

BUS APPLICATION & INDEMNITY FORM

BUS SERVICE APPLICATION FORM 2019/20

Wellington College International Tianjin provides a bus service to assist in transporting the students to and from the College. Where possible we will organize the appropriate bus stop at the given address or as close to the address as possible allowing for route changes and timings.

Bus routes are set according to application demand. Please note we will always try to accommodate your request where possible. This application does not automatically guarantee a place on the bus.

Date of Application |

PUPIL INFORMATION

Child Name 1 | Year Group (2019/20)

Child Name 2 | Year Group (2019/20)

Child Name 3 | Year Group (2019/20)

PLEASE INDICATE BELOW HOW YOU WISH TO USE THE BUS SERVICE

(tick and write applicable bus stop)

Morning Only ☐

Afternoon Only ☐

Both Morning and Afternoon ☐

Address |

Required Start Date |

CONTACT DETAILS

Mother's Name |

Mobile Phone |

e-mail Address |

Father's Name |

Mobile Phone |

e-mail Address |

BUS SERVICE INDEMNITY FORM

The Indemnity form must be signed before the application can be processed.

Full Name of Pupil(s) |

Date of birth |

The following information is required in the event of your child needing medical assistance.

Does your child have car sickness or chronic illness?

YES ☐

NO ☐

If Yes, please give details |

*The College does not recommend pupils under the age of 5 to take the School Bus

WHEN YOU USE A WELLINGTON COLLEGE BUS, REMEMBER TO FOLLOW THE SCHOOL RULES AND LIVE THE WELLINGTON VALUES.

1. Each pupil wishing to use the bus must check in with the Bus Monitor with his/her name and year group on every trip.

2. The bus will leave promptly for every trip.

3. Please ensure you are at the stop before the scheduled time as the bus drivers operate on a very tight schedule and cannot be delayed. The onus will be on you to arrange with your child where he/she should wait if you are not at stop in time.

4. All pupils **from Junior School and Nest** must be physically collected from the bus door (exit). These pupils will not be permitted to exit the bus without being physically collected.

5. School does not recommend that pupils **under the age of 5 years** take the School Bus. Special approval from the Master is needed for any specific request.

6. Eaglet pupils are not permitted to take the School Bus.

7. The ratio between the pupil under 5 years old and bus monitor is 2:1. The maximum bus monitor number for each bus is 2.

8. The Bus Monitor is empowered by the Deputy Head (Pastoral) to maintain order and discipline on the bus. Pupils are required to listen to the Bus Monitor's instructions at all times, especially in the case of an emergency.

9. Pupils must treat the Bus Monitor with respect.

10. Pupils are required to remain seated with seat belts fastened at all times while the bus is in motion. Pupils are also required to face forward at all times.

11. Pupils are requested to hold school bags and on his/her lap; and not to stick legs into the aisle, as someone might trip.

12. Pupils should talk quietly. There is no shouting in the bus. Also, no fighting, running or playing in or around the bus.

13. Pupils should hold the handrail, when he/ she gets on/off the bus.

14. If anything dropped near the bus, the pupil should tell the Bus Monitor or other adult, ask them to retrieve it for him/her.

15. Pupils should exit the bus calmly and in single file.

16. If everyone is getting off the bus, the people at the front leave first. Do not push.

17. Eating or drinking on the bus is not permitted.

18. The times of the routes are subject to change should it be deemed necessary. Parents and pupils will be informed in good time by the school in such an event.

19. All bus pupils should wear the school bus ID during the school days, it is the pupil's responsibility for swipe their badge when they get on/off the bus.

20. All bus parents should register with the bus system (TMS) application.

21. When bus fee overdue beyond 2 weeks, school has the right to stop providing the bus services to you.

The afternoon bus for Mondays, Tuesdays and Thursdays will depart from school premises at **1700hrs**, Wednesdays and Fridays will depart from school premises at **1600hrs**.

I acknowledge that the College expects all children to behave appropriately on the bus and should my child behave inappropriately, the following action will be taken:

MISDEMEANOUR 1

A verbal warning will be issued by the appropriate Head.

MISDEMEANOUR 2

A written warning will be issued by the appropriate Head which must be signed by the parent and returned to the school.

MISDEMEANOUR 3

The pupil will be removed from the bus for the remainder of the term and for the following term. Fees will not be refunded for the remainder of that term.

I have read and understood the bus rules and have educated my child/ren appropriately.

Signature of the Parent/Guardian

www.wellingtoncollege.cn/tianjin

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