

# Conduct guidelines on the FIS Bus Transport Service



## School Bus Behavior Guidelines

Your child's safety is our foremost concern. To ensure a safe and secure environment on the bus for all users of the FIS Bus Transport, we have established the following key guidelines. Please review these guidelines carefully with your child and ensure they understand and adhere to the following rules:

- **School Behavior:** Follow all school behavior rules and comply with the bus driver's instructions.
- **Respect:** Be respectful and courteous to the driver and other passengers. Look out for one another, report bullying, and promote empathy. Communicate respectfully, avoid gossip, stand against bullying.
- **Cleanliness:** Help keep the bus clean.
- **Devices:** Use devices quietly with headphones.
- **Seat Belts:** Always fasten seat belts.
- **No Eating:** Eating, drinking, and chewing gum are not allowed on the bus.
- **Stay Seated:** Remain seated with seat belts fastened until the bus stops.
- **Orderly Boarding:** Board and disembark the bus in an orderly and safe manner.

Please note that serious or repeat infractions may result in the loss of bus privileges. The Heads of Sections deal with bus disciplinary infractions. The FIS reserves the right to suspend students from the bus service.

## 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.

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## Emergency Procedures

In the event of a breakdown, the bus driver will immediately inform the bus company, which will then inform the FIS. If repairs are needed, the bus company will provide another bus or supplementary taxis to ensure 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 bus company will, in turn, inform the FIS. If necessary, the police will execute the required emergency precautions. The school will notify the parents.

## Parental Responsibility for Damages

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 the rules stated below, it is important to know that German law requires bus drivers to be certified and hold a bus driving license. Please note that bus drivers are not directly employed by the FIS, they 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.