



ICS BUS CHARTER

1. Responsibilities of ICS Bus Provider

The school bus provider (Nino's Buses) agrees to:

- Ensure buses are fitted with properly installed permanent seat belts and no child will be allocated a seat without a seat belt
- Provide ICS with bus lists of students names and classes daily, and inform the school of any changes to those lists
- Provide parents with a 'Bus Hotline' number (see attached 'Bus Communication List') to improve communication and allow parents to contact them directly with any questions or concerns
- Display an ICS 'Safe Driver' notice with the school telephone number on the back window of every bus
- Take immediate disciplinary action against any Driver/Monitor who puts children at risk by failing to comply with the ICS Bus Charter or Company's own Code of Conduct (see Appendix 1)

Nino's Buses also commits to ensure that its drivers and monitors:

- Are fully trained (drivers and monitors) and qualified (drivers) to transport students
- Strictly adhere to the speed limit and not exceed 70KPH
- Use appropriate language in front of students at all times
- Show unconditional positive regard to students at all times
- Proactively intervene in any developing behavioural issues (e.g. by moving students to the front of the bus)
- Ensure all Primary students are accounted for prior to the bus leaving
- Keep the bus back for at least 10 minutes to allow the school to try to locate any missing students
- Ensure all students are sitting down with seatbelts on and adjusted before the bus starts moving; and that students remain in their seats with seatbelts on throughout the journey, between home and school
- Ensure no Primary student is allowed to leave the bus unless handed over to a family member or other adult authorised by the parents (in writing) to collect the child

- Ensure all FS children are escorted by the bus monitors from the bus to the FS unit each morning
- Ensure children do not eat or drink (other than water) on the bus
- Inform the school as soon as possible should the bus be involved in any incident (however minor) during the journey between home and school
- Inform the school as soon as possible regarding any injury (including minor bumps etc) to students during the journey between home and school
- Inform the school regarding any student who fails to comply with the bus behaviour rules (see Appendix 2) and record the student's name and details of any poor conduct in the Bus Behaviour Book
- Present the Bus Behaviour Book to the school Transportation Officer every morning on arrival at the school

2. Responsibilities of ICS

The International Community School (ICS) agrees to:

- Notify primary class teachers as soon as possible of any changes to student buses related to after-school clubs
- Notify parents by SMS/email as soon as possible in case of an emergency – e.g. bus incident, changes to bus schedule due to weather etc.
- Monitor Bus Behaviour Books on a daily basis and ensure effective communication between home and school relating to student misbehaviour
- Ensure teachers complete class registration before 8.30am in order to support the efficiency of the bus service
- Ensure teachers release students from class in a timely fashion to avoid delaying buses at the end of the school day
- Provide training opportunities for bus monitors to improve their level of spoken English
- To arrange a student Prefect system to support bus monitors and students travelling by school bus

3. Responsibilities of ICS Students

Students agree to:

- Arrive each morning at least 10 minutes before the bus is due to arrive at the pick up point
- Go immediately to the bus at the end of the school day to ensure buses can leave on time
- Inform the school before 10.30am if you will not be travelling home by bus (Secondary students only) that day

- Be polite to drivers, monitors and other students
- Demonstrate the ICS School Values at all times
- Remain seated with seatbelt fastened during the entire journey to and from school
- Not eat or drink (except water) on the school bus
- Not behave in a manner which might distract the driver or cause offence to others
- Only use electronic devices on the bus if they are used in an appropriate way and according to school policy.
- Not take photos or video footage on the bus
- Always follow the ICS Acceptable Use Policy in relation to device and internet use

4. Responsibilities of ICS Parents:

Parents agree to:

- Arrive with their children at the designated **pickup point at least 10 minutes before agreed pick up time each morning**
- Arrive at the **drop off point at least 10 minutes before the bus is due to arrive**
- Inform the school by email or phone (see attached 'Bus Communication List') by **10.30am on any day they wish to make changes** to their child's bus transport arrangements.
- Changes to their child's bus transportation **will not be permitted after the 10.30am deadline** unless there is an family emergency.
- Where there is an emergency situation and changes to a student's bus transportation needs to be made after the 10.30am deadline, parents will telephone the Principal's PA (see attached 'Bus Communication List')
- Send an email request before 10.30am to ICS Bus Manager Mazen Abdalla m.abdalla@ics.edu.jo and cc Mr Hafez Nino: hafeznino@hotmail.com if they want their child to be dropped at a different location (i.e. to go home with a friend),
- Not to pick up their children on route at any location apart from bus's official planned drop off points
- Call the **Bus Hotline** immediately to notify the company if they require someone else other than the parent or authorised adult to pick up their child from the collection point
- Use the **Bus Hotline** for any queries or concerns (including bus delays etc.)

Bus Communication List

1. Any queries or concerns related to the bus service (including bus delays)

Bus Hotline: 0777372320 /0777372303

2a. To change bus transportation arrangements (before 10.30am)

For Secondary Students:

Email: h.qulaghassi@ics.edu.jo

Phone (Haneen Qulaghassi) 0780888810

For Primary Students:

Email: m.alnahhas@ics.edu.jo

Phone (Mariam Al Nahhas) 0780888789

2b. To change bus transportation arrangements (after 10.30am) emergency situations only

Telephone: 0780888806 (Rana Al Shaqarin – Principal's PA)

3. To change drop location – scheduled drop off points only

Email: m.abdalla@ics.edu.jo (Bus Manager Mr Mazen Abdalla)

and CC: hafeznino@hotmail.com (Bus Company)