



# School Bus Rules and Regulations



## IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

## Horizon Japan International School Mission Statement

HJIS is committed to providing a rigorous and challenging education within a safe and caring environment. It aims to nurture responsible learners who understand the importance of intercultural understanding to achieve global peace.

## IB Standards and Practices

### Section A: Philosophy

A.4 The school develops and promotes international-mindedness and all attributes of the IB learner profile across the school community.

A.6 The school promotes open communication based on understanding and respect.

## The Purpose of this Policy

The purpose of HJIS School Bus Service is to provide safe, dependable, and convenient public transportation to destinations within the designated bus routes.

## IB Learner Profile

IB programs promote the education of the whole person, emphasizing intellectual, personal, emotional, and social growth through all domains of knowledge. By focusing on the dynamic combination of knowledge, skills, independent critical and creative thought, and international-mindedness, the IB espouses the principle of educating the whole person for a life of active, responsible citizenship.

The learner profile paints a picture of the whole person as a lifelong learner. As IB learners at Horizon Japan International School (HJIS), we strive to be:

### **Inquirers**

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### **Knowledgeable**

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### **Thinkers**

We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### **Communicators**

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**Principled**

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Open-minded**

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring**

We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Risk-Takers**

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced**

We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

## Reflective

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## Student Transportation

Providing safe transportation for children to and from school and school-related activities is of top priority to us at HJIS. The school has a contract with a private bus company to provide safe and reliable transportation for HJIS students for an additional fee. Our buses service a large region that includes nearly all major areas of Yokohama and surrounding neighborhoods.

## Who Is Eligible?

HJIS provides bus services for all age groups. However, students in EYP (Early Years Program - Preschool, Prekinder) and PYP (Primary Years Program - Kindergarten - Grade 5) are prioritized for registration. Secondary students can register for buses if no primary students are on the waitlist. When a school bus reaches its full capacity, students will be placed on a waitlist. When a spot opens up, seats will be offered to the first name on the waitlist.

1. One-time ride is possible and conducted according to the following rules:

- Please let the office know at least one day in advance during office hours (8:00-17:00) if you would like your child to ride the bus in the morning. Please note that we cannot guarantee that we can fulfill your request on time if the request has been made after 17.00.
- One-time bus fees must be paid in cash on the day your child rides the bus. Payment should be made to the bus supervisor. We will send you a bus ticket and receipt in return.
- One-time bus fee is only acceptable for irregular bus ride requests. It is not acceptable for regular bus rides (i.e. every Thursday).

2. For families who have more than one child enrolled at HJIS, if one child is on the bus and the other sibling is on the waiting list, the seat can be changed between siblings under these circumstances:

- The second sibling must not be able to come to school by him/herself
- Seat change can be done only once. Switching siblings back will not be possible.
- Siblings can not fill another sibling's place on the bus if one of the siblings is absent.

3. Families who would like to stop using the HJIS Bus service after a termly registration will receive a refund for the bus fees. The refunded amount will be calculated using a one-time bus fee for the days students use the bus service. Then the remaining amount of the termly fee will be refunded to the families.

Please be informed that HJIS is not obligated to provide bus service if a family's housing location is not within existing serviced routes.

## Bus Crew

HJIS provides the bus service with 4 busses for 4 different areas. Every bus has a supervisor to maintain the bus rules and regulations to provide a safe pick-up and drop-off experience.

Please be informed that;

- bus supervisors and bus drivers can be changed or swapped between buses if it is seen as required by the school administration.
- students' family members cannot ride the bus for personal reasons. It might be possible only if the school administration sees it as required.
- school teachers may ride the bus depending on the situation. This will be decided by the school administration.

## Bus Routes and Bus Stops Location

Bus routes are revised annually according to shifts in our bus riders and are designed to accommodate the transportation needs of our students as efficiently as possible. The following links are the detailed bus routes and schedules for the academic year 2022 - 2023

[Hiyoshi 1 Route](#)

[Hiyoshi 2 Route](#)

[Yokohama Route](#)

[Kawasaki Route](#)

Please be advised that changing the bus routes/bus stops or adding new bus stops during the academic year may not be possible.

## Safety Rules

For the safety, enjoyment & convenience of everyone, please observe the following general rules when riding HJIS school buses.

1. Obey the instructions of the bus supervisors/drivers. At no time should a student be disrespectful or refuse to cooperate with the supervisor/drivers.
2. Board and leave the bus at designated stops only.

3. All students must ride their assigned bus. Student transportation on a bus other than the bus regularly assigned will not be granted.
4. Do not ask to ride home on another bus with a friend.
5. It is the responsibility of the parent/guardian to provide transportation to school if a child misses the bus.
6. The supervisors/drivers have the authority to confiscate any prohibited items or any other items deemed distracting or dangerous.
7. The supervisors/drivers will not allow unauthorized people to board the bus.

### **Means for Contacting the School Buses**

Each bus is equipped with a mobile phone. The phone numbers for each bus route is as follows:

Hiyoshi 1: 080-4851-8883

Hiyoshi 2: 080-4086-8884

Kawasaki: 080-4853-8882

Yokohama: 080-4853-8881

### **Guidelines for Going to School**

- The bus will depart as scheduled. Please come 5 minutes early to your bus stop.
- If you are going to be late, please call your bus' mobile phone number, and the bus driver will wait for an additional 5 minutes after the originally scheduled departure time.
- If you do not contact the phone number, the bus will wait for 3 minutes after the scheduled departure time and depart without calling you.



- If your child will be absent, please contact your bus' mobile number before the scheduled bus time.
- Be careful when walking to the bus stop.
- At the bus stop, please wait away from the road and do not get close to cars.
- Follow the bus supervisor's instructions to board the bus.
- If you drop something off under the bus, notify the bus supervisor.
- Do not push or shove when boarding the bus.

## Guidelines While on the Bus

Follow the bus rules on the bus. (B.U.S)

- **Be responsible:**
  - Keep your hands, feet, and property to yourself
  - Avoid eating and drinking on the bus (except for water)
  - Keep the volume of your devices low.
  - Always talk with your indoor voice
- **Use respect:**
  - Use kind words
  - Follow the instructions given by the bus supervisors/drivers
  - Respect the property of others
- **Stay safe:**
  - Remain seated at your assigned seat, facing the front.
  - Keep the aisle clear
  - Wear your seatbelts
  - Keep your personal items with you

## Guidelines for Coming Home

- Students cannot get off anywhere but their designated bus stop without prior notification from the parents. Prior notification should be made before the dismissal at 3.00 pm every day.
- The bus driver will not drop off students anywhere but at their designated bus stop unless instructed by the bus supervisor.
- Do not take your seatbelt off, even if you are close to your bus stop. Keep your seatbelt on and remain in your seat until the bus is completely stopped.
- Parents should be waiting to pick up their students at their designated bus stop 5 minutes before the scheduled arrival time.
- If parents are not at the bus stop, the bus will wait 3 minutes (up to 5 minutes if the parent has notified the bus supervisor that they are on their way) before leaving. The bus needs to remain on schedule, so once the bus leaves the designated stop, the bus supervisor and the parent will be in contact to determine where to drop off the student. If no agreement is made, the bus will return to the school with the student, and parents will pick up their student at school.
- The bus may be delayed due to traffic conditions. If the bus leaves its previous stop more than 15 minutes late, the bus supervisor will contact the parents.
- Please be aware of surrounding traffic when getting off the bus. You cannot return back to the bus.
- Do not pass behind the bus until the bus has left.

## ACCIDENTS OR EMERGENCIES

In the case of an emergency while in the bus;

1. Follow the bus supervisor/driver's instructions
2. If you must leave the bus, stay in group
3. The following procedures will be used for evacuation in an emergency situation;
  - The bus supervisor will open the door, exit, and hold the door open until all students have exited the bus. Evacuations will start with the seat closest to the door.
  - Leave the bus in a single line as quietly as possible.
  - Once outside the bus, follow the supervisor's instructions completely.

## Materials Left On the Bus

Supervisors and School are NOT responsible for a student's personal property. Materials/property left on the bus will be returned to the front office.

## HJIS Misconduct Regulations

All students in HJIS who ride buses are subject to the rules and regulations designed to provide safe transportation. Any behavior which distracts the driver is considered a serious hazard to the safe operation of the bus, and as such, jeopardizes the safety of all passengers, the driver, and others.

Please remember that riding the bus is a privilege, not a right, and as such, the consequences of misconduct could result in the student being denied transportation.

Some of the minor and major incidents and misconduct are listed below.

**Minor**

- Failure to remain properly seated
- Failure to take assigned seat
- Loud disruptive talking or yelling
- Profanity
- Eating/drinking
- Chewing gum
- Spitting on the bus
- Bothering other passengers
- Throwing objects on the bus
- Opening windows without drivers permission
- Being late to the bus pick up or drop off time, etc.

**Major**

- Several/continuous minor behavior misconducts
- Obscene language or gestures
- Extending head or arm out of the bus window
- Vandalizing property
- Continuously late to bus

- Verbal abuse or bullying of another student
- Physical assault on another student
- Verbal abuse of or physical assault on driver or supervisor
- Defiant behavior shown to the bus driver or assistant
- Bringing or using prohibited objects such as
  - matches or lighters
  - sharp or pointy items
  - live animal or insects
  - items which block the view of the driver
- Throwing objects from the bus
- Activating or tampering with emergency equipment, etc.

**Discipline Procedure:**

In case any incidents listed above happen, the following procedures will be applied.

- The bus supervisor will inform Student Affairs.
- Minor issues will be recorded and handled internally.
- Repetitive minor issues are considered major behavior infractions.
- Major issues will be followed up by the head of Student Affairs.
- Head of Student Affairs will meet with the relevant bus supervisor, students, and parents to investigate the issue.
- Head of Student Affairs will arrange a meeting with the Bus Discipline Committee to discuss and finalize the consequences.
- Students and parents will be informed about the final decision.

**Consequences:**

The Bus Discipline Committee will review the report and come up with a solution.

Depending on the situation, any of the following or similar actions might be taken:

- Verbal warning
- Changing seat on the bus
- A notification email to parents
- Meeting with parents
- Formal warning
- 1-day suspension from the bus
- 3 days suspension from the bus
- 10 days suspension from the bus
- Suspension of bus riding privileges for the remainder of the school year or 4 months (carried over to next school year), whichever is greater

## Review Cycle

<b>Date reviewed:</b> Nov 28, 2021 <b>Requests for review:</b> Mr. Doymaz, Mr. K	<b>Reviewers:</b> Mr. Koc, Mr. Doymaz, Mr. Chris, Mr. K
<b>Date reviewed:</b> Apr 15, 2022 <b>Requests for review:</b> Mr. K	<b>Reviewers:</b> Mr. Koc, Mr. Doymaz, Mr. Chris, Mr. K
<b>Date reviewed:</b> Sep 22, 2022 <b>Requests for review:</b> Mr. Koc	<b>Reviewers:</b> Mr. Koc, Mr. Doymaz, Mr. Chris, Mr. Serhat, Ms. Mimi