

## **Terms of Use of the FIS BUS TRANSPORT SERVICE SCHOOL YEAR 2011/2012**

From the day we have opened our doors, the Franconian International School has provided quality bus service for the children in our community. From August 2008 to June 2011 the bus transport service was sponsored by Siemens AG. From August 2011 the costs for the bus transport will be invoiced to the parents. It will be the school's objective, to make the bus service a break-even enterprise.

The FIS Bus Transport Service does not serve every town or city where FIS families have chosen to live. The lines currently run by our bus company serve the areas with a high density of FIS families, i.e. Herzogenaurach, Fürth, Nürnberg, Erlangen and their surroundings. It is our desire to keep travel time for students as low as possible (appr. max. 60 minutes).

### **1. Application for Bus Transport Service**

Children will be provided with bus transportation only after a bus registration form has been completed, signed and returned to the FIS. Requests for participation in the transportation program are due by April 15 for returning families and July 15 for new families prior to the new school year. Availability of a seat cannot be guaranteed if the application is received after the due date.

Mid-year entries are only possible on the following dates:

- on October 4, 2011
- on November 7, 2011 (first day of school after the Fall Break)
- on January 9, 2012 (first school day after the Winter Break)

- on April 17, 2012 (first school day after the Spring Break)

As a consequence, the time students spend on the bus may vary during the course of a year. Students enrolled mid-year can receive bus transportation only on a space available basis. Seats cannot be guaranteed, even for the locations which the school already serves. The FIS may not be able to provide bus service to new students enrolled in mid-year if they live a considerable distance away from already established lines.

The FIS School Bus Transport Service is only offered on a full ridership basis to and from school, meaning that all riders have paid to use the service on every school day. We do not offer the service on a part time basis.

### **2. Scheduling**

The bus company schedules the actual lines in close cooperation with the FIS before the beginning of the new school year, based on the number of bus applications we have received by July 15. Routes may change during the course of the school year as determined by mid-year entries and/or other organizational needs.

### **3. Bus stops and departure times**

All children making use of our bus service will be picked up within a radius of 500 m around their home address. Normally the meeting point will be at a public bus stop or school bus stop. In general a pick up at the private residence is only possible if the optimal bus route is not compromised. If there is no public bus stop within the mentioned radius, the FIS will define another meeting point. Parents

will know when to expect their children to be picked up and brought back and can be assured **that the FIS will do everything possible to ensure a safe trip to and from school.**

After having established the bus lines which occurs usually by mid August, the school will inform each family via email of the time their child(ren) will be picked up from the meeting point in the morning and dropped off in the afternoon.

Times listed on individual schedules are approximate and therefore, may vary slightly. The FIS asks all bus riders to be waiting at the assigned stop **at least 5 minutes before the scheduled time of departure.** During the first few days of the new school year, please bear with any time variations until the bus services run smoothly. Bus drivers are **not** expected to and will not wait for riders who are not ready.

The buses leave the FIS right after school and will generally run their routes in reverse order. Dismissal time during normal school days for all students is 15:40. Buses leave the FIS at 15:50. Early dismissal time on Fridays is 14:05, buses leave the FIS at 14:15, with the exception of the High School. On half-days dismissal time is 11:50, buses leave the FIS at 12:00.

The bus transport provider in cooperation with the FIS administration has the right to alter a route to expedite the students' trip.

Children taking part in the after-school activities program will not be able to make use of the bus service on these afternoons and will have to be picked up by a parent or a person duly authorized by the parents.

Parents take responsibility for their children, regardless of their age, until they have boarded and after they have disembarked the FIS school bus.

Kindergarten/Elementary School children (KiGa 3-5, Grades 1 through 4) will not be allowed to disembark the bus unless an adult is present at the bus stop to accompany them. Exceptions can only be made after the parents have provided a written waiver, stating that they will assume full responsibility after the child has disembarked the bus.

The parents/legal guardians absolve the FIS and its subcontracted bus companies of any liability, any claims for damages etc. provided that students and Kindergarten children were dropped off after school at the appointed locations but were not met there by the parents/legal guardians.

Parents must be punctual when meeting the bus. Time delays affect the entire bus route and all other passengers on the bus. If a parent fails to meet the bus, the student(s) will remain on the bus and the bus continue to complete its run. The bus driver will inform the school, which will make arrangements with the parents for the child's safe return home. Additional costs resulting from these arrangements must be borne by the parents.

If you have made "emergency arrangements" with a neighbour, friend or other parent in case you are delayed and have given authorisation to this person to pick up your child(ren), please inform the FIS office in writing. The bus company/driver will be notified accordingly.

#### 4. Missing the bus

The school strives to ensure efficient bus service. Yet, it cannot be held responsible when a bus runs late or does not reach a given stop. Students are advised to wait at the bus stop 10 minutes past departure time, especially during bad weather conditions, before calling the bus company.

Should a student have missed the bus or decided to use public transportation, the school does not pay for taxis or other transportation used. It is the responsibility of the student/parent to inform the school about the late arrival.

#### 5. Termination of the Bus Transport Service

In general the bus contract is legally binding for the entire school year. A mid-year termination is only possible in writing until December 21, effective January 9, 2012. Only in case of termination to this date is a refund of bus fees possible.

#### 6. Bus Zones and Corresponding Fees

##### a) Bus Zones

The FIS offers the transport service to families living further than a 2 km radius from the school and within FIS bus zones.

The FIS has grouped different cities and residences of FIS families into 7 zones. The zones were set up according to the distance between the FIS and the respective residential areas on the shortest way. Families who live outside FIS bus zones may bring

their children to a predetermined meeting or pickup point and take part in the FIS Bus Transport Service from that point onwards.

Approximation of bus fees:

Zone	Distance	Annual Bus Fee EUR
1	2 km – 5 km	1.350,00
2	5 km – 10 km	1.500,00
3	10 km – 15 km	1.650,00
4	15 km – 20 km	1.800,00
5	20 km – 25 km	1.950,00
6	25 km – 30 km	2.100,00
7	30 km – 35 km	2.250,00

These are preliminary fees. Until the exact number of students riding the bus can be determined, the final transportation costs for the school year cannot be calculated. **Once fees are set, \$5 applies and the fees are then set for the entire school year.** Only in case of extraordinary circumstances may bus fees be increased during the school year.

##### b) Reduced fees for mid-year entries:

Entry on October 4, 2011	90%
Entry on November 7, 2011	80%
Entry on January 9, 2012	60%
Entry on April 17, 2012	40%

**c) Refund of fees for mid-year termination:**

Termination by December 21, 2011, 60%  
 effective January 9, 2012

**d) Bus Localities**

The following cities and towns are served by the FIS Bus Transport Service:

Zone	Localities	Count
4	Adelsdorf – Neuhaus	2
5	Adelsdorf – Aisch	4
4	Aurachtal – Münchaurach	5
4	Aurachtal – Falkendorf	3
3	Baiersdorf	3
3	Beutelsdorf (Herzogenaurach)	2
2	Bubenreuth	2
2	Dormitz	6
4	Eckental	5
4	Eckental – Eckenhaid	6
1	Erlangen	3
1	Erlangen – Alterlangen	4
2	Erlangen – Bruck	3
2	Erlangen – Büchenbach	1
2	Erlangen – Dechsendorf	3
2	Erlangen – Eilersdorf	1
2	Erlangen – Frauenaaurach	5
3	Erlangen – Hüttendorf	2
2	Erlangen – i.d. Reuth	5
2	Erlangen – Kosbach	4
2	Erlangen – Kriegenbrunn	6
2	Erlangen – Steudach	
	Erlangen – Tennenlohe	
	Fürth	
	Fürth – Oberasbach	
	Fürth – Stadeln	
	Haundorf	
	Häusling	
	Herzogenaurach	
	Heßdorf	
	Höchstad a.d. Aisch	
	Kalchreuth	
	Kleinsendelbach	
	Marloffstein	
	Möhrendorf	
	Neunkirchen a. Brand	
	Niederndorf	
	Nürnberg – Boxdorf	
	Nürnberg – Buch	
	Nürnberg – Erlenstegen	
	Nürnberg – Fischbach	
	Nürnberg – Gebersdorf	
	Nürnberg – Moorenbrunn	
	Nürnberg – Schnepfenreuth	
	Nürnberg – St. Johannes	
	Nürnberg – Thon	
	Rathsberg	
	Röttenbach	
	Spardorf	
	Stein	
	Uttenreuth	
	Weierhof	
	Weisendorf	
	Zirndorf	

If you live in a village which is not shown on our list and you would like to take part in the bus transportation, please contact the Front Office or the Business Office.

The FIS transportation fees will be due for payment in full prior to the beginning of the school year or in case of mid-year entry 10 days after date of invoice.

Reductions or refunds of bus fees cannot be made for illness, early departure, late arrivals, field trips, prolonged absences, when changing residence or not using the bus transport after the beginning of the school year.

Transportation fees may be paid after invoicing by transfer to the following bank account:

SPARKASSE ERLANGEN  
ACCOUNT NO: 60003133  
BLZ: 763 500 00

The FIS reserves the right to bill the parents/legal guardians for any extra costs caused by parental miscommunication of changes regarding pick up and drop off.

## 7. Cancellation of Bus Service

### a) from the parents' side

In case of sickness or not using the bus in the morning parents have to inform the bus company hotline **0179/6846822** directly and send an email to **bus@the-fis.de** or call 09131/940390 as the FIS must also be informed in case your child is sick.

If your child will not be on the bus in the afternoon, please inform the FIS office latest by 13:00 on normal school days and on half-days by 10:00 in writing to **bus@the-fis.de** or call 09131/940390. If you call on short notice we cannot guarantee that your requests made by telephone will be implemented.

Requests for transportation on other bus lines for particular days or for private reasons will not be considered.

Bus trips that parents have cancelled cannot be reimbursed.

### b) from the schools' side

In the event of school cancellation due to adverse weather conditions, decisions to halt the bus service will be made between the hours of 06:30 and 07:00. The decision to close the school will be made by the school management and is based upon information gathered from bus companies, news and weather forecasts regarding road conditions. If the information suggests that the **students can not be transported safely** with the school buses, bus service will be cancelled and the school will remain closed.

Information concerning school cancellation and delays can be obtained in numerous ways:

- Calling the school office 09131 940390
- Information pertaining to cancellations will be sent out via FIS emergency SMS notification system
- The same procedure applies to early dismissal of your children because of extreme weather situations

- The latest information is available under [www.the-fis.de](http://www.the-fis.de)

Make sure that the school has not only your mobile, home and work telephone numbers on file, but also the number of an emergency contact during the day.

We herewith remind all parents that they are responsible for deciding whether or not to send their children to school, particularly when conditions are potentially hazardous, no matter what the decision of the school may be.

### 8. School Bus Safety Rules

All vehicles are equipped with seat belts. Replacement vehicles if needed may in individual cases not be equipped with seat belts, but will operate in accordance with the standards set in German traffic safety law.

Please be aware that according to German law, restraint systems must be applied if present in a bus. In case of non-compliance, a EUR 30,00 penalty applies, which would have to be paid by the parents.

Your child's safety is our foremost concern. For that reason, rules concerning safety on the bus have been established that must be respected. Please make sure that you and your child carefully read and stick to the following rules!

*When using school buses students will:*

- Fasten seat belts
- Respect all the rules that apply to school behaviour

- Comply with the bus driver's instructions
- Help keep the inside of the bus clean
- Keep all belongings in their backpack and respect the property of others
- Be respectful of the driver and other passengers at all times
- Be courteous and talk quietly, without disturbing others on the bus
- Not eat or drink or chew gum on the bus
- Remain in their seats until the bus stops
- Board and disembark the bus in an orderly and safe manner

FIS students are expected to observe the same exemplary standards of behaviour on the buses as at school. The Director/Section Principals deal with bus disciplinary infractions. Serious or repeat offenders could lose their bus privileges. The FIS reserves the right to suspend students from the bus service.

### 9. Emergency Procedures

In the event of a breakdown, the bus driver will immediately inform the bus company, which will then inform the FIS. Should the bus be in need of repair, the bus company will provide another bus or supplementary taxis to assure that the children arrive at school or home safely.

In the case of an accident, the driver will inform the police and the bus company immediately. The company will, in turn, inform the FIS. If necessary, the police will execute the required emergency precautions. The school will notify the parents.

## 10. Bus passenger liability

Parents are responsible for any damage to the bus that their children may cause. A bill for the amount of the damage and other incidental expenses will be sent to the parents for settlement, if necessary.

bus stop, to the depot or to FIS) if a student remains on a bus at the end of a run

- in cases of serious misconduct (vandalism, assault, fighting, etc.) stop the vehicle on the side of the road until order is restored and contact the bus company and the school
- maintain appropriate decorum in all communication with members of the FIS community
- present a valid police record

## 11. What you might want to know about FIS bus drivers

The school has laid down rules and guidelines for our bus drivers. Apart from those rules as stated below, it is important to know that German law requires bus drivers to be certified. Please be aware of the fact, however, that bus drivers are not directly employed by the FIS, but are employees of the bus company subcontracted by the FIS.

*FIS expects our drivers to*

- know the route and drive safely
- enforce discipline in a non-threatening way
- not smoke, drink and eat on the bus or before the children get on
- report misconduct
- be equipped with a mobile phone so that their employer/FIS/parents can get in touch if need be
- not provide passengers with food, drinks, or tobacco products
- stop only at designated stops and not allow or cause passengers to get off the bus anywhere except their designated bus stop
- contact the school office immediately and transport the student to the location directed (either to the designated