

## Raimondi College Primary Section 2016 – 2017

### Rules and regulations of the school bus

1. Only one school bus route and one pick up and drop off stops can be chosen for each student. Once the stops have been chosen in the application, no changes can be made. Students should only get on and off the school bus at designated stops.
2. If pick up and drop off stops have to be changed due to home relocation, parents should notify the school in writing at least a month in advance. The effective date of the change will be the first school day of next month upon the approval of the school.
3. Students must bring along their bus passes when taking school bus. In September, the arrival of the buses may not always be punctual due to the adjustment of the time schedule; parents are advised to make sure that students wait at the bus stop earlier than the scheduled time, so as to avoid delays or missing the bus. Likewise, parents and caretakers should be at the drop off bus stop on time when the bus arrives. Students should be made known of the drop off stop clearly. Should parents and caretakers fail to turn up when the bus arrives, P. 1 and P. 2 students must remain on the bus, and the bus attendant will contact their parents for alternative collecting arrangement. If parents cannot be contacted, students will be brought back to the school premises and wait for collection. The telephone number of Mr. Mak, person-in-charge of school bus service is 94685358.
4. A coloured name card and sash will be issued to P.1 students and they have to wear the sash and bring the card every day. If they lose either the sash or the card, they will have to pay \$10 each for a replacement.
5. Parents should notify the school in writing if the student will no longer take the school bus. The signatures must be consistent with those in the handbooks.
6. If typhoon signal no.8, red/black rainstorm signal is hoisted by the Hong Kong Observatory, or a sudden announcement of school suspension made by Education Bureau during school time, the dismissal arrangement of students will be in accordance with those as specified in student handbook. Parents are advised to come to the school to pick students up in person. School bus services will be continued as normal. Phone enquiries made by parents are unnecessary.
7. Students must pay the school bus fee on or before the third day of each month, otherwise the seat may not be reserved. For P.1 to P.3 students, the cheque and payment card should be put in an envelope (with the student's full name and class stated clearly on the envelope) and be handed to their class teacher. For P.4 to P.6 students, they can pay directly at the school office. (Cheques should be made payable to " Kin Woo Transportation Company" with the student's name and class at the back of the cheques).
8. Students must never give the school bus fees to the bus drivers or bus attendants.
9. The payment cards should be kept in good condition. Replacement can be made at the school office if the payment card is lost.
10. The school bus fee is non-refundable.
11. If students wish to stop taking the school bus, they should return their payment card to the school office.
12. Students are not allowed to give gifts of any kind to bus attendants, bus drivers or teachers in charge of that school bus.
13. For security reason, parents are not permitted to board the school bus without prior approval. If they have a specific concern or a complaint, they should contact the school directly.
14. Whilst travelling on the school bus, students should abide by the following rules:
  - a. Students should go directly to the seat assigned by teachers or bus attendants.
  - b. Students should remain seated throughout the entire journey. They shouldn't change seats without the permission of the bus driver or the bus attendant.
  - c. Students are not allowed to sit in the front seat which is next to the driver.
  - d. Students must board or descend the bus in good order.
  - e. Students must not lean out of the windows.
  - f. Students should not open or close the windows by themselves.
  - g. Littering and spitting are prohibited on the bus.
  - h. Students should behave properly on the bus. Yelling, fighting and assaulting others are prohibited on the bus.
  - i. During the journey, students shouldn't talk to the driver while he is driving.
  - j. Eating, drinking and playing are not allowed on the bus.
  - k. Scribbling and causing damage to the bus are prohibited on the bus.
  - l. Students should be respectful and helpful to each other.
  - m. Students should be respectful and courteous to the driver and the bus attendant.
  - n. Students should be at the bus stop on time and behave appropriately while waiting for the bus. The buses will not wait for late comers.
  - o. Once descending the bus, students should go home immediately. They should not play or hang around in the street when wearing school uniforms.

All students riding the school bus are required to abide by the rules listed above. Any student found breaking the rules would be given verbal warnings. Written warning letter will be issued to the defaulters who do not show any improvement after receiving verbal warnings. Suspension of school bus privileges will be resulted after the receipt of three warning letters.

學生乘搭校車守則：

1. 貴家長為學生申請乘搭校車時，只可以申請一條校車線及訂定上落車地點各一個，期間不可隨意更改。
2. 如因遷居而要改乘其他路線校車，必須於一個月前書面通知學校。經學校批准後，將於下個月第一個上學日開始生效。
3. 學生乘搭校車時必須攜帶乘車證，以供負責老師查閱。在開學第一個月內，校車到站時間可能有誤，上學及放學請提早往車站接送學生，以策安全。一、二年級學生家長必須特別提醒 貴子弟牢記落車地點。下車後切勿隨便跟別人離去。如家長或工人未能準時到站接回學生，學生將留在車上，由跟車保姆以電話聯絡家長安排接回學生。如未能聯絡到家長，學生將被送回學校，家長請自行到校接回。校車負責人麥先生聯絡電話：94685358。
4. 一年級學生將獲發顏色識別牌及色帶，上學首月必須每天佩戴色帶及攜帶識別牌。如有遺失，每項須繳交十元補領。
5. 學生因事故早退或放學未能乘搭校車，必須由家長書面通知學校，家長簽名式樣須與學生手冊內相同。
6. 如在上課期間，天文台改掛八號或以上熱帶氣旋警告訊號、紅／黑暴雨警告，或因特殊事故教育局宣佈學校停課，除非家長親自到校接回學生，否則將依照手冊上第十一頁指示安排放學，校車亦會照常接載，家長無須致電查詢。
7. 車費必須於每月三號前繳交，否則乘坐校車資格將不被保留。一至三年級學生可將車費連同繳費証放進信封，寫上姓名及班別交與班主任代辦。四至六年級學生可直接到校務處繳交。（車費請以支票繳付，抬頭請寫 '建和旅運公司'，請在支票背面寫上聯絡電話、學生姓名及班別）
8. 切勿將車費交與司機或車上任何工作人員。
9. 繳費證必須妥善保存，如有遺失，則於下月繳費時補發。
10. 校車費一經繳交，將不獲退還。
11. 停止乘搭校車者應於月底將繳費證交回校務處註銷。
12. 學生不得送禮給任何負責校車老師、保姆或司機。
13. 家長不可擅自登上校車，如有任何投訴，請致電回校，以免對學生造成影響。
14. 為學生安全起見，請 貴家長督促子女嚴守下列規則：
  - (一) 遵從校車老師及保姆所安排的座位就座。
  - (二) 在車上不得隨意走動或更換座位。
  - (三) 學生不得乘坐車頭位置。
  - (四) 上落車時不得爭先恐後。
  - (五) 切勿將頭手伸出窗外。
  - (六) 不得擅自開關車窗。
  - (七) 在車上不得隨地吐痰或亂拋垃圾。
  - (八) 不得談笑、不可粗言穢語或爭吵打架。
  - (九) 沿途不可與司機談話或大聲呼叫。
  - (十) 乘車時不可飲食或玩耍。
  - (十一) 不得塗污車輛或毀壞座椅。
  - (十二) 彼此應禮讓、友愛及互助。
  - (十三) 在車上應對司機及保姆有禮。
  - (十四) 必須準時及有秩序地在車站等候，逾時不候。
  - (十五) 下車後，應盡快回家，回家途中不可玩耍及在任何地方流連。

學生如觸犯上列規則，經口頭警告後仍未改善，將接獲警告信。若接獲3封警告信則會被停止乘搭校車。