



Rules of Conduct in School Busses

1. Preamble

The German School Nairobi offers the service of bus transport for children attending school and kindergarten (not toddlers group) to and from school although the students' way to and from school falls under their parents' responsibility. Please note that children under three years (toddlers group) are not allowed to be on a bus without an adult accompanying them. Parents should encourage their children to be considerate and respectful towards each other while on the bus. Only if students behave properly on the busses can the School assure reliable and safe transport.

2. Conduct expected from bus users

In general the Code of Conduct of the German School Nairobi applies. With regard to bus transport it translates to students behaving in such a way that they do not cause harm to themselves or others. The rules in detail:

- After school students may only enter the bus once the driver has allowed them to do so. Students are forbidden to push and shove and romp around in the bus.
- Each student occupies one seat. Only on very rare occasions when there are not enough seats available may 2 small children share one seat and be fastened with **one** seat belt only.
- All students must wear seat belts from the moment the bus moves to the moment it finally stops.
- School bags and other luggage have to be stowed away under the seats.
- It is not allowed to address the bus driver while he is driving. Students must behave in such a way that the driver's concentration is not disturbed.
- It is not allowed to hold or throw items out of the window.
- It is not allowed to harass or obstruct other road users.
- Seats must be kept clean at all times, i.e. no shoes on the seats, cautious handling of food and beverages.
- **All students must obey the bus driver's or bus attendant's instructions.**

3. Consequences of non-compliance with the rules

Procedures in case of non-compliance with the rules are:

1. In case of misconduct the student concerned will be warned by the bus driver or attendant. .
2. In case of repeated misconduct the parents will be informed by phone or in writing by the Administration Manager.
3. In case of an additional incident of misconduct the parents will be invited to a meeting with the Administration Manager.
4. If the student's conduct does not improve he will be temporarily excluded from using the bus service (Administration Manager and School Director).
5. In case of further continued misconduct the student will be permanently excluded from using the bus service (Administration Manager and School Director).

4. Opportunity to file a complaint

Complaints by students or parents need to be presented in writing to the Administration Manager and have to include a precise description of the circumstances. The Administration Manager will examine the reproach and take the necessary measures.

5. Prevention

- Written acknowledgement of the rules by students and parents
- Presentation of the rules by the class representative in a session with the class teacher
- Announcement of the rules on the website
- Notice displayed on the School's notice board

Date: 08.05.2013



Acknowledgement of rules concerning the use of busses of the German School Nairobi

Name of the student: _____

I herewith confirm that I have received and read the rules of conduct concerning the use of the bus service of the German School Nairobi and I shall contribute in the best way possible to achieve compliance with these rules.

Place: _____ Date: _____

Signatures:

Student

Parent