



## Bus Request Form

### 校车订购单

Student's First Name 学生名: \_\_\_\_\_ Last Name 学生姓: \_\_\_\_\_

Grade 年级: \_\_\_\_\_

- ☐ Yes, my child requires the school bus service, start from \_\_\_\_\_  
是的, 我的孩子需要乘坐校车。乘坐校车开始时间 \_\_\_\_\_
- ☐ Round-Trip Transport 早晚都乘坐班车。
- ☐ One-Way Transport (Morning) 只乘坐早班车
- ☐ One-Way Transport (Afternoon) 只乘坐晚班车
- ☐ No, my child does not require the school bus service. 不, 我的孩子不乘坐校车。

School bus fee payments will be made by 校车费用的付款方是:

- ☐ Company 公司
- ☐ Parents 家长

Pick-up/Drop-off Address: 校车乘坐地点: \_\_\_\_\_

School Bus Contact #1 校车联络人#1 电话: \_\_\_\_\_

School Bus Contact #2 校车联络人#2 电话: \_\_\_\_\_

**Bus routes and seats are arranged in advance, so CAIS only refunds for the months transportation fee following your notice.**

由于校车需要预设路线和座位, 班车费用按尚未发生的月数退还。

Please submit the completed form to the Admissions Department.

For any questions regarding lunch and bus services please email us at [admissions@caisschool.com](mailto:admissions@caisschool.com) or call (431)84581234.

填完此表格请交至招生部门, 如有任何问题欢迎与招生部门联系, 邮箱:

[admissions@caisschool.com](mailto:admissions@caisschool.com) 或拨打电话 0431-84581234



## SCHOOL BUS CODE OF CONDUCT

### 校车协议

#### Bus Transport 校车

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.

每天学校司机和校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校车，或放学时家长自行来接，则家长需要提前通知校车协调员。在校车上学生需要遵守校车规定，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校车信息的材料包，并在校车行为准则处签字。

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.

如果有学生不遵守校车规定，校车老师将对其警告，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 school buses for the rest of the year.

如果学生因为校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学校校车。

Students may get permission to bring a school guest on the bus, provided permission has been obtained from the Principle or Coordinator, and Bus Coordinator 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，则需要得到校长或年级主任的许可，校车协调员则需要核实校车上是否有座位。

If the student wants to temporarily change the Bus Stop, parents need to notify Bus Coordinator in advance to confirm whether there is a place on the bus.

如果学生想要临时更换校车站点，家长需提前通知校车协调员以便核实校车上是否有座位。

#### Students are expected to: 学生应该:

- be courteous to all bus users; 礼貌对待校车上所有管理人员;
- be punctual at the appropriate pick-up point; 准时在校车站点上下班车;
- sit in seats on a first come, first served basis; 校车座位根据先来后到原则分配;
- remain seated wearing a seat belt, 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; 不要拿走校车上的设备;
- 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，座位下或者交予校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; 在校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; 将垃圾扔到校车的垃圾桶内或下车时随身携带;
- drink water, as desired, carefully on the bus; 在校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，需要等校车停靠后行动，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. 在校车到站停靠前不可以解开安全带。

**Parents are expected to: 家长应该:**

- ensure your child/children understand what is expected of them when traveling on the school bus; 确保您的孩子/们了解乘坐校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校车，或安排其他人员接送孩子。

**Dear parents:**

**尊敬的家长:**

In order to secure students' safety on school bus, we need your understanding and cooperation to support the school in running the school bus program smoothly. Hereby, please accept the following agreement with school.

为了确保乘坐校车学生的顺利接送，保障乘车学生及他人的安全、学习和生活正常进行，家长和学校应做到相互配合协调、支持、理解。共同对学生的乘车安全负责，特此与您签署如下协议：

一·Responsibilities and obligations of school 校方的责任和义务

1. School runs a safe and efficient bus service for the convenience of students and parents.  
学校提供性能安全、稳定、手续齐全、车况良好的接送车辆用于接送学生。
2. To ensure students' safety, the bus drivers should follow the "Traffic Regulation" to ensure driving safely and politely.  
校车司机必须认真遵守《道路交通安全法》，保证安全驾驶、文明礼让、不超速、不抢道、不开斗气车，确保学生安全，负责做好学生上、下车安全及与家长的交接工作。
3. School bus drivers should not smoke nor use cellphone when driving.  
校车司机禁止在校车内吸烟，及在行驶过程中接打电话、使用聊天软件等。
4. Both school and families have the responsibility to guide students to obey school rules regarding safety on the school bus.  
学校和家庭都有责任对学生进行安全、文明乘车教育，引领学生遵守相关规则。
5. All routes are monitored by a ride-along bus assistant, students have the right to refuse taking the bus and report it to school if there is no bus monitor on duty on the bus.  
每个校车都配有跟车助教，如没有校车助教老师，学生有权拒绝乘坐，并向学校反映。

6. To ensure students' safety, bus monitors should organize students to get on and off school bus safely.  
学校跟车助教组织好学生上下车，确保学生安全。
7. All the buses should be equipped with seat belts. School should be in charge of the maintenance of the seat belts if they are broken or missing. Bus monitors should make sure students fasten the seat belts.  
校车座位须配有安全带。如有安全带破损、缺失，学校负责维修。跟车助教需确保学生坐在有安全带的座位。
8. The bus will stop and wait until all students fasten their seat belts. If any student does not cooperate to put on their seat belts, he/she will be sent back to school or the bus monitor will contact parents to take him/her back home.  
当学生没有/不配合系好安全带时，校车需停车等候。学生不配合态度恶劣时，可将其遣返学校或联系家长将其带回。
9. The bus can leave for next stop if the student does not show up without any reason, and if the parents are unable to be contacted.  
当学生无故缺席校车且联系家长无果时，校车可以在规定发车时间离开前往下一站。
10. Bus monitors will try their best to inform the parents as early as they can if there is any delay caused by the weather, traffic etc.  
如因天气、路况等原因校车迟到的，跟车助教应尽全力提前通知家长。

## 二. Responsibilities and obligations of students and parents 学生和家长的 responsibility 和义务

1. Parents should help guide the students to follow the school bus policy .  
家长应配合学校对学生进交通安全、文明乘车教育，引导学生遵守相关规则。
2. Parents have the responsibilities to guide students to be at bus stop on time. School bus will leave on time, will not delay the whole route due to lateness of one person. In case the student is unable to take the school bus, parents will take the responsibilities of finding vehicle to send child(ren) to school as well safety issue.  
提醒或引导确保学生按时间和地点乘车。校车准点发车，不会因为个别学生等候影响整条线路的学生。未按时、地点乘车的学生，家长负责安排交通工具送孩子抵达学校以及由此可能带来的安全问题。
3. Parents should contact bus monitor ahead of in time in case the student is unable to be in school.  
学生如有特殊情况不能上学，家长应提前或及时打电话通知校车老师。
4. The school bus assistant will only drop students at the drop off location when parents or guardians are there to collect the students. The school is responsible for student safety when the student is on the bus. Parents or guardians are responsible for student safety when they are off the bus.  
乘坐校车，在指定站点上下车，由家长（或监护人）接送。学生早晨上学自站点上校车后到下午放学到指定站下车止，安全管理由校方负责；学生早晨上车之前和下午放学下车以后的安全由家长（监护人）负责。
5. If the parents can not be at the bus stop on time, the students will be taken to the next stop or be taken back to school by the bus monitor . Parents have to pick up their children at school.  
如家长未按时到站点接学生，该学生由校车老师带回学校，家长自行到学校接回家。
6. If the parents are unable to pick up children due to personal reasons, parents must send someone to substitute and inform school within time. Parents should take the responsibilities of the students' safety in this situation.  
家长因故无法接送，必须嘱托他人代替接送并及时通知学校，如果发生意外事故，校车方不承担责任。

7. In order to ensure the safety of all the students on the bus, students are not allowed to take dangerous or sharp objects to the school bus, such as a knife, needle, marbles or stone etc. Food should not be consumed on the bus.

Students are expected to use their electronic devices appropriately and are prohibited from engaging in any inappropriate behavior with their electronic devices, including, but not limited to, casual use of self-powered Internet and downloading inappropriate videos, movies, and pictures, playing in groups and individually, etc. are prohibited.

CAIS Staff are not responsible for any inappropriate use of personal electric devices by students on the bus.

学生上车时不允许携带小刀、针、弹珠、小石子等危险品，为了保护学生人身安全及维护车内卫生，不允许学生在车上吃东西。

学生应妥善使用电子设备，禁止使用电子设备进行任何不当行为，包括但不限于随意使用自带网络并下载不当视频、影片及图片，禁止群体及个体玩游戏、嬉闹等等。CAIS 工作人员对学生在校车上不当使用个人电子设备不承担任何责任。

8. Students should put their seat belts on when they are on the bus.

学生坐上校车时应主动系上安全带。

9. For students' safety, students are not allowed to quarrel, fight, leave the seats or shout. When the bus has completely stopped, students can leave the seat and get off the bus.

为了学生人身安全，小车行驶途中，学生不允许打闹，擅自离开座位，大声喧哗，校车停靠站时待车停稳后，方允许学生离座下车。

10. Students are forbidden to put their heads and hands out of the window.

为了避免发生意外，校车行驶途中，禁止学生把头、手伸出窗外。

11. If there is any delay caused by weather or traffic, please keep in touch with bus monitor or coordinator, and wait patiently. If you experience frequently delay, please inform the school.

如因天气、路况等原因校车迟到的，请家长与跟车助教保持联系，耐心等待，如遇校车长期迟到，致电学校反映情况。

12. If there were to be a traffic accident, the school will follow the national transportation regulations for processing the situations. Parents will be informed.

如遇交通事故，由交通部门按国家相关条例进行处理。



**Parents please check following questions:**

**请家长勾选如下两项选择:**

1. I allow my child(ren) to be dropped off without an adult to meet them at the bus station. (Applied to Secondary Students only or students 12 years old and above )

我的孩子可以自行从校车站点步行回家，无需大人接站。（仅限中学部学生或12岁及以上学生）

Yes 同意    Signature 签名 \_\_\_\_\_ No 不同意    Signature 签名: \_\_\_\_\_

2. I allow my child(ren) to decide independently whether they will take the bus home or not. (Applied to Secondary Students only or students 12 years old and above )

允许我的孩子可以自己决定并通知校车老师是否当日乘坐校车，无需与我通电话确认。

（仅限中学部学生或12岁及以上学生）

Yes 同意    Signature 签名 \_\_\_\_\_ No 不同意    Signature 签名: \_\_\_\_\_

This agreement takes effect upon signing.

本协议从签订之日起生效。

Parents (guardian) Signature

家长（监护人）签字: \_\_\_\_\_

Date:

日期: \_\_\_\_\_