20__/20__ for the school bus service of the German International School Dubai:

Hin- und Rückfahrt/pick-up and drop-off

Nur Hinfahrt/only pick-up

Nur Rückfahrt/only drop-off

So/Sun
 Mo/Mon
 Di/Tue
 Mi/Wed
 Do/Thu

Ab (Datum DD/TT/JJ)/From (Date DD/MM/YY) _____

Name des Schülers/Name of student Vorname & Familienname Name & Surname	Klasse/Grade / Kindergarten
Genaue Anschrift (mit Zeichnung auf der Rückseite dieser Anmeldung): Exact Address (with drawing on the reverse side of this application)	

Mir/uns ist bekannt, dass die Eltern für das Verhalten der Schüler im Schulbus die Verantwortung tragen. Die Busordnung und Gebührenordnung haben wir erhalten und erkennen sie an.

I am/we are aware that the parents take on the responsibility of the behaviour of the children in the school bus. I / We have received and acknowledge the bus regulation and the schedule of fees.

Kündigungsmodalitäten:

Der Vertrag endet zum Schuljahresende und verlängert sich nicht automatisch für ein weiteres Schuljahr. Es gelten die Regelungen der Gebühren- und der Busordnung.

The contract expires at the end of the school year and will not be automatically extended for the following school year. The provisions of the schedule of fees and the bus regulations apply.

Datum und Unterschrift/ Date and Signature _____

**Anlage zur Busordnung /
Appendix to the schoolbus regulations**

DISD: Student / Parent Declaration Form – School Bus Transport Service

1	At the beginning of every new school year the school determines the route between the stop points and the school
2	Parents /students are requested to arrive at the pickup location 5 minutes prior to the specified time, bus will not be able to wait more than 2 minutes at the stop
3	If the bus will be delayed more than 10 minutes the parents will be informed by the bus personnel
4	All students should behave quietly on the bus
5	Students should listen to the driver and bus attendant during the trips and they should cooperate with them
6	Students have to be seated for the entire trip and have to be belted up
7	Food and drinks are not allowed to be consumed during the journey, except water
8	Students should not stand, walk or play in the bus throughout the journey, emergency door should not be opened or tampered with or any damage to the bus should be cause
9	In case if any damage is caused to the bus by students, parents will be liable to pay the cost of the damage
10	All students should demonstrate good behavior and good manners during the journey to provide a secure means of transport for everyone
11	Students under the age of 10 have to be collected by their parents or any other authorized adult when being dropped off. If this person does not show up after 2 minutes of waiting, the bus will take the pupil back to school
12	Kindergarten students who use the bus service must be toilet trained
13	Kindergarten students have to use booster seats which are provided from the school
14	When the bus driver is driving he is not allowed to be touched or addressed
15	Students and parents are not allowed to give instructions to the bus driver and bus conductor
16	The bus drivers are instructed not to deviate from the school route, for example to shop at a petrol station because the insurance does not cover it
17	Avoid throwing garbage / waste, or any other items inside the bus, be calm and no loud noise should be made during the trip
18	I / we understand the instructions for using the bus and agree with it, and will stick to it in accordance with the terms and conditions of the school & / or transport bus operator
19	Failure to adhere to these instructions will result in issuing a warning letter to the parent and student's service might be stopped after evaluation. The school reserves the right to exclude the student without a refund of the bus fees.

Student Name:

Parent Name:

Date:

Signature: