

# Osaka YMCA International School

Fully Accredited by the Schools Commission of the Western Association of Schools and Colleges.

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## OYIS Bus Usage Policy

### **1. OVERVIEW**

- 1.1 On days when the school is in session the school contracts a local bus company to transport students to school in the morning and home again in the afternoon.
- 1.2 The school does not own or operate the buses, nor does it employ the bus drivers.
- 1.3 Parents who wish their child to travel on the bus must complete a Transportation Request form (available from the School Office. Such a form must be completed and submitted for each school year.
- 1.4 If a bus is already full new Transportation Requests will be placed on a waiting list. Submission of a Transportation Request does not guarantee a place on a bus. Priority is given to younger children or siblings travelling with younger children on a first come first served basis. Priority is also given to those who sign up for the round trip service.
- 1.5 Use of a school bus is not included in school fees. A separate bus fee must be paid in advance each term.
- 1.6 No refund is payable on days when the bus is not used.
- 1.7 The number of bus routes operated will be determined annually by the number of Transportation Requests received and the economic viability of serving each route.

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## **2. BUS STOPS and ROUTES**

- 2.1 Each bus will adhere to a published schedule of stops. For reasons of safety, no other stops will be permitted.
- 2.2 Stops may be added or withdrawn at any time to meet the changing enrolment of the school.
- 2.3 The routes served by each bus will be reviewed annually and changed to best meet the needs of the greatest number.
- 2.4 Every effort is made to accommodate parents' requests but the school cannot and does not undertake to provide a route or a stop for the convenience of every student.

## **3. SCHEDULES**

- 3.1 The School Office publishes and issues a schedule for each bus listing the times when each bus stop is served. These may be revised periodically as required.
- 3.2 Ordinarily, buses are timed to arrive at OYIS by no later than 8.50am and to depart OYIS by no later than 4:10pm.
- 3.3 Students should be at the designated bus stop at least five minutes before pick-up time. The bus will not wait for late students.
- 3.4 In the case of Early Childhood students, if the child's parent is not at the designated bus stop in the afternoon to meet the child then the child will be brought back to OYIS. The bus cannot wait for late parents.

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## 4. BUS RULES

- 4.1 All students riding a bus must be seated and must wear a seatbelt.
- 4.2 Students must obey the instructions of the Bus Driver, the Monitor or any teacher travelling on a bus.
- 4.3 Students may not eat or chew gum while travelling on a bus.
- 4.4 Students may drink water or tea from a PET bottle or Thermos with a cap. Cartons of juice and open cups are not permitted.
- 4.5 Bus windows must remain closed during the whole journey.
- 4.6 The bus door must not be interfered with.
- 4.7 Students must not play musical instruments while travelling on the bus.
- 4.8 Students whose behaviour is unacceptable may be refused permission to ride on a bus.
- 4.9 In the case of absenteeism or cancellation of service by the parent, the office should be notified the day before.

Bus Cel. Phone Number (Only available during the bus operating hours)

**TEL 090-7551-6865**