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BUS PROGRAM: 2018 - 2019

Matthews Hall offers daily door-to-door bus service to students within London City limits to and from school. Following are the procedures, policies and rules of conduct. Complete the enclosed form and return to the school no later than **September 4, 2018**.

PROCEDURES

- Bus schedules/routes are determined by the bus company providing the service.
- Students are expected to be ready in front of their homes (or inside the front door during inclement weather) five minutes prior to their expected time of pickup in the morning
- If students will not require the bus in the morning, parents are required to call bus company after 6 a.m. This eliminates making unnecessary stops on the way to the school.
- At dismissal in the afternoon, all bus students assemble at the assigned area in rows according to bus routes. Attendance is overseen by the teacher-in-charge. Students board the bus when all students arrive.
- If students do not require the bus service in the afternoon, the parents must contact the school office as early as possible. The student's teacher and the teacher-in-charge for bus students will be made aware so that the bus is not delayed waiting for a student unnecessarily.
- In the event of bus service cancellation due to extreme weather conditions, all bus families will be emailed by a representative from Matthews Hall. It is also recommended that parents listen to Newstalk 1290 CJBK A.M. for current information or check the bus company website or Matthews Hall website. If the school is still open it will be the parents' decision about how their children will be transported to and from school. The bus company cannot operate the routes in the afternoon on the days the morning service has been canceled.

See Over

POLICIES

- All communications regarding any changes to the bus arrivals and departures of any student must be between two adults. Student communication of changes will not be accepted.
- All bus students are required to follow the rules of conduct with the expectation of respectful behaviour. Service can be suspended or withdrawn with continued failure to follow bus rules.
- Bus service can be requested for periods shorter than a year at the discretion of school administration and the bus company.
- Matthews Hall is not liable for any loss, damage or injury resulting from the Bus Program and is not a guarantor for the carrier.

BUS RULES OF CONDUCT

Students must abide by all of the safety rules:

- Follow all procedures for getting on and off the bus
- Sitting in the assigned seat
- Speak quietly and respectfully at all times
- Refrain from eating or drinking on the bus
- Follow the bus driver's instructions at all times

RATES - Please see Payment Form

PAYMENT METHODS

Payment can be made by Cheque, Direct Debit or Visa/ MasterCard. A 3% surcharge will apply to all credit card transactions.