

LFKL School Bus Service Code of Conduct

This Code of Conduct brings together all the information necessary for the smooth running of the bus service, as well as the rules to comply with in order to achieve this. **Please read it carefully with your children. The registration to the bus services validates the acknowledge of this code of conduct.**

1/ Badges : badges are compulsory for all primary students and will be distributed at the beginning of the school year for the buses. Parents must ensure they are properly attached to their children's school bags before leaving in the morning. If the child is not in possession of their badge, please request it from the Bus Office.

2/ Pick-up service in the morning : Children taking the bus in the morning must be ready 5 minutes before the pick-up time given by the bus companies. Buses arriving early wait until the departure time at the pick-up point to leave. To respect the travel time to the different pick-up points, the buses will not wait for late-comers. This is a simple rule of common courtesy towards all the children on time, and necessary for the smooth running of the service.

3/ Rules aboard the buses :

- **Wearing a seat belt is compulsory** as soon as your children are seated in the bus and up to the stop.
- Children must **remain seated until the bus has come to a complete standstill.**
- Children must behave **correctly and with respect.** It is forbidden to:
 - distract the bus driver,
 - use inappropriate language towards the bus personnel and other children,
 - shout, fight in the bus,
 - eat (including chewing-gum)
 - drink from cups or glasses (flasks are allowed)
 - request a change in route or stop from the bus driver,
 - damage the interior and exterior of the buses.

4/ Organization of LFKL departures :

- Kindergarten children are accompanied to the bus pick-up points by the Kindergarten Assistants.
- Primary school children are grouped by bus line in the playground and must wait in the line corresponding to their bus. They must go to their bus in line, in pairs.
- *Collège* and *lycée* students must go to their buses as soon as classes have finished to ensure a rapid departure. For easy access to the buses, they will always be parked in the same spot.

Departure hours of the school buses	
Monday/Tuesday/Thursday/Friday	Wednesday
2.45 – 4.30 – 5.30 - 6.30 p.m.	12.30 – 2.30 p.m.

(No TTDI/PJ bus lines at 5:30)

5/ Collecting the children : An authorized person must wait for kindergarten children at the drop-off point. If nobody is waiting for your child, he or she will remain in the bus and be brought back to school. Your child will then go home on the last bus at 4.30 p.m., if a place is available. If nobody is present to meet the 4.30 p.m. bus, you will be required to come and pick him or her up at the LFKL, before closing time.

A primary school child can return home alone or be met by an adult.

6/ Surveillance system / Discipline: The bus driver is in charge of your children's safety during the whole journey. A video surveillance system (CCTV) is in operation in the buses, recordings are kept for 48 hours and then automatically erased.

If your children do not comply with these rules of good conduct, a report will be prepared by the bus driver for the Bus Committee, who may give the child a warning after compliance with School Head Management. The management of the LFKL and the Bus Committee may also decide to exclude the child from the bus service.

The parents of the children responsible for intentional damage (to the interior or exterior of the buses) will be required to pay for the damage caused.

7/ Changes: Changes in routine are not allowed, for obvious reasons of security, organization and availability on buses.