

## **PART 2: YEAP TRANSPORT BUS RULES FOR ALL STUDENTS**

1. Only fully enrolled students at Canadian International School registered with the Committee of Private Education are permitted to ride on Yeap Transport Pte Ltd school buses.
2. Only registered bus riders who had paid for their bus fares are permitted to ride on the school buses. Yeap Transport reserves the right to suspend bus services for riders with outstanding bus fare payment.
3. Ridership Applications will only be processed when the Registration Form has been signed by a parent or guardian, acknowledging the "Part 1 - Waiver and Indemnity", "Part 2 - Student Bus Rules", "Part 3 - Parents' Information" and "Part 4 – Bus Fare and Payment Information". Please take note that a two-week notice period is required for processing new applications.
4. If a parent wishes to terminate the bus service, written notification must be given to the Bus Office at least one month prior to the last day of service.
5. Priority will be given to students using Yeap Transport's two-way services. Students who wish to use only the one-way service will be accommodated if there is room on the bus.
6. Students must always wear seat belts while on the bus.
7. Due to hygiene reasons, students are not allowed to eat on the bus, except for drinking water from their respective water bottles.
8. Students are not allowed to bring dangerous and/or sharp objects such as pocketknives on to the bus. Stationery such as pencils, pens, rulers etc. as well as toys should be kept inside students' school bags.
9. Animals and pets are not permitted on the bus at all times.
10. Students are not permitted to change their clothes or remove their clothing when on the bus.
11. Students are not allowed to reserve seats for friends travelling on the bus.
12. For safety reasons, students are requested to refrain from kicking or extending their limbs into the aisle as it may accidentally trip others.
13. Students are expected to speak in a soft tone of voice and use acceptable language. Usage of vulgar words and languages would be reported to the school administrators.
14. Students are expected to be courteous and respectful towards the driver, attendant, and fellow students. Rudeness to drivers and attendants will not be tolerated. The driver and/or attendant will report all matters of misbehavior to the Bus Office. These reports will be passed on to School Administration for appropriate action. This may result in the suspension of bus-riding privileges.
15. Students will only be dropped off at their designated drop-off points.
16. If a bus is unable to enter a condominium compound, students will be given designated pick-up and/or drop-off points (after suitability and safety assessments of the area are carried out by Yeap Transport) which may result in students having to walk a short distance from their residence.
17. If a bus is unable to enter or exit a residential roadway, students will be given designated pick-up and/or drop-off points which may result in students having to walk a short distance from their residence.
18. Kindergarten students must have their name cards/tags indicating their bus numbers visible when boarding the bus.
19. Kindergarten students must only travel on their assigned buses. They are not permitted to cross-transfer to other buses under any circumstances, unless assigned by the Bus Office.
20. Parents should communicate only with the Bus Office and not directly with the driver or attendant.
21. Students are prohibited from tampering with security equipment, e.g., on-board Cameras.

### **PART 3: BUS RIDING CULTURE FOR PARENT'S INFORMATION**

1. Parents are not permitted to ride on the school bus.
2. Buses will wait for only one minute after the designated pick-up time before moving on to the next pick-up point.
3. Bus service is not provided on all Public Holidays or weekend even if School is in session.
4. A female bus attendant is assigned to travel on each bus.
5. Students may be reassigned from one bus to another to accommodate bus service requirements.
6. Parents of students from Nursery to Grade 2 must ensure that a responsible adult is at the assigned drop-off point to meet their child when the bus arrives. Students not met on arrival by a responsible adult will be taken back to the Bus Office at School to await collection.
7. Please inform the Bus Office at least one day in advance if your child is not using the bus at any time for any reasons.
8. Please note that the Bus Drivers and Attendants are not professionally trained medical personnel. CIS health services staff shall provide all relevant medical information to the Contractor so that the bus crew is informed. In the event of a medical emergency, the bus crew shall call for an ambulance and inform the Bus Office Duty Manager and School as soon as possible.
9. You agree to receive information regarding products and services from Yeap Transport Pte. Ltd. and their partners.
10. It is the objective of the Contractor to plan routes with times of not more than 65 minutes for the regular school bus routes. However, route times are permitted to be more than 65 minutes subject to the approval of the School in order to cater to areas further away from the school, and where there is low demand for the school bus services, etc. The regular school buses arrive at the campus between 8:00am and 8:25am in the morning and depart from the campus between 3:50pm and 4:00pm in the afternoon.
11. The buses are fitted with passenger-facing cameras system and their usage is regulated under the LTA's PDPA regulations.