

## HQIS 校车申请表 HQIS School Bus Application Form

学生姓名 Student's Name: \_\_\_\_\_ 年级 Grade Level: \_\_\_\_\_

半天班 Half-Day  全天班 Full-Day

家庭住址 Home Address: \_\_\_\_\_

家长联系电话 Parents Contact Phone: \_\_\_\_\_

家长邮件 Parents email: \_\_\_\_\_

申请的校车服务为 I would like to apply for the: 来回校车 Round-Way School Bus service

早上接送 One-Way to School Bus service(AM)

下午接送 One-Way from School Bus service(PM)

When the school bus arrives at bus stop , who will pick up child 放学后校车到站时, 谁负责接学生

Name 姓名 \_\_\_\_\_ Mobile 手机 \_\_\_\_\_

期望开始时间 Desired Bus Start Date: \_\_\_\_\_

我们将通过邮件确认函通知您校车的具体安排情况, 以及开始乘坐日期。

If School Bus service can be arranged, a confirmation will be emailed to you with the final approved bus start date and details.

如果您的孩子是在校生, 请将您填写完整的校车申请表电邮至 [busservice@hqis.org](mailto:busservice@hqis.org) 或把原件交至注册部。

If your child is a current student, please email us by [busservice@hqis.org](mailto:busservice@hqis.org) or hand in this completed form to the Admissions Office.

**\*在此我确认已查阅及同意 HQIS 校车服务规定, 并且会负责确保在使用校车前付清校车费。**

I have read and hereby agree with the HQIS School Bus service policy, I will ensure payment of the School bus fee before using the School Bus service.

家长姓名 Parents Name: \_\_\_\_\_

日期 Date: \_\_\_\_\_

## HQIS 校车服务规定 HQIS School Bus Service Policy

我们仅为在校幼儿提供校车服务，校车服务的宗旨是确保幼儿每天能够安全，准时到校上课。

We provide school bus service for our students only. The purpose of the School Bus is to provide a service that ensures the students get to school safely and on time.

1. 先登记再安排。若非现有站点，园所无法在学期中途提供校车服务，且无法确保能够安排。

Early registration will get early arrangement. If the stop is not in our current school bus route list, we're not able to arrange it in the middle of semester, and we can't guarantee it.

2. 在一个学年中，园所尽量保持固定的校车路线和校车接送时间。在学期中途入校新生需要校车服务时，新站点的增加应以不影响原有幼儿乘坐校车的时间和该路线有空位为前提，新生需服从园所校车路线的安排。园所保留改变校车路线的权利。

In a school academic year, we will try our best not to change our bus routes and schedule. When students apply for the School Bus Service during the school semester, new applications can only be accepted if a pickup/drop off point can be set up within an existing bus route, and only if seats are available. The school reserves the right to make changes to existing bus routes from time to time in order to accommodate these students.

3. 为了保证幼儿准时到校，请您提醒孩子准时上车。考虑到车上其他幼儿需准时上课，校车不返回接个别迟到的幼儿。

Please remind your child(ren) to be at the bus stop on time. To be fair to other student, School Buses will not return to pick up late students.

4. 如遇不可抗力造成校车延误，或当校车发生故障，我们会立刻通知家长。

If there are unexpected delays, or the bus breaks down on the way, we will contact parents immediately.

5. 如果家庭住址有任何变动，请至少提前两周以书面方式通知园所。学年中变更乘车地点的规则同本规定第2条。

For changes of home address, parents are required to notify the School in writing at least two weeks in advance. Point 2 of the policy is applicable to this situation.

6. 为了确保全体校车幼儿的安全，家长如需当日自己到校接幼儿不乘坐校车，请务必在下午 2:00 前通过电话/邮件等方式通知校车部或者提前一天通知。幼儿不可以更换校车。

For safety purposes, parents are required to inform the School Bus Department by phone/email no later than 2:00 PM(or the previous day) if they need to pick up their child(ren) from the school on a particular day. Students are never allowed to take a different school bus which is not the assigned one.

7. 校车只为年满两岁及两岁以上的本校幼儿服务，非本校幼儿任何时间都不允许乘坐本校校车。根据政府规定，除了我校跟车老师以外，车上不得搭乘家长或看护人。

The School Bus service is only available for our school students who are 3 years old and above. No other students are permitted to take our School Buses at any times. Government regulations stipulate that parents and caregivers are NOT allowed to travel on the School Bus, with the exception of our school bus teacher.

8. 我校将在收到您的校车服务申请后着手安排，全额付款后方可乘坐校车。我校也将尽全力提供校车服务，但若由于校车满座或路线难以安排等原因而导致无法提供校车服务的，我们将尽早通知您。

After receiving your School Bus application, School Bus Department will help to arrange the route , and bus service can only be started after settlement of full payment. We will try our best to accommodate all requests, although in some very rare cases, bus service cannot be provided either due to unavailable seating or bus route access. We will notify you as early as possible.

9. 如家长对校车服务有任何意见或建议，或是对您的孩子乘坐校车有特别的安排，请勿直接向跟车老师/司机提出要求或者通过跟车老师/司机传递信息，家长可直接与校车部联系。

Please do not pass information or requests through the Bus teacher or the bus driver. You may contact the School Bus Department directly for any feedback or any special arrangement.

10. 为了行车安全， 幼儿必须全程系好座位上的安全带，不得打开窗户，将头，手伸出窗外。幼儿不可在车上叫喊，吵闹，丢掷物品；不可吃喝食品饮料，乱扔垃圾。

For Safety reasons, seat belts must be fastened at all times. Under normal circumstances, all windows must be closed and students are not allowed to stick their hands, heads or any parts of the body out of the windows. Please do not shout, quarrel, or throw objects while the bus is in motion. Eating or drinking is prohibited on School bus.

11. 幼儿乘坐校车必须尊重校车司机和跟车老师，听从司机和跟车人员的劝导；不允许在车上写字或画画，也不允许手持坚硬物品，避免受伤或伤害别人。

Students should show respect and always listen to the driver and Bus teacher. Students are not allowed to write or draw and hold any hard objects on the school bus, to prevent any injuries to himself/herself or others.

12. 如果幼儿在校车上表现不佳，或者违反校车规定，跟车老师会将情况报告给学校校车部，由班级老师进行教育并通知家长。如果幼儿的行为严重影响到他人安全，幼儿将会在一段时间内禁止乘坐校车。

If a student is misbehaving or not following the rules on the bus, the Bus teacher will inform the School Bus Department. The class teacher will talk to the student, and the parents will be informed. If the behavior is serious and it affects the safety of others, the student may be restricted from taking the bus for a period of time or even indefinitely.