



STONYHURST
INTERNATIONAL SCHOOL
PENANG

2022/23 Student Bus Transport Policy

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| Name of Policy: | 2022-23 Student Bus Transport (to/from SHP) Policy |
| Date of Policy Revision: | August 2022 |
| Revised by: | Bursar and Head of Pastoral |
| Approved by: | |
| Date approved: | |
| Date of next revision: | |
| By whom: | |
| Location(s) where Policy can be found: | |

1. Introduction:

The transportation service to and from Stonyhurst International School is set up to provide a high quality, reliable and trusted transport service that gives families the assurance that their child can access School daily. The School has an exclusive partnership with Lim Boon Kooi School Bus Service Sdn Bhd (LBK) and will work closely with them to ensure the highest possible standards of care, safety and security for our students.

Stonyhurst International School outsources its transportation service to LBK because they have highly trained and tested drivers on the road. They are trained specifically for transporting children to and from school whilst the bus monitors/supervisors ensure the safe delivery of students through attendance records, behaviour supervision and supervised collection.

The arrangement of the route and pick up/drop off times will be based on the number of registrations received and negotiation with the parents. Depending on where families are located, there may be individual drop-offs if this is not too many, nor too time consuming for students at the end of the day, or it may be a collective pickup/drop off point around Penang Island. These locations and times are at the discretion of LBK. The year group of the children to sit on the transportation provided by LBK is from Reception and above.

2. Rationale:

LBK were selected as the School's student transport partner as they are a trusted and reputable transport company who have demonstrated vast experience in transporting primary and secondary school students from Penang international schools, for example Uplands and Prince of Wales International School. LBK were selected through an in depth tender process, follow up meetings and interviews.

The benefits to our School community in partnering with LBK is that they provide peace of mind and the safe and secure transport of children for parents and caregivers.

The School has chosen to outsource the bus transportation of students as it currently does not have the experienced drivers and vehicles to do it internally.

3. Child Safeguarding:

The safety, security and welfare of our students is paramount. At Stonyhurst International School we have worked closely with LBK to ensure the highest level of safeguards to ensure the safety and security for our students utilising the bus service.

3.1 Every driver will;

- > Undergo background criminal checks prior to employment with LBK.
- > Drivers will also have regular substance tests 3 times a year through LBK.
- > Drivers will receive the School endorsed Child Protection and Safeguarding training and must pass the requisite test annually or as new drivers are introduced.

3.2 Every bus monitor/supervisor will;

- > Undergo background criminal checks prior to employment with LBK.

- > Understand and enforce our School behavioural expectations of students, and follow the reporting process regarding behavioural concerns.
- > Drivers will receive the School endorsed Child Protection and Safeguarding training and must pass the requisite test.

3.3 Monitoring and Recording of Student Attendance on the bus:

- > The bus monitor will take attendance and report to the appointed Student Services Officer at the School to ensure consistent attendance records are taken and to follow up with any unexplained absences on the transport.
- > The parents will communicate directly with LBK to- inform them if their child/ren will not be on the bus. LBK will then inform the School directly.

3.4 Changes in Transport Arrangements:

- > The parent must notify, in advance, the School's appointed Student Services Officer if there is a change in transport and pick up arrangements by 12pm.
- > The parent must provide an email (from the parent's email address) consent and information if another adult other than the child's parents or caregiver is picking up the child from School.
- > This consent cannot be given to the bus company, bus driver or the bus monitor/supervisor.
- > The Student Services Officer will then notify the class teacher and teaching assistant to ensure the child/ren are picked up by the designated adult.

3.5 Child/ren Drop Off:

- > LBK drivers and bus monitors/supervisors have been instructed that students from Reception to Year 6 are not to be dropped off at the pick-up point if the child/ren's parent, caregiver is not there to pick them up. Students in Year 7 and above can be dropped off without a parent/caregiver at the drop off point.
- > The bus will be instructed to wait whilst the bus monitor calls the emergency contact to see if they are close by. The child cannot get off the bus, and the emergency contact cannot give consent for the child to get off the bus without an adult there.
- > The bus will either complete the drop off of other students whilst waiting for the child/ren's caregiver to arrive at the pick up point.
- > If they do not arrive, the child will be brought back to School on the bus where the parents must come and collect the child from a supervising staff member. The parents will be informed via the Student Services Officer and the Head of Pastoral (Designated Safeguarding Lead) will be informed. In extreme cases, the protocol from the Uncollected Child Policy will be followed.

3.6 Seat Belts and Booster/Car Seats:

- > In following Malaysian law and guidelines, all students will be required to wear seat belts whilst on the bus. All buses will be fitted with seat belts.
- > Where required, students will need to sit in booster or car seats until they reach the minimum height, weight or age requirement to travel in a vehicle without one.
- > These will be provided by LBK.

3.7 Safety and Other Controls

- > As part of the effort to minimise risk and ensure students enjoy a safe ride in the school bus/van, LBK will ensure their vehicles are equipped with mandatory safety features/fittings listed below:

1. Air-conditioner
2. Seat belts
3. First Aid Box
4. Fire Extinguisher
5. Triangular red-coloured warning signs
6. Maximum load capacity - not to exceed the authorised seating capacity
 - Small (capacity 8 - 17 seats)
 - Medium (capacity 18 - 32 seats)
 - Big (capacity 33 - 44 seats)
7. Routes - approved / mutually agreed routes only
8. Bus schedule / time table

- > Bus drivers will abide to the approved/mutually agreed routes and bus schedule or timetable
- > Since the contract of services is between parents and LBK, any feedback / complaints can be dealt with directly between these two parties.
- > The School can act as an arbitrator for difficult problems. Such complaints can be reported following the School's Complaints Policy.
- > If the complaint relates to the operational capacity of the bus transport, please contact the Student Services Officer, if the complaint or concern relates to the child protection and safety of children, please contact the School's Designated Child Protection and Safeguarding Lead (Head of Pastoral).
- > The Bursar or his/her designate will meet with the bus operator at least once per term and when necessary to review complaints / feedback and improvement plans.
- > The use of the Stonyhurst International School Penang logo on the school bus is strictly prohibited unless approval is obtained from the school.
- > Private cars, which are not licensed by SPAD to operate as school buses are not allowed.

4. Behaviour:

- > Student behaviour on the bus is expected to be in accordance with expected behaviour on School grounds or at school events.
- > This behaviour is guided by the School's respective behavioural policies and Student Code of Conduct.
- > Consequences of misbehaviour will be in line with those outlined in the student behavioural policies.
- > No eating on the bus. Only drinking of water out of a student's water bottle is allowed.

5. Registration and Payment:

Application to register a child/ren must be made directly to LBK at least 2 weeks prior to the proposed commencement date of the bus service and is subject to acceptance by the transport company.

The School will be notified by the transport company once payment and pick-up/drop off points have been confirmed. Our Student Services staff will keep record of all students accessing the transport.

Application(s) may be declined depending on the availability of seats and bus routes.

Upon confirmation of the availability of the bus service, LBK will send an invoice to parents and payment can be made directly to the company via cheque/bank transfer.

An official receipt will be issued to acknowledge the payment received. Application(s) may take up to two (2) weeks to process.

6. Discontinuation:

Parents who wish to stop the use of the bus service are required to give one (1) month written notice to LBK. This is non-refundable, subject to case by case discretion by LBK.

7. Insurance:

- > Students are covered by the School's Personal Accident Coverage and also by LBK.
- > LBK's insurance only covers while travelling inside the school bus.

8. Contacts:

- > School contact person - Bursar and Student Services
(studentservices@stonyhurstpenang.edu.my)
- > Bus company contact person - Mr Lee (lbkschoolbus@gmail.com / 016-4168083)
- > Head of Pastoral: School Child Protection and Safeguarding Lead
(carmen.fitzpatrick@stonyhurstpenang.edu.my)

9. Related Policies:

- Child Protection and Safeguarding
- Student Code of Conduct
- Complaints Policy
- Junior School and Senior School Behaviour Policies
- Health and Safety Policy