



General Information

The SSIS bus service is optional. It is arranged as a service to the school community to help our students travel to and from school. The school contracts with an independent bus company to provide this transportation for our students. The air-conditioned buses are equipped with speed tracking and GPS tracking devices to help the school monitor the service. The length of most bus journeys for students is less than 45 minutes, students living in more distant areas are experiencing longer travel times. At times unpredictable events with traffic, city events, and accidents may disrupt this service.

Activity buses are available for students in grades 6 and above who participate in After-School Activities. However, these activity buses provide services to several pre-determined drop-off locations ONLY and no Bus assistants are on duty. Please check with the Bus Operation Office for Activity bus routes.

A shuttle bus service is provided daily during school days for our parents between Landmark Skylight Residential Estate and SSIS. This schedule is posted on our school website and displayed on the screens in our foyer for your reference.

All issues and questions relating to bus transportation should be directed to the Bus Operator Office at ext. 6258 8546 or via e-mail: jesschew@ssis-suzhou.net

Determination of Bus Route

- Each Bus route is designated to optimize the traveling time and number of school bus riders. Therefore, all individual needs may not be complied with.
- Due to the fact that a steady flow in the student population occurs at international schools, the routes are liable to change and may not be fixed throughout the semester. The school will however try to minimize any unnecessary interruption to existing services.
- SSIS School buses only stop at pre-determine pickup/drop-off points. For each stop, there should normally be at least five (5) student-riders and shall not cause any inconvenience to the present bus routes or danger to the road users.
- The pick-up/drop-off location is usually at the entrance of the housing estate. In some instances where students live in more isolated areas, parents may be asked to transport students to and from the designated pick-up/drop-off points.

Pick-up and Drop-off points

- Designated time and location of the pick-up in the morning and drop-off in the afternoon will be provided to parents at the beginning of the ride or before any changes are made. The information can also be obtained from our school website.
- To ensure on-time arrival at school, students must be punctual. Buses usually arrive at the pick up point 1 minute prior to the assigned pick up time. Buses will wait for no longer than ONE (1) minute after the assigned pick-up time before moving to the next pick-up point.
- Bus drivers/bus assistants are not expected to leave the bus and ring at a family's door to pick-up a student or to send a student to his/her home in the afternoon. Responsibility remains with the parent to arrange for daily supervision for the child at the designated pick up/drop-off point. When a child arrives at the drop-off point, the school bus will wait for no longer than ONE (1) minute after the assigned drop-off time to avoid delays to other passengers.



Changes to bus arrangements

1. Change of Home address

- Parents must notify the school registration office in writing of any changes of address five working days in advance. No immediate placement of buses without this notice is available. Upon receiving the written notice, the school will re-allocate a suitable bus, re-adjust the bus schedule and inform the parents within 2 working days.
- It is the parents' responsibility to check with the school that they have receipt of such notification in regards to the change of address.
- You may contact our registration office to change your home address by contacting:
 - i. Teresa Hou at 62588841 or via e-mail: teresahou@ssis-suzhou.net
 - ii. Cynthia Shen at 6258 8323 or via e-mail: cynthiashen@ssis-suzhou.net

2. Temporary Change of school bus

- If an Elementary student is not taking the school bus home at the end of a particular day, the parent needs to inform reception or divisional secretaries by 12.00 on the day.
- If a student wishes to travel on another bus at the end of a particular day, the parent also needs to inform the school bus office in writing by 12.00 on the day. **This request can only be granted if there is a seat available on the bus required.**
- In case of extremely bad weather or other unforeseeable emergencies, the school may be closed on short notice. Should this situation arise, every attempt will be made to notify parents via our SMS service, the SSIS emergency telephone tree, via email and on our website. *Should SSIS cancel the transportation for such occasions; no refund will be made for the unused bus services.*
- The school bus operator or bus assistant will inform parents if the bus is off-schedule due to an unforeseen matter.

Safety and Behavior

- When travelling on school buses, all students must remain seated at all times with seat belts fastened.
- All students must follow instructions given by the bus driver or bus-assistant and behave in accordance to the standards normally expected of an SSIS student.
- Violation of or failure to comply with bus rules (given below) can result in disciplinary action according to the school's current policies, including temporary exclusion from the bus service.
- Every student will be ASSIGNED a SEAT at the beginning of the ride and should remain at the same seat assigned. (Younger students and students prone to bus sickness will be assigned seats at the front of the bus.) Adjacent seats are not to be used for bags to prevent others from using this seat.
- SSIS reserves the right to install video recording equipment to monitor student behavior on buses.
- Compulsory insurance has been bought for passengers traveling on the bus. All passengers travel at their own risk and SSIS, its officers and teachers will not accept any liability arising from participation in the SSIS-contracted bus service.
- Parents are responsible for any damage to the bus that their child may cause. A bill for the damage and other incidental expenses will be sent to the parents for settlement, if necessary after investigation. Parents are advised to read and review all SSIS bus rules for their child, prior to student's first bus ride and periodically as needed.



- Students are not allowed to bring friends/other people onto the bus if no permission is given by the school or the Bus Operation Office.
- Bus seats are limited and are for the transportation of our students and staffs. Parents are only permitted to ride on the bus occasionally if a seat is available. Seats for students taking the bus service on the regular bus routes are guaranteed.

Rules for use of School Buses

Your child's safety is our foremost concern. For this reason, rules concerning safety on the bus have been established and must be respected. Please read and explain to your children the following rules your support in this matter is greatly appreciated.

- Remain seated and have the seat-belts worn at all times. (Seat-belts are to be worn during the entire journey except when getting on or off the bus)
- Speak in a quiet tone of voice, and use acceptable language to the person who sits next to you and not behind or front. (No teasing, name-calling or swearing)
- Keep your hands and feet to yourself. (No rough play, bullying or fighting on the bus)
- Keep the bus clean and drink from your own water bottle. (No other type of drink is allowed and chewing gum is not permitted while traveling)
- Be courteous to the bus-driver, bus-assistant and all other passengers on the bus. (Follow instructions given by the bus-driver and bus-assistant and respect everyone on board the bus)
- Board and disembark the bus in an orderly and safe manner. (Do not rush or push while boarding and disembarking)
- Keep all dangerous materials at home. (Do not bring items such as lighters, sharp items, etc.).
- Students should not get on and off buses. Once on, they should stay on to avoid confusion when checking bus rolls.
- Students are responsible for their belongings and school will not accept responsibility for any loss.
- No stick food should be consumed on the bus. (Lollipop, drink with straw and etc)

Consequences for failure to respect bus rules

The school reserves the right to ban any student from using the school bus for a stipulated period of time depending on the offence(s). Serious or repeat offences could mean a permanent ban. Parents will then be responsible to arrange for their own transport to and from the school.

No financial compensation or refund will be provided when a student is banned from taking the school bus in this case.

Payment and Refunds

- Bus fees will be billed with the school tuition fees prior to the beginning of the school semester as outlined in the SSIS Fee Schedule. Parents who wish to make use of the SSIS Bus service will be required to complete the Bus Registration form at least TEN (10) working days prior to starting.
- Bus fees must be paid before the student can travel on the school bus.
- Transportation fees could only be refunded with ONE calendar month written notice. Transportation fees paid for will then be refunded on a pro-rated basis for each school day in a semester that the student is not registered at the school, less a handling charge of RMB250.
- **The prorated rate per school day will be calculated as 1/90th of the fees for the semester.**
- On cancellation of bus services, if the original "fa piao" is not returned to the School Finance Office, business tax will be deducted from any refund.