

Students' Name: Class:

Parent's Mobile Number:

(If nobody arrives to pick up your child then the Bus Monitor will call the above number)

Pick-up point (please tick): District 7 Tao Dan Park District 2 District 9 Other

Bus start date:

Pick-up address:

Drop-off address:

Please note if you would like to stop using our bus service, please fill in the Bus Withdrawal Form two weeks in advance of the expected finish date.

SCHOOL BUS SERVICE REGULATIONS

Conduct

- Pupils must abide by the direction of the Bus Monitors at all times.
- When on the bus, everyone must remain seated and wear a seatbelt at all times.
- The school's Positive Behaviour Policy must be followed at all times.
- Food and drink (other than water) should not be consumed on the bus.
- Windows must remain shut unless opened by the Bus Monitor or driver.
- Be respectful to others.

Morning

- Pupils should be ready to be collected when the bus arrives at their house/pick-up place. Unfortunately, with many others to collect, the bus is unable to wait for lengthy periods (max 2 min).

Afternoon

- When being dropped at home/drop-off point, pupils must exit the bus sensibly and then follow the bus monitor's instructions. Students are to be received by either their parents or their house staff.

Contact

- If the bus unexpectedly delayed more than 15 minutes the Bus Monitor will contact parents to advice on the amended schedule.
- Parents must inform the Bus Monitor or Ms Ngoc - Administrator Officer, email: ngocvtn@renaissance.edu.vn, tel: 028 377 33 171 - ext: 213 in advance if their students will not use the bus service on any occasion. This includes occasions when a parent may take their child from school when they would usually travel home by bus.
- Parents may contact the Bus Monitor or Admission Officer with any questions or concerns.

I fully understand that this request form does not guarantee my child a place for this bus service until the bus service fee has been paid in full.

Parent's Signature:

Parent's Name:

Date:



FOR OFFICE USE ONLY

Bus number:

Confirmed by:

Date:

Pick-up time: AM

Drop-off time: PM