



BEIJING INTERNATIONAL
BILINGUAL ACADEMY
海嘉国际双语学校

海嘉校车政策

该校车政策为家长、监护人及海嘉国际双语学校无需签署公约。

海嘉致力于为学生提供优质的校车服务。为实现这一目标，请所有乘坐校车的学生家长仔细阅读以下内容后提交《校车申请表》。如果您能带领孩子学习校车政策，我们将非常感激。

常规校车申请

学校为 E3 及以上学生提供校车服务。

申请常规校车服务，必须填写《校车申请表》。

新学年申请乘坐常规校车，需在 7 月 1 日之前提交申请并完成缴费。学校会于每年 7 月安排新学年校车路线。

如果您申请增加校车站点，学校会对您的乘车需求进行记录，如申请人数达到 6 人，学校会考虑加站。若您迫切需要校车服务，可先到就近的校车站点乘车。

由于校车安排落实需要时间，学年中申请乘坐校车请提前 5 个工作日发邮件到 schoolbus@bibachina.org 提交申请。但能否提供校车，学校需要参考目前的校车线路和校车是否有空座而酌情安排。

校车接送卡

请您在接送孩子时随身携带并主动出示接送卡。（ECC3 至 G2 学生全部使用接送卡，G3 至 G12 学生可根据家长意愿选择使用接送卡）

当您安排的接送人员有变化时，请提前联系校车老师，并更新校车接送卡。每学年末或当您学年中取消校车服务时，请将校车接送卡返还给校车老师。

常规校车时间

1) 早上：

为使校车准点，不给其他学生造成不便，所有校车都会准点发车。家长/监护人应保证学生在发车前 2 分钟到达站点，接送人员陪孩子等候至孩子安全上车。每辆校车上都配有电子时钟，我们建议家长以校车时钟时间为标准，避免时间差异。

2) 下午：

校车于 3:50 从学校发车。如果学生因为个人原因错过发车时间，家长需要自行安排到校接孩子。

校车会按照规定的时间送学生。如果因为堵车等原因造成校车晚点 5 分钟以上，校车老师会及时联系家长，请保持电话畅通。



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校车到站后，如果接送人员还没有到，校车老师会立即联系家长，等待最长不超过 5 分钟。如果 5 分钟后接送人员还未到站，校车会先将其他孩子送完后再返回这个站点。

体育校车

体育校车会按照体育部的需求安排，不提供点对点的校车服务。通常会根据实际学生情况提供 1 至 4 站，供家长选择。

ECA 校车

平时乘坐常规校车的学生若是当天有 ECA，会被自动视为乘坐 ECA 校车，无需额外缴费。如学生 ECA 后不需要校车服务，请您在 ECA 报名系统上进行勾选。平时不乘坐常规校车的学生如参加 ECA，也可在现有站点里选择校车服务，请您在 ECA 报名系统上进行勾选并完成缴费。如果学生临时取消当天 ECA，家长须在 12 点之前发邮件到 schoolbus@bibachina.org 通知学校，学校会安排学生乘坐下午 3:50 的常规校车回家。

校车乘车变更

如果您带孩子提前离校，请及时通知校车老师。

如果您的孩子当天不坐校车，或者不坐平时坐的校车，请至少提前 24 小时发邮件到 schoolbus@bibachina.org 确认。学校会及时通知孩子的校车老师和班主任老师，减少校车延误时间，保障孩子的安全。

如您因搬家等原因需要调整校车站点，请至少提前 2 周发邮件到 schoolbus@bibachina.org 申请，至于能否提供调整服务，学校需要参考目前的校车线路和校车上是否有空座而酌情安排。

如取消校车服务，请到中心办公室填写《学生服务项目变更表》，退费原则参照《转、退学及退费政策与规定》执行。

家长乘坐校车

家长/监护人不允许乘坐学生校车。

线路、站点调整及突发情况

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。

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。

特别提示

请您/接送人员保持手机通畅，以便及时联系。当您的联系方式发生变更时，请及时告知校车老师。



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学生乘车规范

1. 尊重和服从校车老师，举止符合学校行为规范。
2. 提前 2 分钟到达校车站点候车。得到校车老师示意后方可靠近校车。上下车时要有秩序，不要拥挤、推搡。
3. 校车行驶过程中，要坐在座位上，始终保持系好安全带。低年级学生靠前坐，高年级学生靠后坐。未经校车老师允许，不得擅自更换座位。
4. 禁止将头、手臂、脚伸到车窗外。车窗要始终保持关闭。
5. 禁止将饭盒、背包放到过道上或是将脚伸到过道上。
6. 禁止在校车上吃、喝东西。
7. 保持车内卫生，下车时随身带走垃圾。
8. 禁止携带刀具、玻璃容器等危险物品乘车。
9. 禁止在车上使用电子设备（比如：笔记本电脑、iPad）、写作业。
10. 禁止大声喧哗，避免影响到他人或司机。
11. 爱护车上设施，尊重他人财产。不得玩弄安全急救设施及逃生门。
12. 如发现有人违反校车规则，立即向校车老师汇报。

违反校车规则的后果

如果学生违反校车规则，校车老师报告给校车负责人，校车负责人报告给学生所在学部校长。

依据情节严重性，下列措施可以采取一项或是多项。

1. 以邮件通知家长孩子的违规行为。复印“违规记录单”放进学生档案。
2. 班主任或学部校长会与违反乘车规范的学生面谈。
3. 学部校长与违反乘车规范的学生家长面谈。
4. 停坐校车 2 天。
5. 停坐校车 5 天。
6. 取消校车服务。
7. 如果由于学生违规造成停坐或是取消校车服务，学校不予退费。



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BIBA School Bus Policy

This School Bus Policy is an unsigned agreement between the Parent, Carer or Guardian and Beijing International Bilingual Academy.

At BIBA we strive to provide all students a safe and pleasant journey to and from school. To ensure this, all parents whose child takes a school bus should read the following information carefully and then submit the *Bus Application Form*.

We would appreciate if you could discuss the bus policy and rules with your child.

Regular School Bus Application

BIBA provides school bus service to ECC3 and above students.

To apply for regular school bus service, the *School Bus Application Form* must be filled in.

All school bus applications for the next school year should be submitted to schoolbus@bibachina.org and paid no later than July 1st. School bus routes of new academic year will be revised in July each year.

If you apply to add your compound as a school bus stop, school will keep a record of the applicants from this compound or nearby and set up a stop when the total number reaches 6. If you desperately need school bus service, please go to the nearest stop.

As it generally takes up to one week to finalize the arrangement for individuals, if students want to take school bus in the middle of the school year, parents/guardians must fill out a *Bus Application Form* and submit it to schoolbus@bibachina.org 5 working days prior to starting the service. Provision of the service is subject to accessibility, current bus routes and seats availability.

Pick-up Card

Please bring the pick-up card and present it to the bus teacher when collecting your child. Students from ECC3 to Grade 2 must be picked up by showing pick-up cards. Students from Grade 3 to Grade 12 can be picked up with or without pick-up cards (with parents consent). If there is another adult to pick up your child, please inform the bus teacher in advance and get a new pick-up card. Please return the pick-up card at the end of the school year or when you cancel bus service in the middle of the school year.

Regular School Bus Schedules

a) Morning

In order to ensure all the buses on time and not cause inconvenience to other students, all the school buses are required to leave at the scheduled time. Parents/guardians are asked to ensure students are at the bus stop 2 minutes before the departure time. Every bus is equipped with a digital clock and we suggest that all families synchronize their home clocks with the bus clock to avoid any differences.

b) Afternoon

School buses leave school at 3:50pm. If students miss school bus due to personal reasons, parents will be contacted to pick them up from school.

All the school buses will drop off students at the scheduled time. If the bus is late over 5 minutes due to unforeseen circumstances, the bus teacher will inform parents by phone. Please keep your mobile



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phone on to receive the call.

If the parent/Ayi is not at the bus stop when the school bus arrives, the bus teacher will contact the parent and wait for no longer than 5 minutes, then the bus will go to the remaining stops and will return to the child's drop-off point after dropping off the rest of the students.

Sport buses

Sport buses will be arranged according to PE department needs, but we do not provide school-to-home service. Based on the actual situation of students' registration, normally 4 drop-off points will be provided for parents/students to choose.

ECA Buses

For students who normally take regular school bus and sign up for ECA, their names will be put into the ECA bus lists directly. If students do not require bus service after ECA, parents/guards must tick the right option in the registration system when signing up for ECA. Students who don't have the regular school bus service can also apply for ECA school bus service by ticking the right option and paying in the registration system. If students not attend their ECAs for certain reasons some day, parents must email schoolbus@bibachina.org before 12pm on the day to ensure their names can be removed from the ECA list and added to the regular bus list.

Changes to Students Taking Bus

If you take your child home early from school, please inform the bus teacher.

If your child is not taking the bus on a particular occasion, or is taking a different bus, please email schoolbus@bibachina.org no less than 24 hours before the effective date. The homeroom teacher and bus teacher will be informed at once. This will help reduce school bus delays and ensure your child's safety.

If students have to change school bus for reasons such as moving house, parents/guardians must email schoolbus@bibachina.org no less than 2 weeks prior to change. Provision of the service is subject to accessibility, current bus routes and set availability.

If you want to cancel school bus service, please come to central office to complete the *Students Service Amendment Request Form*. As for the refund standard please refer to the *Withdrawal and Refund Policy*

Parents Taking School Buses

Parents/guardians are not allowed to take school buses.

Emergency Condition and Adjustment of Routes and Stops

The school has the right to adjust bus routes, stops and pick-up times at any time during the school year to meet the needs of the majority of students on specific routes.

In case of force majeure, such as infection, isolation, earthquake, fire, etc., parents need to pick up their children by themselves.

Special Notice

Please keep your mobile phone available so that we can contact you in time.

Please inform the school bus teacher when your contact information is changed.



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Bus Rules for all students:

1. Respect and obey the bus teachers at all times, and behave appropriately in accordance with the school norms.
2. Arrive at their bus stop 2 minutes ahead of the bus schedule. Do not approach the bus until the bus teacher says so. Walk accordingly when getting on and off the bus. Do not push or shove others.
3. Remain seated and wear seatbelt for the entire ride. Younger students need to sit near the front of the bus and older students towards the back. Do not change seats unless directed by bus teacher.
4. Keep head, hands and feet inside the bus at all times, and windows should remain closed.
5. Do not leave lunch boxes and bags in the aisle. Keep your feet out of the aisle.
6. Do not eat and/or drink on the bus.
7. Keep the bus clean and remove any rubbish from the bus before getting off.
8. Do not bring dangerous items such as knives, glass containers onto the bus.
9. Do not use electronic gadgets (such as laptops and iPad) or do homework on the bus.
10. Talk quietly so as not to disturb others and the driver.
11. Take good care of bus facilities and respect other's property. Do not play with safety or emergency bus equipment, or the exit doors.
12. Report violations of any bus rules to the bus teacher immediately.

Consequences of Breaking Bus Rules

When a student does not follow the bus rules, the bus teacher will report to the bus coordinator who will then report to the divisional principals.

One or more of the following steps will then be taken according to the nature of the incident:

1. Email parents the child's misbehaviors and keeps the record in his/her student file.
2. Homeroom teacher or divisional principals will talk to the student about his/her behaviors.
3. Parents will be contacted and asked to meet with the divisional principals.
4. 2-day suspension from the bus.
5. 5-day suspension from the bus.
6. Withdrawal of bus service.
7. In this case, there will be no entitlement to a refund due to suspension or withdrawal of the bus service.



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