



## Summerhill International School Bus Guidelines

We would like to ensure the safety of all the children. For smooth and safe bus operation, the following rules apply to all Summerhill students riding the bus. Please read the following rules and guidelines carefully and submit the commitment form.

### 1. Precautions for using school buses:

- At the bus stop, parents must act with due care in their own and their child's safety and wait for the bus on a public road.
- Please note that handover at bus stop for pick up and drop off is limited to 2 mins due to congestion of some roads and the safety of our students and staff on the bus as well as keeping to the schedule.

### 2. Bus route, change of the bus stop:

- Children who use the school bus can only use registered buses in the morning or afternoon, depending on the service you have chosen.
- Children can only be collected/dropped off the school bus ONLY at their assigned stop.
- The bus route or bus stop cannot be changed on a certain day of the week or spot. Please be sure to be waiting for the bus at the registered bus stop.

### 3. Bus departure time:

The bus will not wait any longer than one-minute passed the designated time.

**Departure and arrival times will be discussed individually depending on your location of pick up and drop off point.**

### Contact method:

Verbal communication to bus attendants or drivers is not accepted. Please contact the office or your class teacher directly for information sharing about your child.

If your child will not be riding home on the bus for whatever reason, please notify DIRECTLY to the school office by 10:00 am on the same day to ensure we have the right children on the bus.

**Contact information: Summerhill International School: Front Office  
info@summerhill.jp / 03-3453-0811**

- In case of urgent message after 5 pm please email info@summerhill.jp

### Others:

- No visitors, parents/guardians are allowed on the bus.

### 4. About cancellation of the bus service

- There is no refund due to cancellation in the middle of the semester (the first half year, the latter period) and change of one way / round trip.
- Due date of cancelling bus service for the latter period is Friday, January 14, 2019.

### 5. Rules in the bus

- All children are allocated a seat, and seatbelts are fastened by staff before the bus departures.
- Windows will remain closed at all times.
- Eating and drinking (apart from water) is not allowed. This rule protects students, a driver and an attendant from possible food allergies and anaphylaxis, prevents students from choking, and maintains bus cleanliness.