**ONE INTERNATIONAL SCHOOL TRANSPORTATION POLICY**

Transport for students is a service offered by ONE International School and is an optional part of enrolment. All ONE International School drivers hold a full drivers license and are trained as Emergency First Responders. Similarly, all support staff accompanying children on the buses, are qualified as Emergency First Responders and are onboard to ensure the students are safe, as well as assisting with discipline, where required.

The school buses travel both to and from the school, stopping at arranged pick up/drop off points along the highway. During the application to place your child on the bus, on a daily or ad hoc basis, bus schedules and timings will be provided. The schedules allow for the maximum stoppage time of 5minutes, at each meeting point, so please follow the suggested timing of 5minutes prior to your schedule time to ensure the bus is not delayed for all other students. Where the bus has been missed due to late arrival at your drop off/pick up points, please be aware the bus will not return for missed pick ups and alternative arrangements to get to school will need to be made. Similarly if an authorised person is not there for collection at the drop off, the bus escort will call the parent and either make arrangements for collection within the 5minute stoppage period or alternatively inform them of the time the bus will arrive back at the meeting point, once the rest of the journey/drops have been made.

Any changes, cancellations or queries with regards to the school bus should be made directly to school reception/administration staff, not the driver. This can be done via phone call, text message or email. Our support staff on the buses will respectively report appropriate messages passed between school staff and parents.

Cost of the school bus service is agreed upon during the application process to place your child on the bus and is established based on location of your drop off and pick-ups. School bus fees will be distributed to parents through the monthly invoicing system and the amount payable will be ascertained from the register, based on the number of trips the bus was utilised during the invoice period.

The buses have fitted seatbelts for each individual student and at no point will a student be allowed to travel on the bus without or if a seatbelt is broken. Only students over 135cm will be permitted to sit in the front seat. Permission shall be sought from parents and students will only be placed in the front seat when all the rear seats are taken.

Whilst travelling, students are expected to behave appropriately and respect a reasonable noise level as not to distract the driver. Any student found not conducting themselves appropriately will be immediately spoken to by the support staff and where required, reported to their class teacher the following day. Class teachers will then follow the same behaviour management procedures as in school and relevant action taken, where needed.

Buses used for school trips will be run under the same circumstances and expectations as stated above. Only when school buses are not available, will transportation be outsourced.