



BEIJING INTERNATIONAL  
BILINGUAL ACADEMY  
海嘉国际双语学校



## Bus Application Form 校车申请表

### Important Notes for Parents / 家长须知 :

1. All school bus applications for the next school year should be submitted to [schoolbus@bibachina.org](mailto:schoolbus@bibachina.org) no later than July 15th. A 5 working days' notice should be given if you apply for bus service in the middle of the school year.

新学年申请乘坐校车，需在7月15日之前提交申请。学期中申请乘坐校车，需提前5个工作日。

2. All applications should be made through this form.

如需申请校车服务，必须填写校车申请表。

3. The school bus coordinators will make every effort to accommodate transportation requests received in good time, but cannot guarantee bus service to and from any particular location.

校车协调员会尽最大努力满足学生的乘车需求，但是不能保证一定会满足所有需求。

4. If students have to change school bus for reasons like moving to a new house location or related circumstances, parents / guardians must email [schoolbus@bibachina.org](mailto:schoolbus@bibachina.org) no less than 2 weeks prior to change; provision of the service is subject to accessibility, current bus routes and seat availability.

如您因搬家等原因需要调整校车站点，请至少提前2周发送邮件至[schoolbus@bibachina.org](mailto:schoolbus@bibachina.org)申请，学校需在参考目前校车线路和校车上是否有余座后与您确认可否提供校车服务。

5. Parents / guardians should ensure students are at the bus stop 2 minutes before the departure time and stay with them until they get on the bus.

家长 / 监护人应保证学生在发车前2分钟到达站点，并且陪孩子等候至孩子安全上车。

6. The school reserves the right to change bus routes, pick-up/drop-off times and points at any time during school year in order to satisfy the needs of the majority of students on a particular route.

学校有权在学年中任何时间调整校车线路、校车站点及接送时间，来满足特定线路上大部分学生的需求。

7. Please bring the pick-up card and present it to the bus teacher when collecting your student.

请您在接送孩子时随身携带并主动出示校车接送卡。

8. If you take your student home early from school please inform the bus teacher.

如果您带孩子提前离校，请及时通知校车老师。

9. If your student is not taking the bus on a particular occasion, or is taking a different bus, please email [schoolbus@bibachina.org](mailto:schoolbus@bibachina.org) no less than 24 hours before the effective date.

如果您的孩子因特殊情况当天不坐校车，或者改坐其他线路的校车，请至少提前24小时发邮件到[schoolbus@bibachina.org](mailto:schoolbus@bibachina.org)确认。

10. In case of an event of force majeure, such as an epidemic, segregation, earthquake, fire etc., students need to be picked up from school by their parents.

如果遇到不可抗力，如传染、隔离，地震，火灾等，家长需自行接送孩子。

11. Keep your mobile phone turned on for easy contact.

请您 / 接送人员保持手机通畅，以便及时联系。

As the parent or guardian of the student listed above, I have read the BIBA School Bus Policy and the Important Notes for Parents. I confirm my acceptance of the terms and conditions relating to the use of school bus service.

作为孩子的家长 / 监护人，我已阅读《海嘉校车政策》和“家长须知”，并同意相关条款。

( Parent's / Guardian's signature 父母 / 监护人签名 )

( Date / 日期 )

Student  
Passport-sized  
Photo



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## Bus Application Form 校车申请表

Grade level applying for / 申请年级 \_\_\_\_\_ Start Date / 拟入学日期 \_\_\_\_\_

Student's Name / 学生姓名 : \_\_\_\_\_ / \_\_\_\_\_  
Family Name / 姓 First Name / 名

Male / 男  Female / 女

Preferred pick-up/drop-off point / 首选乘车站 \_\_\_\_\_

Please fill out the guardian's/pick-up person's contact information in the form below according to order of priority. / 请按照联系人优先顺序填写下面表格 :

	Guardian's/Pick-up person's name 监护人 (接送人) 姓名	Mobile phone number 手机号码
1		
2		
3		
4		

Siblings' name(s) & class(es) at BIBA / 在海嘉学校就读的其他兄弟姐妹的姓名及班级 :

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Is there a regular person to escort your student to and from the bus stop after the school bus arrives?

校车到站后, 您的孩子是否有专人接送?

Yes / 是  No / 否

If there is a regular person to escort your student to and from the bus stop after the school bus arrives, please email your student's and the person's photos to [schoolbus@bibachina.org](mailto:schoolbus@bibachina.org). We will make a school bus pick-up card for this person.

如果校车到站后, 有专人接送您的孩子, 我校将为接送人员办理校车接送卡, 请您将孩子本人及接送人员的一寸电子版证件照发送到 [schoolbus@bibachina.org](mailto:schoolbus@bibachina.org).