

高主教書院小學部
2018 - 2019

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. 如因搬屋要改乘其他路線校車，必須一個月前書面通知學校。經學校批准後，將於下一個月第一天上學日開始生效。
3. 學生乘搭校車時必須攜備乘車證，以備負責老師查閱。在開學第一個月內，校車到站時間可能有誤，上學及放學均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。如家長或傭人未能準時到站接回學生，學生將留在車上，由跟車保姆再以電話聯絡家長安排接回學生。如未能與家長聯絡，學生將被送回學校，家長請務必到校接回。校車負責人麥先生聯絡電話：9468 5358或2560 4511。
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，每項補領費為十元。
5. 學生因事早退或放學未能乘搭校車，家長必須以書面通知學校，家長簽名式樣須與學生手冊相同。
6. 如在上課期間，天文台懸掛八號或以上熱帶氣旋警告信號、紅／黑暴雨警告信號，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，否則學生將依照學生手冊上第十一頁指示安排放學，校車亦照常接載。
7. 每月車費必須於每月三號前繳交，否則乘坐校車資格不被保留。一至三年級學生可利用信封將車費連同繳費証封好，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「建和旅運有限公司」，支票背面請寫上聯絡電話、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，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報銷。
12. 學生不得送禮給任何負責校車老師、保姆、司機或校車承辦商。
13. 家長不可擅自上校車，如有任何投訴，請致電回校，以免影響其他學生。
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) 車上不得隨地吐痰或亂拋垃圾。
 - (八) 不得談笑、不可說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，應立即回家。

學生如觸犯上列規則，經口頭警告後仍未改善，則有機會被停止乘搭校車。

Raimondi College Primary Section
2018 – 2019

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 moving, parents should notify the school in writing at least one month before. The effective date of the change is the first school day of next month upon the approval of the school.
3. Students must bring along their bus passes when taking the school bus. In September, whilst adjusting to the schedule, the arrival of the buses may not always be punctual. Therefore, parents must ensure that they have made appropriate arrangements for students. Students must wait at the bus stop earlier than the estimated arrival time, so as not to cause any delays when boarding. Furthermore, on the way back home, parents should be at the bus stop earlier to ensure that they are there when the bus arrives. Students should know the drop off stop themselves. If no one picks up P. 1 and P. 2 students when the bus arrives, students must remain on the bus, the bus attendant will contact their parents for arrangements. 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 9468 5358 or 2560 4511.
4. A coloured name card and coloured 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 does not take the school bus. The signatures must be consistent with those in the handbook.
6. If typhoon signal no.8, red/black rainstorm signal is hoisted by the Hong Kong Observatory, or a sudden announcement of school suspension is made by Education Bureau for a special occasion during school time, the dismissal arrangement of the students will be the same as specified on the student handbook. Parents can come to the school to pick the students up personally. School bus services will be provided as normal.
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 students' full name and class stated clearly on the envelope) and 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 Co. Ltd.' 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.
10. The school bus fee is non-refundable.
11. If students wish to stop taking the school bus, they should return their payment card back to the office.
12. Students are not allowed to give gifts of any kind to bus attendants, bus drivers, teachers in charge or school bus service provider.
13. For safety's sake, parents are not permitted to board the school bus without prior approval. If they do 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 bus driver or the bus attendant's permission.
 - c. Students must not sit in the front seat which is next to the driver.
 - d. Students must board or alight 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, throwing objects or spitting is prohibited on the bus.
 - h. Students should behave in a proper manner on the bus. They shouldn't yell, make loud noises and assault others.
 - i. During the journey, students shouldn't talk to the driver while he is driving.
 - j. Eating, drinking and playing is prohibited on the bus.
 - k. Scribbling and causing damage is 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 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. After getting off the bus, students must go straight home.

All students riding the school bus are required to abide by the rules listed above. Students failing to abide by the above rules will be given verbal warnings. If students show no improvement after verbal warning, they will forfeit their right of riding the school bus and the school will impose a punishment if necessary.