AFNORTH International School
TRANSPORTATION INFORMATION

LOCATION

Address: AFNORTH INTERNATIONAL SCHOOL
FERD. BOLSTRAAT 1
6445 EE BRUNSSUM
THE NETHERLANDS

Directorate 045-527 8221
Telefax 045-527 8233

SCHOOLS SUPPORTED

AFNORTH INTERNATIONAL SCHOOL

American High School Section 045-527 8260
American Elementary School Section 045-527 8251
British Section 045-527 8241
Canadian Section.....045-527 8201
German Section.....045-527 8211

SAFETY

These school bus transportation guidelines concern the safety and well being of our children as they ride our school buses.

AFNORTH INTERNATIONAL SCHOOL provides transportation for over 900 students aged 4-19 years. About 60% of the children attending AIS ride buses contracted through a local Dutch company. These buses provide transport for most of the children living in South Limburg. Contract buses also provide transportation for the other 40% of our students living in Germany and Belgium.

The SAFE transportation of our students is our most important concern. AIS contracts bus transportation from responsible firms with mechanically sound vehicles, qualified drivers and bus monitors. AIS buses are equipped with rider safety belts. Equipment is only part of the formula, however. The safe operation of school buses also depends on appropriate conduct by the students that ride those buses.

Student behavior on our school buses is a parental responsibility. Parents and guardians must make sure that their children understand the rules for riding the school bus and that they follow these rules. When children disobey the rules, they make the bus unsafe for every other student on that bus. Student misbehavior must not be allowed to distract the bus driver from safe driving. Students must show respect for bus drivers and monitors and follow their instructions.

All AIS personnel take the safety of the children that ride school buses very seriously. We expect parents and guardians to do the same. Please sit down with your child(ren),and go over the School Bus information. Let's work together to make this school year SAFE.

We are fortunate that our contracted buses have adult monitors/ escorts and are equipped with a radio or mobile phone should an emergency occur.

TRANSPORTATION POLICIES

Transportation for AFNORTH International School (AIS) students is provided within pre-determined commuting areas. Maps of these areas may be found in the AIS Bus Coordinator's Office (Room c1.2), the SCHINNEN and HQ JFC housing offices.

SERVICES ARE SUBJECT TO CHANGE, PLEASE CHECK WITH THE BUS COORDINATOR PRIOR TO DECIDING ON A HOME.

SCHOOL BUS TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT.
We rely on parents and guardians to teach their children proper behavior. Accordingly, school bus rules will be strictly enforced. Students not complying with the school rules may have their riding privileges suspended or revoked and repeated offenders may have their riding privileges revoked for the rest of the school year. When this happens, sponsors will have to make their own arrangements for their children to get to school according to established school hours.

ELIGIBILITY FOR TRANSPORT.
One round trip to and from school may be provided to students enrolled in AIS based on the following prerequisites:

- You reside OUTSIDE of the walking area of school and WITHIN the designated commuting area of school.
- If you CHOOSE to live OUTSIDE of the commuting area then transportation is AT YOUR OWN EXPENSE to the school or an existing bus stop within the commuting area.
- When requested by the sponsor/parent or guardian, transportation may be provided to and or /from an alternate care provider such as a community day care centre located *WITHIN THE COMMUTING AREA.*

THE STANDARD WALKING DISTANCE IS UP TO ONE KILOMETER ONE WAY FOR ALL STUDENTS.

By registering for school bus transportation, sponsors are acknowledging responsibility for providing true and correct information. In the event that incorrect information has been given, school bus privileges may be withdrawn.

SCHOOL BUS INFORMATION

Registration Data
Registration takes place in the AIS School Bus Office on campus Room C 1.2. The office is on your left side ground floor as you enter by the main entrance of the school. Students must be registered in the school before they can register for school bus transportation. This data is used not only for registration purposes but also in case of emergencies, such as breakdowns, accidents and/or incidents. If you move your station/office, change your address or phone number, please notify your school registrar AND the Bus Coordinator as soon as possible.

ALL students will be issued a STUDENT/BUS PASS.
Students riding the AFNORTH International School buses and the Canadian buses have route information included on their student passes. Students riding the American buses will have bus route information on their students' passes in the future. Only students carrying and showing a valid **Bus Pass/Student Pass** will be able to ride the bus. Students will only ride the bus as stated on the bus pass unless a temporary bus pass has been requested.

Loss of Pass
When a student discovers the loss or theft of his/her Student Pass, he/she will go to the Bus Coordinator and be issued a Temporary Pass (5 Day maximum), if applicable. During this time the student, accompanied by a parent, must report the loss or theft to the KMAR office on the JFC Headquarters. Only after the completion of the necessary forms, signed by the KMAR, will a new pass be issued by the Bus Coordinator.

Second loss of Pass
If the second pass is lost or stolen, the same procedure applies in order to replace the lost pass.

Third loss of Pass
If a third loss of a student pass occurs, the same system applies. However, there will be a charge of € 5,= for replacement and administrative fee. Lost bus passes will only be issued to the parent, sponsor or guardian, however, repeated loss of bus passes may result in disciplinary action.

Special Requirements for Pre- / Senior Kindergarten (IY1 & IY2) and German Class GS01
For the safety of the children from Pre Kindergarten (IY1), Senior Kindergarten (IY2) and German class GS01,(bus pass has the right hand corner cut off) we require that a parent / sponsor or other designated adult meet them at their bus stop after dismissal at 14:00 and/or 15:30hrs, and on other Early Dismissal days. Escorts will not discharge these young children from the bus unless there is an adult to meet them. Failure to meet your child may result in a suspension of bus privileges. Please inform the Bus Coordinator if someone other than the parent / sponsor is picking up your child(ren).

Temporary Bus Passes
There are two situations which may necessitate a student applying for a temporary bus pass:

1. Your child needs to get off at a different stop or travel on a different bus. In these instances, the Bus Coordinator requires a note an Email or Phone Call from you, the parent/sponsor, indicating which bus and/or bus stop your child needs to use, on what date(s), and with whom he /she will be disembarking, if applicable. With this note, your child can obtain the necessary temporary pass from the Bus Coordinator. Temporary bus passes will only be issued ***IN THE MORNINGS*** subject to space availability. Students not in possession of a letter or a temporary bus pass will always be placed on their regular bus.
2. Your child temporarily misplaces his/her bus pass. In this case, your child must go directly to the Bus Coordinator and ask for a temporary bus pass. A pass will be issued valid for one or two days, giving your child a chance to locate his/her pass.

No temporary Bus Passes will be issued on Early Dismissal Days except for a student's regular bus stop.

Bus Routes
Bus routes are established within the commuting area for transporting students to and from school. The bus route boundary is established by the Board of Governors in conjunction with the availability of adequate housing in the catchments/commuting area. Parents / Sponsors who choose to live outside of the commuting area are responsible for getting their children to the nearest pick up point. Changes to routes will only be authorized by the Assistant Director. The commuting area for AFNORTH International School is available in the AIS School Bus Office (C 1.2) USAG SCHINNEN and HQ JFC Brunssum Housing Offices.

Pickup/Drop-off

The student bus pass identifies:-

- Students' name
- Morning and afternoon bus numbers
- Morning and afternoon bus stop location.

Bus contractors are only permitted to use scheduled bus stops designated by the chief planner. Bus stops have been established to keep walking to a minimum and are determined to be the easiest access route for the students as well as for the bus. The acceptable walking distance for all grades is one kilometer one way.

Buses- Late Arrival

Sometimes through weather conditions, breakdown or traffic delays, buses may arrive late at their pickup point. In most cases, it takes some time to get this information to the Bus Coordinator. As a general rule, we advise students to stay at the bus stop for at least 30 minutes after the scheduled pickup time. A bus will always drive the route, but we cannot be certain how long it will take the contractor to respond.

After-School Activity Bus

During the fall Elementary after school activities, all participating students must pre-register for after school transportation. The elementary activity buses follow a predetermined route. Secondary after school activity buses are intended for those students who are registered for school sponsored activities. Students will be taken to the regular stop. First priority is for students participating in school sponsored events. AFNORTH students who participate in non-school sponsored activities such as IYS, scouting, etc, may only ride the buses on a space available basis. Normally students who independently leave campus at the end of the school day are not readmitted to the campus to take a late activity bus. It is recommended that high school students in a non school sponsored event have an alternate plan for late transportation home.

Misconduct on School Buses

The Bus Coordinator will initially handle all reports of misconduct or violation against AIS school bus regulations. In the event of a suspension from bus privileges, a copy of the letter will be sent to the Parent's Base Commander.

School Bus Standards of Behavior

We consider the school bus ride, both to and from school, to be no less than an extension of the school day. What this means is that school rules apply to all students, no matter where they are in the school day, be it waiting at the bus stop, playing on the playground or learning in the classroom. No matter where they are during the school day, your child's safety and security is paramount.

Because our bus drivers must focus their attention on the road and not be distracted by what is happening in the back of the bus, the behavior of our students while riding is of the utmost importance. The Board of Governors along with the Directorate have adopted rules to govern behavior on the bus that are based on common sense safety and security guidelines with a view to keeping our children safe during the trip to and from school. To that end the Board of Governors has, as well, adopted a concrete set of sanctions in order to enforce school bus guidelines.

Older students are expected to behave more maturely and thoughtfully than younger students. Therefore they will be held more responsible for the consequences of their conduct. Older students are expected to set an example for the younger students.

Lost Property

A lot of time is devoted by school officials to Lost Property. Ideally your child's property should be marked with his/her name, this can then be returned if left on or around the buses. If items with no names are handed in to the Bus Coordinator these will be kept in the bus office until Friday afternoon of each week then placed in the lost property box in the cafeteria.

Special Needs Student Transport

When it has been determined that a child with special needs requires transportation (by the case study committee) the appropriate office will arrange for this service. If a student with special needs will no longer be attending school, please notify the appropriate office the day before if possible. Late notification means transport cannot be cancelled and expenses are incurred.

Privately Owned Motor Vehicles (POMV) on School Car Park

The safety of our students is of paramount importance; please observe the following rules for POMV. Parking is permitted on the school grounds between 07.30hrs and 17.30hrs with the following exceptions: the car park is closed for entry and exit at the following times: 08.35 - 09.00, 15.05 - 15.45 and on early dismissal days at 11.55 - 12.40hrs. These closures are during student bus loading and unloading times and are established for safety reasons. Bus coordinators and traffic wardens are responsible for the arrival, loading and departure of the school buses, please follow any directions given, all traffic signs will be obeyed in order to ensure the safety of our children. Any persons disregarding the safety rules will be reported to the KMAR.

Bus Route Catchment Area – South Limburg

All information concerning bus routes and the catchment area may be picked up in the AIS Bus Office C 1.2, the Schinnen Housing office, or the JFC International Housing Office.

CUSTOMER SERVICES

All students must be registered with the appropriate School Bus Office (SBO) prior to riding a school bus. After registering in the National Section Office you will be directed to the Bus Coordinator's Office to register for a bus in the Netherlands. If you live in Germany or Belgium you need to go to the Tri-border School Bus Office located in C1.1a.

If you wish to communicate with us on any matter concerning the school bus transportation please contact:

John Burgers School Bus Coordinator	tel 0031 (0)45 527 8228 Mobile 0031 (0)62 243 3408 Email: john.burgers@eu.dodea.edu
	Email: john.burgers@eu.dodea.edu
School Security Office	tel 0031 (0)45 527 8388