

Aoba-Japan International School (Hikarigaoka Campus) School Bus Safety Rules and Guidelines

A-JIS puts high priority in the safety of all the children. For a smooth and safe bus operation, the following rules apply to all A-JIS students riding the buses. Please read the following rules and guidelines carefully.

1. Precautions for using school buses

- Students must act with due care in their own safety at the bus stops and wait for the bus on the public road.
- Students must get on and off the bus with courteous and moderate behavior.
- At the end of the school day, students should board the designated bus promptly, take a seat in an orderly manner and wait for the departure of the bus.

Change of bus route / bus stop

- Students can only use the registered buses in the morning and afternoon respectively.
- Students can get on the school bus ONLY at their registered bus stop in the morning.
- If the student needs to get off at a different bus stop of the registered bus route in the afternoon, the school office must be notified of changes by 12:00pm. Changes in the bus route are not accepted.

Bus departure time

- The bus will not wait any longer than **one-minute** past the designated time.

Contact method

- Please contact the school via the form which will be provided after securing your child/ren's seat if there are any notifications regarding the bus ride. In order to avoid miscommunication, bus attendants or drivers would not be able to accept your requests.
- If your child is not riding the afternoon bus, please notify the school via the form by 12:00 pm on the same day.

Contact information: (For Absent, Late, Early leaving notice)

Hikarigaoka Campus: A-JIS Front Office attendance@aobajapan.jp / 03-4578-8832

- Urgent messages after 5 pm may be contacted to each bus directly. Please note that phone calls to the following numbers are not received before 5 pm.

A bus 090-1035-5760

B bus 090-1035-6708

C bus 090-1030-6744

D bus 090-3204-6143

E bus 090-6712-5178

F bus 090-1880-4020

G bus 070-3529-3971

J bus 090-6712-5032

K3 - K5 Students

- Parents are responsible to accompany the child to and from the bus stop. G1 students and above do not require accompanying adults unless specified.
- The bus will wait for **one minute** after the departure time. If the student cannot be handed over to an adult, the student will be brought back to school. The parents are responsible to come to school to pick up their child.

Others:

- No visitors, parents/guardians are allowed on the bus.
- Cumbersome objects such as birthday party items or Spring Carnival donations cannot be delivered on the bus. Please keep them in a small-sized hand luggage for the child to carry. Bus attendants cannot take any responsibility for the luggage brought in by students.

2. Rules in the bus

- Face forward and sit properly.
- Fasten your seatbelts at all times.
- Place bags and parcels under your seat or on your lap and keep the aisle clear at all times.
- Children are not allowed to open/close windows.
- Talk quietly; the driver needs to concentrate on safe driving. Fighting, shouting or use of obscene language is prohibited.
- Students should use respectful language.
- Do not leave private properties on the bus.
- Eating and drinking (apart from water) is not allowed. This rule protects the students, the driver and the attendant from possible food allergies and anaphylaxis, prevents students from choking, and maintains bus cleanliness.
- Students may use electronic devices with their headphones on so as not to disturb others. Turn off the devices when the bus attendant or the driver needs your attention.
- **It is forbidden to lend and borrow electronic equipment on the bus or share the Internet.**
- Mobile phones are not to be used except with the permission from the attendant.
- Always follow the bus driver and bus attendant's instructions.

For students who do not respect the rules and do not improve their behavior, the school will be in contact with teachers and parents and may refuse the further usage of the bus service.

Teacher support and follow up on bus behaviour

1. Upon receiving a bus report from the bus attendant, the teacher is going to discuss and help the students address the issue. You will receive this report as well.
2. When receiving a second report on bus behaviour, the student and family will be reminded of the bus rules again and possible consequences of misbehaving.
3. When receiving a third report, we will invite you for a parent meeting, discussing how we can all work together in supporting the student for positive behaviour management and have an action plan for the student to follow.
4. When receiving a fourth report, our Head of Campus may inform you of suspension of the bus service. The student will return with a probation period to observe positive behavioural change until the student can continue to use the bus service.