



## BUS PROGRAM: 2021 - 2022

Matthews Hall offers daily bus service to students within London city limits to and from school. Following are the procedures, policies and rules of conduct. Please complete the enclosed form and return to the school no later than **September 7, 2021**. Payment arrangements must be provided in order to register.

### 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 the 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 bus service in the afternoon, 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 or any other reason, 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 routes in the afternoon on the days the morning service has been canceled.

### POLICIES

- All communications regarding any changes to 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 Service can be suspended or withdrawn with failure to follow bus rules.
- The availability of bus service is not guaranteed. Bus service can be requested for periods shorter than a full 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
- Sit 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 & Agreement Form

## **PAYMENT OPTIONS**

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