



21st September 2023

Transportation Letter
Students Commuting by Bus

Dear Parents,

To provide the most convenient and safest transportation service, GVS requests the full attention and cooperation of all the GVS community (students, parents, teachers, drivers and monitors). **Please help ensure a safe and comfortable ride by going over the rules below with your child.**

Bus Regulations

- Students should wait at their bus stop 5 minutes before their pickup time.
- The bus will not wait for a late student in the morning.
- Buses will leave the school premises at 2:15 p.m. Buses are to be boarded on time: upon hearing the bell at 2:05 students should head directly to their buses.
- Any student missing the bus back home, it will be the parent's responsibility to pick up their child from the school premises.
- In the afternoon, if the person responsible for meeting the bus to pick up the student is not on time, the student will be returned to school, where s/he will wait for the parents to pick him/her up.
- Students are only allowed to use MP3s, MP4s or electronic games. Mobile phones and other gadgets are not allowed.

Safety Rules

a) When boarding or leaving the bus, students must:

- Step on and off quickly and quietly.
- Watch their steps.
- Cross properly in front of the bus **ONLY**.
- **NEVER** run to catch the bus if they are late after it has started moving. Students can always catch it at the next stop; parents may call the transportation liaison for the route information.

b) While on the bus, students must:

- Keep quiet and only talk using inside voices.
- Sit properly with their feet off the seat.
- Use only one seat for themselves.
- Adhere to the seating plan instructed by the bus monitor.
- Refrain from doing anything which might distract the driver's attention.
- Refrain from using pens and pencils on the bus.
- Remain seated until the bus stops.
- Keep feet and belongings out of the aisles.
- Never throw objects.

- Always keep heads and arms inside the bus.
- Keep the bus clean.
- Refrain from shouting, whistling or gesturing from the bus windows.
- Refrain from eating or drinking on the bus. Only drinking water is allowed.
- Always follow the bus monitor's instructions.

In Case of Missing the Bus

Students must arrive at school in the morning between **7:15 and 7:30 a.m.**

- Arrival after 7:30 a.m. is considered late. Late arrival (7:30 – 7:45) is excused two times.
- The third late arrival, students will not enter school.

Communication with Bus Monitors

- Bus monitors and drivers are strictly instructed not to get off the bus to deliver students; the person responsible for picking up the student must receive him/her at the bus door.
- Parents are asked not to discuss any matter with the bus monitor or the bus driver at any time.
- Parents are asked not to call the bus monitor or the bus driver by phone at any time for any reason.

Consequences for Breaking Bus Rules

- Should any of the above rules be broken, the student will be verbally warned and a notification will be sent to the parents.
- After two violations, the school will take a disciplinary action which will result in suspending the student from the school bus for a period between 1 and 5 days.
- In some cases, the student might be suspended from the school bus for a period **without receiving any prior warnings.**
- The school reserves the right to terminate the transportation service for a student in some cases without any explanation.

Bus Requests & Means of Communication

- Comments or concerns
Please forward any comments or concerns that you may have to the transportation department via e-mail: transportation@gvs.edu.eg
Rest assured that all your concerns and comments are highly appreciated, and any related necessary actions will be handled as promptly as possible.
- Emergencies during bus routes ONLY
 - **Morning (6:00 – 7:00 am)**
 - **Afternoon (2:15 – 4:00 pm)**

You may call the following numbers in case of emergency during the bus route:

0111 050 4970/0111 050 4971/0111 050 4979

- Change of Address
 - Change requests can be made ONLY in the following cases:
 - A permanent change till the end of the year
 - A student leaving by car instead of by bus
 - A student leaving with another student by car
 - Please call **0111 050 4970/0111 050 4971** in these cases.
 - Requests are **ONLY** taken **from 8:00 am till 12:00 pm.**

Students' ID Cards

The school is intent on securing the students' arrival by bus in the afternoon. Please be sure that the person receiving your child in the afternoon is carrying this ID at the bus drop-off point.

We are sure to serve you better with ongoing cooperation to achieve safer journeys for all students.

Sincerely,

Transportation Department