



## **School Transportation** **Information, Terms & Conditions**

This document, prepared by LFSF transportation services, includes all the information and guidelines needed for the smooth running of school transportation. **Please read the information below with your children.**

All students must be officially enrolled at the Lycée Français de San Francisco and registered for the school transportation services before getting access to the bus. Families must re-register for transportation services every year. Parents must also make sure to enroll children on a route for which they are eligible. See "Route and Fees 18-19"

**Seating is limited and registrations will be accepted until our busses are at capacity.**

Our transportation services are operated by First Student.

For a start date of August 31st, the **deadline for registrations is August 26th** to allow time for processing of your application.

For a start date after August 31st, registrations must be completed **3 business days before the 1st day of transportation.**

**For the safety of the children, LFSF and the bus company cannot accept late or last minute registrations.**

If you do not know your child school/after school activity schedule; register for a number of trip potential; You will have until **September 30th** to send us an updated bus schedule. You will also be asked by our services to send an updated schedule in **January of 2019**. Transportation fees will be adjusted according to these updates.

**There will be no bus service on August 30th.**

### **MORNING PICK-UP SERVICE:**

The specified time for each stop is the **departure time** of the bus. Children must **be at the stop at least 5 minutes before the pickup time**. Buses arriving ahead of time will wait until the time of departure. As drivers must stay on schedule, they have been instructed **not to wait beyond the scheduled time**. This is a simple rule of courtesy towards all children who are on time, and for the proper functioning of the service. **If your child misses the bus, please contact the school immediately and drive your child to school.**



### **DROP OFF SERVICE IN THE AFTERNOON:**

Young children are grouped together and directed to the bus; they must wait in the line corresponding to their bus and head to their bus in single file or in pairs.

Middle and high school students should proceed to their bus at the end of their class (or extra-curricular activity) to allow for a prompt departure. **Drivers have been instructed not to wait beyond the scheduled time.**

### **PICK UP:**

**Parents/guardians must pick-up their child at the bus stop or give specific instructions to children returning home alone.** For young children (PreSchool to 5<sup>th</sup> grade), in the event that there is no one waiting for a student at the time of drop-off, the child will be sent to supervised daycare provided at the campus. Regular hours of operation for the campus will be in effect.

### **PARKING:**

White lane zones in front of each campus are **strictly reserved for the buses or loading/unloading** of children. **Parents should find parking nearby the school and walk their children to the bus stop.**

### **DELAYS:**

Due to circumstances beyond our control, (i.e.: traffic, weather conditions), the bus may at times run late. Please wait with your child until the bus arrives. We recommend that you do not leave your children unattended at the bus stop.

If, due to extenuating circumstances, the bus does not arrive within 20 minutes of the scheduled time, we recommend that you drive your children to school or make arrangements with other parents/guardians. We will always do our best to contact you as soon as we are informed of an excessive delay.

### **MONITORING SYSTEM:**

An assistant (*on the San Rafael > Ortega & Ortega > Golden Gate Bridge > Sausalito & Sausalito > Ashbury routes*) and the bus driver are responsible for the safety of your children throughout the trip.

If these rules of conduct are not met by your children, a report will be prepared by the bus driver and/or the assistant. The Lycée may then give a warning to the child. After three warnings, the director of the transportation services may decide to exclude a child from the bus service for a period to be decided upon on a case by case basis.



### ORTEGA TO SAUSALITO / SAUSALITO TO ASHBURY ROUTES:

Parents of Preschoolers and Pre-kindergarteners must sign their children in and out of the bus (unless they stay at Ashbury in the afternoon).

Students in Preschool and Prekindergarten must be seated in the front of the bus.

In the exceptional case where an attendant is unable to be at the start of the route an employee from LFSF will substitute. In the event that no substitute could get on the bus, **it will exceptionally continue its route without an adult.**

### BUS PASSES:

Parents must print and fill a bus pass (sent via email upon registration) for each child registered for the bus services. The pass must be presented to the driver or an LFSF staff upon entering the bus on the first day of transportation and be kept in the backpack at all times.

### MODIFICATIONS:

Changes in routine are accepted, but they must not become too frequent. In case of illness, absence, outstanding non-use of the bus service, it is imperative to inform your campus as soon as possible:

- Ortega: viesscolaire@lelycee.org
- Ashbury: receptionash@lelycee.org
- Sausalito : ssanders@lelycee.org  
bus@lelycee.org  
vbaumbach@lelycee.org  
crivard@lelycee.org  
(All emails must be included in bus communications)



### **STUDENT RESPONSIBILITIES:**

- Only enrolled students (and LFSF staff members) can benefit from school transportation, no other person (not-enrolled student, parents/guardians...) will be admitted on the bus, except upon written request to the coordinator of transportation. Students must take the bus on which they are enrolled.
- **If the bus has seat belts, wearing seat belts is mandatory** as soon as your child is sitting on the bus and until the bus has made a complete stop
- Children must **remain seated until the stop**
- Children should **behave properly and with respect**. It is forbidden to:
  - o distract the bus driver,
  - o use inappropriate language towards bus staff and other children,
  - o scream in the bus,
  - o fight in the bus,
  - o eat,
  - o request a change of route or stop the bus driver,
  - o damage the interior or exterior of the bus,
  - o throw objects in the bus or out the windows.
- Students must exit the bus in an orderly fashion
- In the event of mechanical failure or an accident, students should, if possible, stay on the bus, and wait for the arrival of a new bus (in compliance with the emergency procedures)
- Loud music or videos are prohibited, only devices with headphones are allowed
- Behavioral problems can lead to the permanent exclusion of the student from the LFSF transportation service and no refund
- As a preventive measure, any student who has a fever cannot use school transportation
- For safety reasons, the use of pens, pencils, or sharp objects is to be avoided
- Once on the bus, students cannot exit "for a few minutes" while leaving their bag on the bus
- Students must **be at the stop on time** or wait for the bus at the school exit gate

### **PARENT/GUARDIAN RESPONSIBILITIES:**

- A parent/guardian or authorized person listed on the emergency form must pick up the child at the stop indicated during registration
- It is essential to inform the Lycée of any change made in your bus service selection, including temporary changes such as when a child does not ride the bus (even for a single trip)
- Parents/guardians must arrive a few minutes before the departure or arrival of the bus so as not to disrupt transportation
- Parents should be polite to the staff and students, and treat everyone with respect
- Under no circumstances are parents/guardians allowed to request accommodations directly from the driver or the school bus company
- Any object found in the bus will be left at the destination facility
- Parents/guardians should ensure that students are aware of these regulations and the consequences if they are not respected
- If parents/guardians find a breach of the obligations on the part of the bus drivers, LFSF staff, schedules or routes, they shall **notify in writing the transportation services of the Lycée**
- No parent/guardian will be allowed to take the bus. In case of problems with a student or another parent, he or she will get in touch with the transportation services of the Lycée
  - If contact information changes during the year, parents must update the school by contacting: [psmith@lelycee.org](mailto:psmith@lelycee.org) and [bus@lelycee.org](mailto:bus@lelycee.org)





**CONTACTS:**

	Ortega	Ashbury	Sausalito
<b>General questions, long-term changes in transportation, new registration, management of fees and interactions with the transportation company</b>	LFSF Bus Services : bus@lelycee.org		
<b>Updates to contact information</b>	psmith@lelycee.org & bus@lelycee.org		
<b>Discipline, absence, occasional schedule changes</b>	viesscolaire@lelycee.org	receptionash@lelycee.org	ssanders@lelycee.org
<b>San Francisco Bus Dispatch</b>	Routes du Nord 415-647-3159		
<b>San Jose Bus Dispatch</b>	South Route 415-971-3466		

**ANY CLAIM SHALL BE SENT TO THE TRANSPORTATION COORDINATOR: [bus@lelycee.org](mailto:bus@lelycee.org)**

The schedule, location of stops and a Q&A are available on the LFSF Parents Portal and LFSF website: [lelycee.org/transportation](http://lelycee.org/transportation)