



INTERNATIONAL SCHOOL MANILA

University Parkway, Fort Bonifacio

Global City, Taguig City



STUDENT – PARENT

SCHOOL BUS

HANDBOOK

*Welcome to the International School Manila
School Bus Service!*



We at PHILKOR welcome you to our ISM BUS SERVICE. We would like to take this opportunity to share with you the necessary information for students who want to make use of our transport service.

Safety is, of course, our primary concern. But in order for us to maintain a safe and comfortable service for our students, we ask parents to support the school in implementing policies by discussing them with their children.

We look forward to working with you and your children in the coming year. As always, your comments and suggestions are welcome. Our goal is to provide the best service possible for everyone who avails of the school bus service.

BUS REGISTRATION

- a. Parents must complete and sign the PHILKOR Dynamics Solution and Sourcing Industry, Incorporated agreement for their child/ren at the Bus Office.
- b. Early registration is recommended to ensure the availability of seat/s for your child/ren and will enable the bus supervisor to plan the routes effectively. There are also discount schemes available for early payments. Please pay the bus fee at the School Bus Office.
- c. It may not be possible for the bus company to provide a door-to-door service for out-of-the way areas. However, an alternate pick up/drop off location may be arranged at the School Bus Office.
- d. The Bus Company is under no obligation to provide service for a student unless the bus fee has been paid.
- e. With any change in the student/s schedule, i.e. if the student is absent, was dismissed or sent home early, out on school trips, play dates, etc. the bus office should be advised by the parent thru email or written notice in advance.
- f. The School Bus Office must be notified of any changes in addresses and phone numbers immediately by email to ensure up-to-date records of your child/ren are on file; including the authorized adult to pick-up your child.



WORKING TOGETHER – FOR SCHOOL BUS SAFETY

International School Manila endeavours to provide the best possible education for all of its students. PHILKOR Dynamics Solution and Sourcing Industry, Incorporated is committed to support ISM's educational program through the provision of a safe and efficient bus service.

Students should be aware that:

- The school bus is considered to be an extension of the school and the classroom. Students are at school when they step onto the bus.
- All policies, rules and regulations which apply to students in school also apply while they are being transported.
- Students are expected to abide by all regulations in the Student Code of Conduct while riding the bus.
- Riding the school bus is a privilege, not a right.

1) STUDENT CONDUCT WHILE GETTING ON AND OFF THE BUS

a. Getting on the Bus:

Be on time. It is recommended that students are at their bus stop at least 5 minutes before their regular scheduled pick-up time. They should stay in a designated safe place and should not run toward the bus. Students should wait until the bus is at a complete stop and properly parked before approaching it. They should board the bus in an orderly manner, immediately proceed to their seats and fasten their seatbelts. The bus will not wait for students who are late so as not to inconvenience others. If students are left by the bus, it is then the parents' responsibility to arrange for alternative transport to School.

b. Getting off the Bus:

Remain seated until the bus comes to a complete stop. Unbuckle your seatbelt once the bus stops at your drop off point. Collect your bag/s and check that you have all your belongings with you. Please disembark in an orderly manner.

2) STUDENTS CONDUCT WHILE ON THE BUS

- a. Seatbelts must be buckled all the time while on the bus and must remain so for the duration of the trip. Standing up while the bus is in motion is strictly prohibited.
- b. Students should sit in their assigned seating and transferring of seats is strictly prohibited.
- c. Avoid unnecessary noises and distractions like loud talk, playing, and playing of electronic gadgets or instruments that might divert the driver's attention away from his task.
- d. Do not throw objects inside the bus or outside the bus windows or doors. Students should help keep the bus clean and orderly. Keep personal possessions such as books and bags on your lap or in the overhead compartment.
- e. Bullying, teasing, obscene gestures, physical displays of affection, profanity, abusive language, excessive noise and all inappropriate behavior will not be tolerated and will be subject to disciplinary action by the School.
- f. It is requested beverages are taken with care to avoid spills on the upholstered seats. Nuts and nut derivatives are not allowed on the bus. Other snacks may be eaten on the bus but without the use of utensils as these may cause injuries if/when the vehicle makes a sudden stop. All trash must be properly disposed of in the bin provided. Sharing of food is not encouraged.
- g. Respect the personal property of others.
- h. Passengers should not tamper with the emergency door, fire extinguisher, or other safety equipment on the bus. Students responsible for any damage, defacing of personal or bus property, will be required to pay for damages and will be subject to disciplinary action by the School.
- i. Disrespectful actions toward the school bus staff, other students, or general public will not be tolerated and will be subject to disciplinary action by the School.

Parents should be aware that serious or repeated inappropriate behavior and violation of these guidelines will be subject to disciplinary action by the school and may result in the suspension or cancelation of a student's use of the bus service



BUS OPERATING PROCEDURES

- a. Unauthorized persons are not allowed to board the school bus. Due to limited capacity and issues of safeguarding, adults other than bus service employees and ISM staff are not permitted to ride the bus.
- b. Students who plan to use transportation other than their regular bus, or make use of a stop other than their regular stop must have written parental permission, sent to the School Bus Office at least one day in advance
- c. Riders should follow the “one drop-off/one pick-up” policy. Students will not be allowed to board or get off at any other stop aside from their regular pick-up/drop-off point. Any changes in the regular arrangements with the School Bus Office will have to be emailed by the parent in advance.
- d. Students must see to it that nothing is left on the bus. Items found on the bus will immediately be turned over to the Lost and Found, Security Office.
- e. Routes for all buses are scheduled by the school on a drop-off/pick-up point basis, and any change or deviation from the established routes will be authorized only by the school.
- f. Buses leave on schedule and will not wait for late students.
- g. If a bus arrives late at school, Bus Attendants will issue each student a pass to be given to their teacher for admission to class and the tardy will be excused. The BA likewise will give the department office a list of names of students on the bus to validate the tardy slip received by the teacher.
- h. In the case of elementary school students, parents must arrange for a responsible authorized adult to accompany the child to and from the bus. If there is no adult to meet the child in the afternoon, the child will be returned to ISM. It then becomes the responsibility of the parent/guardian to transport the child home. Please note that middle school and high school siblings are not authorized adult receivers.
- i. Using pens/pencils or other pointed objects is not allowed on the bus for safety reasons.
- j. In unexpected circumstances of weather, traffic, mechanical problems, etc., the bus may arrive later than usual at the scheduled bus pick up/stop. If this should happen, please feel free to contact the School Bus Office for information at 8840-8540. Be sure that you know your child/ren’s bus number.

EMERGENCY COMMUNICATION

In cases of emergencies or during extreme weather conditions, the School Bus Staff will initiate phone calls to families to inform them of class suspensions and other necessary information that might affect the bus service for the day.

*For routes and other bussing inquiries,
Please contact the

School Bus Office

TELEPHONE NUMBERS

ISM Trunk Line	:	8840-8400
School Bus Office	:	8840-8540
Philkor Dynamics Solution	:	049-530-10-66 (Eugenio Fabula)
School Bus Email Address	:	<u>schoolbus@ismanila.org</u>
ISM Security Office (24/7)	:	8840-8530





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