



RULES FOR PUPILS USING THE LES ALZINES AND BELL-LLOC BUS SERVICE

School Transport Service

The school has a bus service with specific routes, stops and schedules. In order to use school transport the service must be requested in writing, using the form provided by the Secretary's office, and which will be renewed each school year. School transport is a service offered by Bell-lloc and Les Alzines to families and it is therefore a continuation of the school's educational tasks. If parents wish to comment on the organization or operation of the services, they may contact the bus coordinator. To make good use of this service, students must behave correctly when travelling and follow the instructions of the person in charge of the bus, while always respecting the rules of coexistence. The aim of this regulation is the proper functioning of the service and the safety of our students.

School transport regulations

1. Mornings: we recommend that students are at the bus stop some 5 to 10 minutes before the scheduled time, while in the afternoon, students from Les Alzines must be on the bus at 16.50 so that it can leave on time.
2. Students who use the school transport service may not leave the school grounds under any circumstances, nor before the start of classes in the morning, or at the end of classes in the afternoon. Students must go directly from the bus to the classroom, and from the classroom to the bus. Failure to comply with this rule will be the responsibility of the student. The main reason for this cautionary measure is student safety.
3. Afternoons: if when the bus arrives at the stop there is nobody responsible waiting to pick up the child, the route will be continued and nobody will be allowed to get off the bus. The person responsible for the bus will NOT leave the student alone at the bus stop, unless written authorization has been provided by the family.



4. The schedules of the intermediate stops are always approximate.
5. If the bus arrives early, you must wait until the scheduled time of departure.
6. In the event of bad weather, the school headmaster's office is responsible for deciding whether or not to proceed early or cancel a bus route. In this event the school secretary will notify those families affected. In the event of roadworks the school will decide the route to follow, in accordance with the bus company.
7. Each student will have a pre-determined place to sit and where he must remain seated correctly. The student will be kept safe with a seat belt and will not be allowed to get up during the journey. The central seat of the final row cannot be used by minors.
8. Students must take care of the bus and keep it clean. If any damage is noted, we recommend notifying the bus monitor before starting the journey. Students must never handle the security devices on the bus (fire extinguishers, hammers, etc.),
9. Passengers cannot eat or drink on the bus. Nor can backpacks be placed on the upper shelves. Pupils may carry a book, a notebook and a pencil or pen. Students will place backpacks, bags, packages, balls in the storage area of the vehicle.
10. The students will travel in the bus properly attired, in their school uniforms.
11. Students will not speak or communicate with pedestrians or other drivers with derogatory or/and offensive gestures.
12. The relationship between students traveling on the coach must be respectful, as in any other educational activity at the school.
13. Students will respect the instructions of the bus monitors, whom they will treat with maximum respect.



14. Only individual, correct and responsible use of mobile phones and other electronic devices is permitted. Recording videos, audios or taking pictures inside the bus is strictly forbidden. Pupils may listen to music without interfering or disturbing others.

How to notify the school of a bus changes

The school secretaries must be notified before 15.00 in the following cases:

- If a student is not going to use school transport on a certain day.
- If a pupil wishes to use a school bus that is not the normal bus used, or if school transport is required on an occasional basis only.
- If a change of bus stop needs to be made.

Telephone numbers for notification purposes:

- Central Secretary's Office - Bell-lloc del Pla: 972 23 21 11
- Infantil Bell-lloc: 972 23 25 50
- Central Secretary's Office - Les Alzines: 972 98 06 06
- Infantil Les Alzines: 972 98 06 07

Please note: parents are requested NOT to use the school assignment book to communicate school transport issues.

Who are the bus monitors and what is their role?

The bus monitors are those responsible for the students during the journey until their arrival in town or at the school. They represent the school inside the buses and, therefore, will foster a climate of coexistence and respect during the journey at all times. They will prevent pupils from acting in any manner that is not in keeping with the rules of coexistence and prevent them from physically harming or endangering the pupils in any manner. They must notify the coordinator immediately of any act of indiscipline or lack of respect towards them or towards the other students. The coordinator, will in turn notify this information to the headmaster's office.



Specific Disciplinary Measures

DISCIPLINARY MEASURES WITH RESPECT TO THE INCIDENTS DETAILED BELOW ARE STRICTLY IMPLEMENTED AS OF THIS MOMENT

MINOR faults:

- o On the first incident the pupil's parents will be notified that on the next incident the right to use school transport will be withdrawn for TWO DAYS.
- o On the second incident the right to use school transport will be withdrawn for TWO DAYS and the parents will be notified that on the next incident, the right to use school transport will be withdrawn for FIVE DAYS.
- o On the third incident the right to use school transport will be withdrawn for FIVE DAYS and notification will be given that on the next incident the pupil will lose the right to use school transport.
- o On the fourth incident the pupil will LOSE THE RIGHT TO USE SCHOOL TRANSPORT.

SERIOUS faults:

- o The two-day sanction will be applied directly.
- o The accumulation of minor incidents may be considered as a serious fault.

ESPECIALLY SERIOUS faults:

- o These will be treated in the same manner as any issue outside the area of school transportation, under the same punishment sanctions, coexistence commission, disciplinary procedure, etc.

* The following are considered as minor infractions: throwing litter or paper, lateness, eating on the bus, using inappropriate language, getting up during the journey or unfastening their seat belt.

* The following are considered as serious infractions: disrespect to a schoolmate or an adult (the bus monitor or the bus driver) making derogatory and/or offensive gestures to people outside the vehicle.

* The following are considered as especially serious infractions: the misuse of electronic devices (taking or sharing photographs, audio and/or video recordings, viewing inappropriate media content), graphic material that does not conform to the school's educational principles, the harassment or bullying of others.