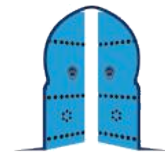


BUS SERVICE CONTRACT



American
Cooperative School
of Tunis
SINCE 1959

This contract is to ensure safe, respectful, and timely bus service for all students. Please read the rules stated below for participating in the bus service. Parents and students should sign the last page, detach it, and return it to the business office. A signature signifies an agreement to comply with the rules and cooperate with the stated disciplinary actions should the rules be broken. Please return the signed bus registration form to the business office.

Bus Rules The guiding principles of school bus behavior are respect for others, respect for property, safety, and timeliness. All students are asked to help with bus safety and to first notify the bus monitor on the bus if they see behavior that is not appropriate bus behavior. Bus monitors are in charge of the buses and should be obeyed just like a teacher. Failure to obey a bus monitor will result in disciplinary action.

I. Respect for Others

A. Students are expected to respect persons in authority, including bus monitors. The monitors are responsible for the safety and general conduct of the students on the bus. The students should obey directions given by the bus monitor. Any actions on the student's part that demonstrate a lack of respect are unacceptable. If a bus monitor is not responsive to student needs, the business office should be contacted to lodge a grievance.

Consequences

Failure to heed directions given by the bus monitor or other disrespectful actions will be reported to the principal. Continued disobedience to reasonable requests or disrespectful actions will result in temporary suspension from the bus service.

B. Students are expected to respect other students on the bus. Normal playful interaction becomes unacceptable when the interaction is irritating, annoying, threatening, or offensive to others and when requests to stop are not heeded. As an example are actions such as throwing things, tapping, pinching, or kicking persons or their occupied seats.

Consequences

All incidences will be reported to the student's principal to discuss with the student and/or parents.

First time incidences that gain the attention of the bus monitor will result in the student being relocated to another part of the bus for at least 3 days.

Following incidences will result in long-term relocation to another seat and/or temporary suspension of bus service.



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C. Students are expected to show respect for others' 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.

Consequences

All incidences will be reported to the student's principal for discussion. After the first infraction, students may be brought before a disciplinary council.

II. Respect for Property

A. Students are expected to respect property. The bus property should be left in the same condition as before arrival. Students' trash and other articles must be removed when students leaves. Removal or damage of bus property is unacceptable. This includes removal or damage or any piece of bus equipment, defacing or marking any part of the bus.

Consequences

All incidences will be brought to the attention of the principal for discussion. Incidences where there is damage should be referred to a disciplinary committee for recommended restitution.

B. Students may not eat or drink on the bus. The bus monitor may confiscate any food or drink.

Consequences

All incidences involving eating or drinking on the bus will be referred to the principal.

III. Safety

Providing a safe bus service is a high priority. Student actions (A-G below) that affect safety are unacceptable and will result in referral to the principal, possible temporary suspension from the bus service, and referral to the disciplinary council before the student may resume riding the bus.

- A. 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.
- B. Weapons or any threatening objects are not permitted on the bus or on school property.
- C. Any aggressive behavior or fighting on the bus is unacceptable. This includes pushing, hitting, kicking, or other threatening behavior.
- D. Students may not reach out of the window or place any objects out of the window.
- E. When picked up at their bus stop, students should proceed to their seats immediately; the bus is not permitted to move until all students are seated and seatbelts fastened. Once in their seats, students shall remain seated with seatbelts fastened until the bus halts at their stop.

- F. If students must cross the road after getting off the bus, they are to wait at the side of the road until the bus has left so that they can see at least one block in all directions before crossing the road. A parent, guardian, or sibling in Middle or Upper school when dropped off from the bus must accompany students in elementary school.
- G. If an Elementary School student has no parent, guardian, or older siblings to escort them home, they will be returned to school on the bus. Bus Monitor can not in case escort the child to his home and leave children in the bus by their own.
- H. If students are assigned seats, they must sit only in their assigned seat

IV. Timeliness

In order to be fair to the other bus riders, students will not be allowed to disrupt the bus schedule. The following guidelines must be heeded in order to ensure smooth bus operation. Failure to adhere to the following will result in discussion with principal and possible disciplinary action.

- A. Once students are 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 must come to the bus and remain there. They may not go to the student store after class before getting on the bus.
- B. Each student will be delivered to his/her assigned stop. Any change in drop-off point, either permanent or temporary, must be requested in writing by the parent.
- C. Students should be at the bus stop 5 minutes before the arranged time in the morning and should go directly to the buses after school lets out in the afternoon. Failure to do so will result in the bus departing without the students.

V. After School Activity Bus

The After School Activity Bus, or Second Bus Run, is designed primarily for students who are registered in an official after school activity. Other students may be permitted to ride the second bus if it does not affect normal operation.

All students who are regular bus riders are allowed on the late bus.

VI. Seating Capacity

As space is limited it is important to register as soon as possible.

Bus capacity on Buses is:

- 25 students on the Mini Buses.
- 14 to 16 on the Micro Buses.

ACST do cover several routes: Carthage – La Marsa – Gammarth – Laouina/Soukra – Ennasr – Manar & Les Berges du Lac; As a result the buses will fill-up quickly.

Even if a student is eligible for free transportation he/she must complete registration forms to receive to ensure that a seat on the bus is allotted to them. All other registrations will be accepted on a 'first come first served' basis.



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VII. Routes and Schedules

Routes and schedules are subject to change based on registration. Updated route information will be mailed to parents around August 20th. Children will be dropped off at scheduled bus stops only. No unscheduled stops, no friends riding home with a student or other special arrangements will be made.

VIII. Parent Responsibility

Student parents/guardians are responsible for their student's safety to and from the bus stop each day. Neither the transportation company nor the school department or Bus Monitor is responsible for students that are not met at the bus stop. Children will not be dropped at their stop without an adult to accompany them home but will be returned to the School. Once a child boards the bus, and only at that time does he or she become the responsibility of ACST School. 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.

If you have any further information please don't hesitate the transportation office.

Omar Mrad

Business Manager

Business Office

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