

# **ETON SCHOOL SANTA FE CAMPUS**

## **SCHOOL BUS GENERAL TRANSPORTATION SERVICE REGULATIONS FOR THE 2011 – 2012 SCHOOL YEAR**

THESE REGULATIONS ARE INTENDED TO INSURE OUR STUDENTS' SAFETY AND TO PROVIDE AN EFFICIENT SCHOOL BUS TRANSPORTATION SERVICE; WE KINDLY ASK YOU TO COMPLY WITH THESE SCHOOL PROVISIONS.

### **A. GENERAL RULES**

1. The transportation service provided by the School is compulsory for all students attending the Santa Fe campus, and the corresponding general transportation fee must be paid as well.
2. Students who may fall into one of the following categories shall not pay the transportation fee:
  - a. 11<sup>th</sup> and 12<sup>th</sup> grade Senior High School students with a valid driver's license whose parents signed and submitted the corresponding authorization form.
  - b. Students who live at off-route addresses.
  - c. Children of full-time teaching, administrative or service staff members who arrive and leave with their parents.
3. Siblings of students considered in preceding subsection 2.a. may commute to School with them, provided that they have submitted the corresponding authorization form, duly signed by their parents, and that each of them pays the general transportation fee.

### **B. OBLIGATIONS OF THE TRANSPORTATION SERVICE PROVIDER**

1. The bus driver is not allowed to use the horn, ring doorbells or wait for any student. Waiting for every student would result in a 30 minute delay for school arrival.
2. If the bus arrives to the stop early, the driver must wait for the students until the scheduled pick-up time.
3. For security reasons, buses will not make mid-route or off-schedule stops. Therefore, we kindly ask parents not to chase and/or intercept school buses for they will not make any stops off schedule.

4. For students living at difficult access areas (where the bus may have to make dangerous maneuvers such as reversing for more than half a block) or highly conflictive and time-consuming areas that could affect the bus schedule, the service provider will designate a different bus stop at a more appropriate location, where a reliable person, appointed by parents, must deliver and pick up students on time.
5. If a student does not use the school transportation service, he may not send papers, school bags, pieces of homework, etc., in the buses, to or from the School.

### **C. STUDENTS' AND PARENTS' RESPONSABILITIES**

Parents must reinforce discipline and appropriate behavior regulations on the school bus, it is important to mention that this is considered as an extension of the School.

1. In order to follow the assigned schedule, students must be punctual because the bus is not allowed to wait for anyone. Therefore, they must be at the bus stop five minutes early.

If a student does not show up for the bus any given day, due to disease or any other reason, the driver must be notified by any person living in the student's home, or by the janitor, guard or doorman posted at the building complex, as soon as the bus arrives; this will help us follow the assigned schedule.

2. At dismissal, those student whose buses leave on the first shift must board them; the other students must line up at the place previously assigned for their route, and must be attentive until they are told to board. Buses shall leave punctually in order to follow the already assigned schedules, they will not wait.
3. If a student misses his bus, he shall wait for his parents or the person who may have been appointed by them for such purpose, at the School reception; no transportation service may be provided in this case.
4. The person who may have been authorized by parents to wait for a student must be at the bus stop on time; if he fails to do so, then the bus will drive the student back to the School, where he shall be picked up by his parents, or by the authorized person.
5. Parents who may be at school facilities at dismissal time may not get their children off the bus if they are already on board. Student will be allowed to leave with their parents on a specific day if they submitted the corresponding permission slip form before 10 a.m. If the permission form is delivered after 2:00 p.m., parents must wait at the car line to pick up their children.
6. Any address changes must be informed in writing 15 days in advance. Route changes will be subject to seat availability, and the family must conform to the already established routes and schedules.

7. It is strictly forbidden for parents to board the bus. In case of problems regarding bus service, parents must refer to the Transportation Department.
8. Due to security reasons, students are not allowed to eat or drink on the bus.
9. Filming or photographing is not allowed on board of school buses.
10. Only one alternate route will be accepted per family.

#### **D. GUESTS AND PERMISSION**

1. Students may invite up to **two students as guests** on the school bus, subject to seat availability. If the guests surpass the bus capacity, the parents of the student inviting others must pick them up at school as of 2:40 p.m.
2. Due to safety reasons, guest permissions do not apply for vans since their seat capacity is limited.
3. Guests must deliver the corresponding permission written by their parents before 10:00 a.m. on regular days, or by 9:00 a.m. on short days. **NO EXCEPTIONS SHALL APPLY.**
4. Due to security reasons, the School shall honor permissions written by parents only, these must be complete and in the **authorized forms**.

Permission may be sent by fax or mail, on an exceptional basis, **before 10:00 a.m.**

#### **E. AFTER - SCHOOL PROGRAM, EVENING ACTIVITIES AND SCHEDULE CHANGES.**

1. Students enrolled in the After-School Program shall have transportation service at no extra cost.
2. **If a student is not attending the After-School activities any given day, it is necessary to submit, in the morning, the corresponding form containing his parents' authorization. If he does not have this authorization, he must stay.**
3. If a student who may not be enrolled in the After-School Program stays after regular dismissal for private tutoring lessons, to work on a special project or on detention, he must come to the Transportation Department to learn the route he will be taking when leaving the School, and a yellow pass will be issued so he will be allowed to board the bus on that specific day. If the student does not request such service before 11:00 a.m., he will not be allowed to use the bus, and his parents will have to pick him up at the School.

4. If the Office of the High School Principal changes dismissal schedules for students (due to exams, social service, field trips, etc.), and such time does not coincide with the bus schedules, students shall not be able to use this service on such occasions, and will not be granted any discount either.
5. If students participate in events held off the School facilities and transportation schedules, they shall not be able to use this service.

## **F. DISCIPLINE**

1. School buses are an extension of the School. Students must behave properly when on route. Lack of respect, shouting, fighting, standing up, or showing their heads through the bus windows, will provoke student's admonition or suspension. Students must address the drivers, bus attendants and classmates respectfully. Older students must take care, protect, and advise the youngest.
2. In case a student misbehaves on route, a Situation-on-Route Report shall be written, and this will be delivered to the corresponding grade Principal, who will apply the School Regulations. Depending on the offense, the student may be admonished, held in detention after school regular schedule, and in extreme or repetitive cases, suspension from such service for one or several days shall apply.
3. Nor the School or the transportation provider may be held liable for belongings that may be forgotten on the bus (cell phones, iPods, laptops, school bags, school papers, etc.).

## **G. PAYMENTS**

1. The transportation enrollment fee must be paid along with the School enrollment fees. Subsequent monthly payments must be paid within the first ten days each month, from September through June.
2. No discount on transportation fees shall apply when students do not use school transportation due to academic activities off school schedule or facilities, class interruptions, suspensions or absences.
3. Late payments (i.e., any payments that are not made within the first ten days of each month) will accrue interest at a cumulative monthly rate of 5%.
4. All payments must be made with a check drawn to the order of Servicios Eton, S. A. de C. V.
5. Transportation service fees may change due to serious increases in the minimum current general wage (*salario mínimo general vigente*), fuel, inflation, or in case of devaluation.

## **H. PRIVACY NOTE**

In order to comply with the current legislation regarding personal information collected by individuals and/or private institutions (*Ley Federal de Protección de Datos Personales en Posesión de Particulares*), which was published in the Federal Government Newspaper on July 5, 2010, we officially inform you that we have taken the necessary measures to protect students' and parents' personal information that may have been requested by the School for transportation purposes.

As of September 30, you may refer to our web site [www.eton.edu.mx](http://www.eton.edu.mx) to learn about our Privacy Policy.

**Acknowledgement of Receipt of the General Regulations  
for School Bus Transportation Service  
Eton School**

August 2011

Please find the General Regulations for School Bus Transportation Service for the Santa Fe campus, applicable during school year 2011-2012, attached hereto. We kindly ask you to return this acknowledgement of receipt, properly signed by one of you and your children, to the Transportation Department, on the first day of classes.

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**We have received the General Regulations for School Bus Transportation Service, and we agree to comply with the responsibilities set forth therein.**

Student's Full Name

Student's Signature

1.

1.

2.

2.

3.

3.

\_\_\_\_\_  
Name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

Date: \_\_\_\_\_