



## **School Bus Safe Practices and Procedures**

Tokyo West International School (TWIS) community including bus drivers, staff, and teachers will always continue providing proper transportation for students. Therefore, we appreciate collaboration from students and parents in following the guidelines below.

### **[School Bus Service]**

- a. Students must wait for school bus pick-up at the designated point only.
- b. The school bus will depart at its scheduled departure time. Unless there is an unforeseen public transport disruption, the school bus will follow its designated timetable. Please ensure that your child is at their designated bus stop on time.
- c. No visitors, parents/ guardians are allowed on the bus at any given time without permission by the school.
- d. Students are only allowed to get on their designated route bus when they are leaving school campus grounds.
- e. Students must always listen to and follow instructions given by either the school bus driver or bus duty teacher.
- f. Students are not allowed to open windows or touch the emergency equipment on the bus except if directed by the bus driver or the bus duty teacher, or in the event of an emergency.
- g. Students are asked to enter the bus promptly, immediately take their seats, and fasten their seat belts before departing.
- h. Running is not permitted at any time when getting on/off the school bus.
- i. Students must keep their seat belts fastened until the bus comes to a complete stop at its destination.
- j. Students are not permitted to eat on the school bus. (However, during summer or hot weather periods students can drink from their personal water bottles when needed).
- k. Students are not permitted to throw any kind of objects either inside the bus, outside of the bus, or around the bus.
- l. Students should help to keep the bus clean and orderly at all times.
- m. Students must not damage or abuse bus seats or equipment at all times.
- n. Students are not permitted to leave the bus without the bus driver or bus duty teacher's permission.
- o. Cellphones are to be always kept inside bags whilst on the bus. Under no circumstances can students use their phone to record or take photos of other students.

### **Attention to All Parents / Guardians regarding the Bus Services.**

- a. Parents who want their child to use the school bus service must ensure to submit a completed application form to Administration 3 months prior to commencement of bus services.
  - b. Any changes (including cancellation of bus service) to the nominated bus route must be submitted to Administration 3 months prior to the commencement of the new bus route.
  - c. Students are not permitted to take a school bus other than the designated route bus.
  - d. To uphold the safety of all students, any student who misbehaves may be suspended from using the bus service.
- **Step1:** A letter will be sent to parents to inform them of the issue.
  - **Step2:** After 3 written warnings, there will be a mandatory parent/teacher



conference.

- **Step3:** Suspension will occur, if the child's behavior does not improve after a parent/the headmistress of the school conference.
- **Step4:** If there is still no improvement, the child may not be permitted to take the school bus.

### **School Bus Cancellation**

- a. Please be aware that bus services may be unavailable on special event days such as Sports Day, Christmas Presentation etc. Please check for announcements sent by the school office and make other arrangements for your child.
- b. The school bus service may be canceled or delayed for reasons such as heavy snowfall, extreme weather, road conditions, mechanical problems, public transportation disruption etc. In the event of bus service cancellations due to unforeseen circumstances, parents will be alerted by email as soon as possible.
- c. There will be no refund for any bus service cancellation under any unforeseen circumstances as described above.

### **[Evacuation of Bus]**

The following procedure will be followed in case an emergency accident happens on the bus.

- a. The bus will immediately be stopped and if possible the bus will be off the road and out of the main stream of traffic.
- b. For kindergarten student buses, the buses are equipped with two exits located on the front left of the bus body (general use) and the rearmost door. For which door used will be determined by the case immediately.
- c. For a grade school student's buses, the buses are equipped with one exit door located on the front left of the bus. In the event, the exit door cannot be used due to a sudden accident, the decision whether to use the bus window will be determined case by case by the bus duty or bus driver.
- d. The bus duty and bus driver will be in charge to keep students calm and guide them to 'walk' in an orderly manner. The students will be guided to stay as far away from the accident location as possible.
- e. The bus duty and driver will double check whether there are students still on the bus or not.
- f. Immediately after, a joint effort from the school and parties involved in the accident situation will be carried out.