

From the day we opened our doors, the Franconian International School has provided quality bus service for the children in our community. 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 the school's objective, to continue the bus service as a breakeven enterprise and to keep travel time for students as low as possible (appr. max. 60 minutes). The bus service is conducted either with Minibuses with eight or 16 seats or omnibuses with up to 60 seats.

## Application for Bus Transport Service

Students 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 June 14, 2019** for all current families. If the application is received after the due date, availability of a seat can only be guaranteed as of October 1, 2019.

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

- on October 1, 2019
- on November 4, 2019 (first day of school after the Fall Break)
- on January 7, 2020 (first day of school after the Winter Break)
- on April 20, 2020 (first day of school after the Spring Break)

The first four weeks of transport (until September 20, 2019) are deemed as probationary period. Within this period a free of charge termination is possible.

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. 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, meaning that all riders have paid to use the service on every school day. Transportation on single days only is not possible.

## 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. **Routes, times and drivers may change during the course of the school year as determined by mid-year entries and/or other organizational needs.**

## Transport options, bus stops and departure times

### Option 1: FIS Bus Service (both ways)

All children making use of the FIS Bus service (both ways) will be picked up close to their home address. Normally the meeting point will be at a public bus stop or school bus stop. If there is no public bus stop available, 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.**

### Option 2: FIS Direct Line

The FIS offers one direct line from Herzogenaurach to the FIS. The direct line will only stop at a few bus stops. These bus stops are not necessarily near student's homes. Students can board or disembark the bus only at these predetermined bus stops.

### Option 3: One-Way Transport

Students have the possibility to choose a one-way transport option both on the FIS Bus as well as on the Direct Line. The one-way option can be chosen either for the morning or the afternoon and is valid for all school days throughout the year.

### Additional: Door-to-Door Option

Against surcharge students can choose the pick-up/drop-off option at their place of residence, if they have signed up for the "Both-Ways"-option. A door-to-door option for the One Way Transport and the Direct Line is not possible. The FIS reserves the right to decline the Door-to-Door option for logistic and/or economic reasons.

### General Information

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.

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.

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 at the designated bus stop on time.

The buses leave the FIS right after school and will generally run their routes in reverse order. Any deviation from the scheduled times and bus stops is not possible. Also any kind of private arrangements between parents and bus drivers are not possible.

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 14:00, buses leave the FIS at 14:10, 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.

Parents take responsibility for their children, **regardless of their age**, until they have boarded and after they have disembarked the FIS school bus. Please make sure, that you and your child carefully read and adhere to the School Bus Safety Rules (see page 7).

Early Years/Elementary School children (EY 3-5, Grades 1 through 5) 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, sent by email to [bus@the-fis.de](mailto:bus@the-fis.de)**, 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 Early Years 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 paid by the parents.

If you have made "emergency arrangements" with a neighbor, friend or other parent in case you are delayed and have given authorization to this person to pick up your child(ren), please inform the FIS office in writing to [bus@the-fis.de](mailto:bus@the-fis.de). The bus company/driver will be notified accordingly.

## 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 on time. 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.

## Termination of the Bus Transport Service

In general, the bus contract is a permanent contract and can be terminated at the end of a school year. A midyear termination is only possible in writing until **December 19, 2019, effective January 7, 2020**. Only in case of termination by this date is a refund of bus fees possible.

## Bus Zones and Corresponding Fees

The following fees are preliminary. Until the exact number of students for the respective option is determined, the final transportation costs for the school year cannot be calculated. Once fees are set, they are valid for the entire school year.

### FIS Bus Zones

The FIS offers the transport service to families living farther 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 shortest distance between the FIS and the respective residential area. 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 onward.

In some cases, if families live within the zones, the FIS reserves the right to refuse their participation in the bus transport. This could happen if their place of residence is too far away from other participants and the respective transport costs could not be covered with the bus zone fee. A special agreement such as bringing children to a predetermined pickup point has to be decided for such cases.

Approximation of bus fees:

Zone	Distance	Annual Bus Fee	
		Both Ways	One-Way
1	2 km – 5 km	€ 1,110.00	€ 720.00
2	5 km – 10 km	€ 1,220.00	€ 795.00
3	10 km – 15 km	€ 1,330.00	€ 865.00
4	15 km – 20 km	€ 1,440.00	€ 935.00
5	20 km – 25 km	€ 1,550.00	€ 1,010.00
6	25 km – 30 km	€ 1,660.00	€ 1,080.00
7	30 km – 35 km	€ 1,770.00	€ 1,150.00

### Direct Bus Line

The fees for the Direct Bus Line are as follows:

From Herzogenaurach:  
Both ways: EUR 1,220.00

One way: EUR 790.00

### Door-to-Door Option

The surcharge for the door-to-door option is EUR 365.00.

### General Information

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

Entry on October 1, 2019	90%
Entry on November 4, 2019	80%
Entry on January 7, 2020	60%
Entry on April 20, 2020	40%

#### Refund of fees for mid-year termination:

Termination by December 19, 2019, effective January 7, 2020	60%
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The FIS transportation fees will be due for payment in full 10 days after the date of the invoice. Transportation fees may be paid by transfer to the following bank account:

SPARKASSE ERLANGEN  
IBAN: DE4376350000060003133  
BIC: BYLADEM1ERH

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

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.

## Cancellation of Bus Service

### From the parents' side

In case of sickness or not using the bus in the morning parents have to inform

the bus driver by sending a text message to the respective bus driver

AND

the bus company by sending a text message to the **TRANSFAIR HOTLINE 0179/6846822**

Please always mention the complete name of your child and the respective bus line when contacting the FIS and/or the bus company.

If your child will not be on the bus in the afternoon, please inform the FIS latest by 13:00 on normal school days and on half-days by 10:00 in writing to [bus@the-fis.de](mailto:bus@the-fis.de) or call 09131/94039-1045. 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**.

### From the school's 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 cannot 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 different ways:

Calling the school office 09131 – 94039-0

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

Please make sure in any case, 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.

## 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 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 adhere to the following rules.

When using school buses students will:

- Fasten seat belts
- Respect all the rules that apply to school behavior
- 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 with seat belts fastened 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 behavior 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.

## Children's Seats

According to the German law, children under 12 have to use a special children's seat. Seats for the weight categories 2 and 3 (15 to 36 kilos) are provided by the bus company. Seats for weight categories 0 and 1 have to be provided by the parents or can be rented from the school. The rent per month is EUR 20,00 or EUR 200,00 for the whole school year. If you would like to purchase the children's seat, please call 09131-940391045 or send an email to [bus@the-fis.de](mailto:bus@the-fis.de) for further information.

## 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.

## 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.

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

The school has established 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
- 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