

## **ISPA Bus Service rules and regulations**

- 1) The registration form for the bus service shall be accompanied by proof of payment of 50 Hfl as one-time registration fee, per family. This is reduced on a pro-rata base for families using the service only for a few months before the child(ren) leaves the school.
- 2) The bus fee is set at the beginning of the school year and the payment is divided in three installments. These shall be paid in advance for each term on the ISPA bank account.
- 3) In case of late payment of fees appropriate interests may be added to the payment to cover the bank expenses. In absence of payment after three weeks from the deadline, the bus service will no longer be made available.
- 4) Renounce to the service shall be notified in writing to ISPA two months before the end of the term and does not entitle to any reimbursement of the registration or of the bus fees paid.
- 5) If the service can not continued for lack of a sufficient number of children, parents will be informed in writing with a one-month notice.
- 6) The parents are responsible for the behavior of their child(ren) during the bus transportation, including boarding and disembarking the bus, and at bus stops. The following applies:
  - Be on time at the bus stop.
  - When finishing school be on time at the school exit.
  - Stay clear of the roadway.
  - Avoid running to catch the bus.
  - Wait until the bus comes to a complete halt before trying to board.
  - Each child must sit in the seat assigned to him
  - Fasten the seat belts.
  - Saving seats for children getting on at other stops is not allowed.
  - Remain seated with security belt fasten until the bus reaches your designated stop. Don't ask the driver to let you off at other places.
  - Any damage to the bus must be paid by those responsible for the damage.
  - Keep the aisles clear of all items. Keep personal items in your lap or store them under the seat.
  - Do not throw any object on the bus or out of the window.
  - No food or drink allowed on the bus.
  - Do not engage in pushing, fighting or unsafe acts on the bus, during boarding or disembarking, or at bus stops.
  - Each child must be polite with everybody else on the bus. This includes avoiding all sorts of bad behavior, including any unsafe acts such as pushing or fighting and the use of bad language (in English or any other language).
  - The bus should be kept tidy (e.g., no loose papers should be left behind).
  - Be polite with the bus driver.

Failure to obey these rules may result in suspension of bus riding (with no fee reimbursement). In case of violations the bus driver will make a conduct report to the ISPA bus responsible. Violations that could endanger the safety and well being of others may result in immediate suspension from the bus (with no fee reimbursement).

To ensure that each child behaves politely on the bus the following system is put in practice. If a child breaks any of the above rules, the driver will identify him/her and note the name down. At the end of the journey such 'black marks' will be communicated to the bus responsible or someone delegate by him who will also inform the child's parents. If a child receives three 'black marks' within one term, he/she will be banned from using the bus for one week (with no fee reimbursement). If a child is banned from the bus three times, his/her place will be forfeited.

- 7) The child shall always show to the bus driver, on his request, the bus service ID card (that will be provided to the registered children by ISPA). Note: the bus driver will be able to speak English.
- 8) ISPA assumes no responsibility for any accident, damage or injuries during the bus transportation, including boarding and disembarking the bus, or at bus's stops. Children will be insured according to the Dutch law "Wetterslijke Aansprakelijkheid Medepassagiers".
- 9) Returning from school, the bus driver is instructed not to leave a child unattended at the bus stops. If his/her parent, or a person delegate by the parents, is not waiting at the bus stop by the schedule time, the child will be brought back to the bus company location (Brouwer's Tour, Zeestraat 37, Nordwijk, tel. 071-3619218) and parents will have to collect him/her there. If a parent wants to authorize his/her child to leave the bus by him/herself the parent shall write this authorization on a letter to the ISPA responsible.