



American Cooperative School of Tunis Transportation Contract

This Registration and Contract is to ensure safe, respectful and timely bus transportation for all students. Please read, with your child, the rules stated below for participating in the ACST transportation service. Parents are required to sign the contract and return it to the business office. A signature signifies an agreement to comply with the rules and understand the disciplinary actions should the rules be broken. All students are to keep safety first and to notify the authority in charge, the bus monitor, if they see behavior that is not appropriate.

I. Respect for others:

Students are expected to respect persons in authority (bus monitors, driver, teacher, chaperone) which are responsible for the safety and general conduct of students and are in charge of the bus. If a bus monitor is not responsive to a student's need, parents are to notify the business office to lodge a grievance.

Students are expected to respect other students on the bus. Normal playful interaction becomes unacceptable when the interaction is irritating, annoying, threatening, bullying or offensive to others and when requests to stop are not heeded (e.g. throwing objects, tapping, pinching, name calling or kicking another person or their occupied seat).

Students are expected to show respect for other's differences. Vulgar language or language that is offensive to other students or adults is unacceptable. This includes, but is not limited to profanity, provocative names or explicit language.

Disciplinary action:

First time incidents that gain the attention of the bus monitor will result in student being relocated to another part of the bus for at least 3 days. Second time incidents will result in long-term relocation to another seat and will be reported to the Principal for disciplinary action, which may result in temporary suspension of bus service.

II. Respect for Property

Students are expected to respect bus property by leaving the bus in the same condition as before student's arrival on bus.

Trash and other articles must be removed when the student departs from the bus.

No food or drinks are allowed on the bus. The bus monitor may confiscate any food or drink.

Disciplinary action:

Removal or damage of bus property (e.g. removal or damage to any piece of bus equipment, defacing or marking any part of the bus) or eating and drinking, will be reported to the Principal for Disciplinary action.

III. Safety

Any behavior that distracts the driver or interferes with safe driving is a safety hazard and will result in the earliest possible removal of the student from the bus.

Weapons or any threatening objects are not permitted on the bus or on school property.

Any aggressive behavior on the bus is unacceptable. (e.g fighting, pushing, hitting, kicking, or other threatening behavior).

Students may not reach out of the window or place any objects out of the window.

If students are assigned seats, they must sit only in their assigned seat.

When picked up at student's bus stop, students should proceed to their seats immediately. The bus is not permitted to move until all students are seated and seatbelt is fastened. Students may remove seatbelt when the bus halts to student's bus stop.

If student must cross the road after getting off the bus, student is to wait at the side of the road until the bus has left in order for student to have clear vision at least one block in all directions before crossing the road.

Bus Monitor can not escort the student to their home or leave student on the bus on their own. A parent, guardian or secondary school sibling must be present when elementary student is being dropped off at home from bus. If an elementary school student has no parent, guardian, or secondary school sibling to escort them home, the student will be returned to school on the bus.

Disciplinary action:

Any student actions that affect theirs or other person/s safety will result in discussion with principal and possible disciplinary action before the student may resume riding the bus.

IV. Timeliness

In order to ensure smooth bus operation and for other student bus riders, students will not be allowed to disrupt the bus schedule.

Once the student is on the bus, they are not permitted to leave unless the bus monitor gives permission. This includes the time students are getting on the bus to go home in the afternoon.

Students are to go directly to the buses after school dismissal or will result in the bus departing without the students. They may not go to the student store after class before getting on the bus.

Each student will be delivered to his/her assigned stop. Any changes in drop-off point, either permanent or temporary, must be requested in writing by the parent.

Students are to be at the bus stop 5 minutes before the arranged pick up time in the morning.

Disciplinary action:

Failure to adhere to the following will result in discussion with principal and possible disciplinary action.

V. After School Activity Bus

The after school activity bus is designated primarily for students who are registered in an official after school activity (ASA). Other students may be permitted to ride the After School Activity bus if it does not affect normal operation. Students who are registered with the ACST transportation bus service are allowed on the late bus.

XI. Seating Capacity

Mini Buses - 25 students

Micro Buses - 14 to 16 students

As space is limited it is important to register for ACST Transportation bus service as soon as possible. If a student is eligible for free transportation he/she must complete registration forms to ensure a seat on the bus. All other registrations will be accepted on a "first come first served" basis.

XII. Routes and Schedules

ACST covers the following routes: Carthage, La Marsa, Gammarth, Laouina/Soukra, Ennasr, Manar & Les Berge du Lac. Routes and schedules are subject to change based on registration. Updated route information will be e-mailed to parents in late August. Students will be dropped off at scheduled bus stops only. No unscheduled stops and no friends riding home with a student is allowed unless other arrangements have been made.

XIII. Parent Responsibility

Student parent/guardians are responsible for their students safety to and from the bus stop each day.

The transportation company, driver, ACST Transportation department or bus monitor is responsible for students that are not met at the bus stop.

Students will not be dropped off at their stop and will be returned to school, if an adult or secondary sibling is not present to accompany the student home.

When a student boards the bus, the student becomes the responsibility of ACST. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

The parent/guardian is responsible for the behavior and safety of the student between the residence and the designated bus stop, while waiting at the bus stop and at the afternoon drop off.

Thank you for your attention to the safety protocols and rules for the ACST Bus Transportation service and reviewing them with your child. Please complete the Registration and Contract form including parent signature.

If you have further questions, feel free to contact the Transportation Office at omrad@acst.net.

Kind regards,

Omar Mrad

Transportation Manager

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