

## **SCHOOL BUS REGULATION**

### **Organisation**

Two separate routes are served, namely route 1 'Tossenbergh' and route 2 'Helfent', marked by images of a bus and two children respectively. The timetable is an integral part of these regulations.

### **Passengers**

All pupils attending cycles 1 to 4 of primary education in Bertrange can take advantage of the free school bus service.

A card corresponding to the respective routes is given to children in cycle 1. This card must be attached to their school bag so that supervisory staff can guide them to the appropriate bus.

### **Enrolment**

Parents register their child for school transport using a special form. This registration is general and does not specify the days and times when parents intend to use the transport service for their child.

### **Supervision**

Students are accompanied by SEA (service d'éducation et d'accueil) staff on the route from the school building to the Atert campus bus stop. Supervision is also provided on the route from the Atert campus bus stop to the school building.

SEA staff can be contacted on the following telephone numbers:

Route 1 “**Tossenbergh**”: 691 61 31 40

Route 2 “**Helfent**”: 691 61 31 41

### **Picking up at the bus stop**

Parents must specify on the registration form whether the child will be picked up at the bus stop. If so, the contact details of the person(s) must be provided on the form.

If, for any reason, the person is not present at the bus stop, the municipal services reserve the right to transfer the child to the SEA, where the child will be picked up by their parents.

### **Rules to keep in mind**

Parents are required to encourage their children to follow the instructions of SEA staff.

Children are required to behave respectfully towards other children and SEA staff.

Pupils using school transport are required to:

- adhere to timetables,
- follow the instructions of supervisory staff and bus drivers,
- fasten their seatbelts and remain seated during the journey, and
- not endanger the safety of other passengers.

The following are prohibited on school buses:

- transporting scooters, skateboards or other means of transport
- using mobile phones, electronic games or music devices
- consuming food or drink

Parents will be held responsible for any acts of vandalism.

### **Non-compliance measures**

In the event of non-compliance with these rules, as well as in the event of serious disciplinary or behavioural problems that pose a danger to other children or staff, parents will be informed by registered letter.

If the problem persists, the College of Mayor and Aldermen may decide to exclude a child from the school transport service, either temporarily or permanently, by registered letter and with immediate effect.

### **Additional regulations**

The school bus service is free of charge.