



STUDENT TRANSPORTATION CODE OF CONDUCT

The safety and well-being of our students are our highest priorities. To ensure a smooth journey for everyone, students must adhere to the following rules and the behavior standards outlined in the Community Handbook.

General Safety & Boarding

- **Punctuality:** Students must be ready for pickup at the scheduled time. To stay on schedule, drivers cannot wait for late arrivals or use horns/doorbells to announce their presence.
- **Safe Waiting:** Students should stand well clear of the roadway until the bus has come to a complete stop.
- **Entry/Exit:** Enter and exit in an orderly fashion. After exiting, stay away from the side of the bus and wait for it to pull away before attempting to cross the street.
- **Door Safety:** Only the driver is permitted to operate the bus doors.

On-Board Behavior

- **Seating:** Students must sit in their assigned seats and keep seat belts securely fastened at all times. Sit down immediately upon boarding to avoid injury while the bus is in motion.
- **Personal Belongings:** Keep bags on the floor—not on seats or in the aisles.
- **Prohibited Items:** Eating, drinking, and chewing gum are strictly prohibited.
- **Windows:** Do not open windows or throw any objects out of the bus.
- **Conduct:** Use "inside voices" and respectful language. Keep hands to yourself and respect the personal space of fellow riders.

Respect for Authority & Property

- **Driver Instructions:** Students must follow the bus driver's instructions promptly and courteously. Rudeness or defiance will not be tolerated.
- **Property Care:** Students must keep the bus clean. Parents/Students are financially liable for any damage caused to the vehicle or seats.

PARENTAL RESPONSIBILITIES

- **Supervision:** Students under the age of 12 must be accompanied by an adult during morning pickup and afternoon drop-off.
- **Home Arrivals:** Parents must ensure a designated adult is at home to welcome students at the drop-off point.
- **Attendance Notification:** Parents must notify IBUS via **SMS/WhatsApp (098.277.191)** if a student will not be riding.
 - *Note:* Morning cancellations must be sent by **06:30 AM**, or the service will be charged.

DISCIPLINARY PROCEDURES

Failure to follow these rules will result in immediate reports to parents and a division principal.

1. **First Offense:** A formal warning.
2. **Second Offense:** A formal warning and a meeting with a division principal.
3. **Repeat Offenses:** May result in suspension from the bus service following an investigation.
4. **Severe Misconduct:** IBUS reserves the right to permanently deny bus service. In these cases, parents forfeit any unused balance of funds.

If a child experiences a safety or behavior issue on the bus they should report this to the driver, parents or a school employee immediately.

Acknowledgment & Agreement

For the IBUS
Director:

For the Parent:

Name:

Date: _____

Disclosure: The American International School of Zagreb may operate cameras on IBUS vehicles that record bus occupants' activities. These recordings are the property of AISZ and are maintained in alignment with European GDPR requirements and relevant school policies



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QUICK REFERENCE: RULES FOR BUS TRAVELERS

- Be on time.
- Follow the driver's instructions
- Buckle your seat belt and stay seated.
- Use your "inside voice" and respectful language.
- No eating or drinking.
- Keep hands and objects inside the windows.
- Respect everyone and the bus property.
- Keep your hands and feet to yourself.