

Terms of Use of the FIS Bus Transport Service 2026/2027



Since opening, FIS has provided a reliable bus service for children in our community. The bus routes primarily cover areas with a high density of FIS families, such as Herzogenaurach, Fürth, Nürnberg, Erlangen, and surrounding areas. The goal of FIS is to maintain the bus service as a break-even operation while keeping travel times as short as possible (approximately a maximum of 60 minutes).

Application for and Termination of the Bus Transport Service

Students will only be provided with bus transport after parents complete, sign, and return the bus registration form to FIS. Applications must be received by **June 16, 2026**. If an application is submitted after this deadline, a seat can only be guaranteed starting February 1, 2027.

Mid-year changes or new registrations can only be put into effect from February 1, 2027.

The first three weeks of transport (ending on September 18, 2026) will be considered a trial period, during which free cancellation is possible.

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.

The bus service can be terminated at the end of the school year. For mid-year termination, a written request must be made by December 31, 2026, effective from February 1, 2027.

Scheduling

The bus company schedules the current 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

Option 1: FIS Bus Service (both ways)

All children using the FIS bus service will be picked up at a public or designated bus stop near their home. If no public bus stop is available, an alternative meeting point will be defined by the bus provider.

Option 2: FIS Direct Line

FIS offers a direct line from Herzogenaurach to the FIS. This line stops only at a few predetermined bus stops, which may not be necessarily near the student's home.

Option 3: One-Way Transport

Parents can choose to use the bus service for either the morning or the afternoon only.

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Additional: Door-to-Door Option

For an extra charge, parents can opt for a door-to-door service for the round trip. However, this option is not available for one-way transport or the direct line. The FIS reserves the right to decline the Door-to-Door option for logistic and/or economic reasons

General Information

Departure Times and Meeting Points will be communicated via email by the bus provider in mid-August.

Students participating in After School Activities / GISST cannot use the bus service on those afternoons.

Departure times may vary slightly, especially during the first few days of the school year. Parents are asked to ensure their children are at the bus stop at least 5 minutes before the scheduled departure time. If parents have chosen the Door-to-Door option, children must be ready for pickup at the door at least 5 minutes before the scheduled departure time. Bus drivers are not expected to and will not wait for riders who are not ready at the designated bus stop on time.

If a parent fails to meet the bus in the afternoon, the child will remain on the bus, and the route will continue. Parents will need to make arrangements for the child's safe return home, with any additional costs being the parents' responsibility.

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 for the Primary School on Fridays is 14:00, buses leave the FIS at 14:10. On half-days, dismissal time is 11:55, buses leave the FIS at 12:05. The buses will generally run their routes in reverse order.

Responsibility and Liability

Parents are responsible for supervising their children until they board the bus and after they disembark.

Primary school children (up to Grade 5) will not be allowed to disembark unless an adult is present at the bus stop. 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.

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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.

Missing the Bus

The school 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.

Bus Zones

The FIS offers the transport service to families living outside 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.

Bus Fees

Bus fees are preliminary and calculated on a per-semester basis. The exact amount will be confirmed once the number of registered students is determined, and the bus routes are finalized. Please refer to the preliminary bus fees for semester 1 2026/2027.

The FIS transportation fees will be invoiced per semester. The Semester 1 invoice will be issued in November, the Semester 2 invoice in March. Payments are made via SEPA direct debit, with monthly payments taken between October 1 and July 1.

At the end of each semester, the bus fees collected will be reconciled with the actual bus costs. If there is a shortfall, an additional charge will be issued. If there is a surplus, a refund will be made at the end of the school year.

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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.

Parents must be punctual when meeting 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.

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

Parent initiated

Morning Absences:

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

- the bus driver via text message

AND

- the bus company via text message to the **TRANSFAIR HOTLINE 0179/6846822**

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

Afternoon Absences:

If your child will not be taking the bus in the afternoon, please inform FIS by 13:00 on regular school days or by 10:00 on half-days. You can reach us via:

- Email: bus@the-fis.de
- Phone: 09131/94039-0 or 09131/94039-1010

Please note: If you call at the last minute, we cannot guarantee that the change will be implemented.

Special Transport Request:

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

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No Reimbursement for Cancellations:

Bus trips that parents have cancelled **cannot be reimbursed**.

School initiated

Cancellation Due to Weather:

If adverse weather conditions prevent safe bus transport, the decision to cancel the bus service will be made between 06:30 and 07:00. The school management will base their decision on information from bus companies, weather reports, and road conditions.

If the decision is made to cancel the bus service, the school will remain closed.

Getting Information:

Information about school cancellations and delays can be obtained in several ways:

- Call the school office: 09131 – 94039-0
- Check the website: www.the-fis.de

Responsibility of Parents:

We remind all parents that they are ultimately responsible for deciding whether or not to send their children to school, especially if conditions are potentially dangerous, regardless of the school's decision.

Emergency Contact:

Please make sure the school has your current contact numbers (mobile, home, and work), and also the contact number of an emergency person available during the day.