



## CAIS BUS CODE OF CONDUCT

Updated Jan.2016

### **Bus Transport 班车**

Each school day drivers and bus monitors collect and drop off children from all over Changchun. The safety of each child is of primary concern.

每天学校司机和班车老师将到不同地点接送学生，学生安全是最主要的问题。

Parents are requested to notify the Bus Coordinator if their child does not require the bus on a particular day or if they are coming to school to collect their child in person. Students are expected to follow the bus rules and behave appropriately on the bus at all times.

如果有学生当日不坐班车，或放学时家长自行来接，则家长需要提前通知班车协调员。在班车上学生需要遵守班车规定，规范自己的行为。

All parents and students will receive an information package about the bus system and are required to sign the Bus Code of Conduct.

所有的家长和学生都将收到一份关于班车信息的材料包，并在班车行为准则处签字。

Students who are not respectful or do not follow bus rules will be warned first by the Bus Monitor, and if necessary have a meeting with the Principal.

如果有学生不遵守班车规定，班车老师将对其警告，如有需要则交由校长处理。

Children who visit the Principal three times due to inappropriate behavior on the bus will no longer be permitted to travel on the CAIS buses for the rest of the year.

如果学生因为班车上不规范的行为而于校长见面三次，则在本年度接下来的时间该生不能乘坐长春美国国际学校校车。

Students may get permission to bring a school guest on the bus, provided permission has been obtained from the Bus Coordinator who will verify if there is a seat available on the bus.

如果学生要带其他客人乘坐校车，则需要得到班车协调员的许可，班车协调员需要核实班车上是否有座位。

### **Students are expected to: 学生应该：**

- be courteous to all bus users 礼貌对待班车上所有管理人员。
- be punctual at the appropriate pick-up point 准时在班车站点上下班车。
- sit in seats on a first come, first served basis 班车座位根据先来后到原则分配。
- remain seated wearing a seatbelt, keeping their hands & feet to themselves 保持坐姿系好安全带，在座位上不要打闹。
- keep all items brought onto the bus within & on the bus 不要拿走班车上的设备
- place all personal belongings on their laps, stowed under the seats or given to the bus monitor for appropriate storage, keeping aisles clear 将自己的物品放在腿上，座位下或者交予班车老师放到适当的位置保管，保持过道通畅。
- talk at an appropriate level and act in an appropriate way so as not to disturb other bus users 在班车上说话音量不要过大，行为要规范，避免打扰其他人员。



- put all litter carefully in the appropriate bin or taken off the bus on departure 将垃圾扔到班车的垃圾桶内或下车时随身携带。
- drink water, as desired, carefully on the bus 在班车上喝水时小心溢出。
- clean any spillage at the next convenient stop & only when it is safe to do so 如果要清理污物，需要等班车停靠后行动，只可以在安全的情况下处理
- remain seated until the bus comes to a complete stop upon reaching their destinations 在班车到站停靠前不可以解开安全带。

**Parents are expected to:** 家长应该：

- ensure their child/children understand what is expected of them when traveling on the school bus; 确保他们的孩子/们了解乘坐班车时需要遵守的规则
- drop-off and collect small children at the appropriate bus stop or have made other suitable arrangements for meeting and picking up the children. 在恰当的站点接送小孩子乘坐班车，或安排其他人员接送孩子。

**Drivers & Bus Monitors are expected to:** 司机和班车老师应该：

- arrive punctually 准时到站
- be courteous at all times 保持礼貌
- treat all passengers equally and fairly 公平对待所有乘坐班车的学生
- complete journeys safely, adhering to speed limits & braking with due care 安全驾驶，保护车速，谨慎刹车
- keep all items brought onto the bus within & on the bus 不要拿走班车上的设备
- ensure that once students are on their bus, they remain on it 确保不遗漏乘坐班车学生
- use initiative to deal with seating if students cannot sit appropriately together 如果座位相邻的学生表现不好，有权合理安排座位；
- remain seated, wearing a seat belt 保持坐姿，系好安全带；
- ensure that all windows remain closed 确保所有窗户关闭
- maintain a record of incidents in the bus 做好班车意外事件记录
- report to the Bus Coordinator and Principal any bus incident 向班车协调员和校长汇报关于校车的意外事件
- refrain from any physical contact with students like hugging 拒绝任何与学生的肢体接触，如拥抱等
- refrain from taking photos of students and posting on social network 拒绝给学生拍照并将其上传到网络
- refrain from giving food or drinks to students 拒绝给学生任何食物和饮品

**CAIS is expected to:** CAIS 应该：

- provide a photo list (without family names) to the bus monitors; 为班车协调员提供照片名单（不需要姓氏）
- administer the co-ordination of appropriate behaviour on the buses; 管理班车上的合理行为



- provide sanctions to students for inappropriate behaviour. 对学生不恰当的行为给予处罚

**CAIS contracted transportation provider is expected to:**

和 CAIS 签署车辆租赁的供应商需要做到：

- ensure all drivers are registered and qualified to provide a safe journey  
确保所有司机均是合格并且有驾驶资格的司机，能安全行车
- ensure all buses are fit for travel, roadworthy and clean  
确保所有车辆都适于运输，可行驶并且干净
- ensure all buses have seatbelts for each seat  
确保所有车辆的每个座位都有安全带
- publish bus routes for current and prospective students and their families  
为现有的和预申请我校的学生出台校车行驶路线
- liaise with parents and CAIS about issues concerning the buses  
与家长和 CAIS 就班车发生的事宜保持沟通