

# Rules of Conduct on the FIS Bus Transport Service



## School Bus Behavior Rules

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
- Not make any recordings
- Use their devices so quietly that it does not disturb the driver (Headphones)
- 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

The Director/Heads of Sections 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.

FIS students riding the bus are expected to adhere to the same exemplary standards of behavior and values as they do at school:

1. **Caring:**

- To look out for one another on the bus.
- Reporting any instances of bullying or mistreatment witnessed on the bus.
- Promote empathy and compassion as qualities expected of all students during bus rides.

2. **Curiosity:**

- Respectful communication among students on the bus.
- Discourage gossip and assumptions.

3. **Respect:**

- Treating everyone on the bus with kindness and understanding.
- Diverse perspectives and backgrounds should be respected while on the bus.

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- Respectful behavior is a prerequisite for using the bus service.
4. **Integrity:**
- Ethical and responsible behavior on the bus.
  - Stand up against bullying and support those who are affected by it.
  - Reporting bullying incidents is an act of integrity and responsibility.
5. **Belonging:**
- The bus is an extension of the school community, where everyone should feel valued and included.
  - Ensure that the bus environment is welcoming and inclusive, free from discrimination or bullying.

## 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.

## 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.

## 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.

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## 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 on the bus or before the children get on
- not eat on the bus
- 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