



SCHOOL BUS SERVICE GUIDELINES & SCHEDULE

Looking for a ride to school?

It's simple to book a seat on our school buses on Penang Island as well as mainland. We currently run two dedicated vehicles to take our students safely to school and back again. For our first term, we'll have one route from Sunway (Taman Siakap), Raja Uda, Harbour Place and another route from Queensbay Mall, Light Collection and Jalan Bayu Mutiara nearby Auto City.

We ask parents to complete and sign a transportation request and acknowledgment form (below) and cover the cost of travel for that term. Please take note of our transport guidelines, schedule, and fees listed below.

Safety

Student safety is a primary concern of the school. The environment and age of the students are considered when choosing bus stops. We attempt to place every bus stop at a location with reasonable safety assurances for students. Parents must assume the responsibility for their children traveling back and forth from home to the bus stop.

Eligibility

Transportation is available for primary and secondary students who attend XCL International School and pay the transportation service fee. No child shall be allowed to ride the school buses if they are not registered with the school. Students will be dropped off **ONLY** at the school, or their drop off locations. No provision shall be made for students taking their friends home who normally travel on another bus or by car. It shall be the responsibility of the parents to make alternative arrangements and inform the school.

Pick up and drop off time criteria

Our buses work to arrive at each bus stop on time. Students are asked to arrive at the bus stop at a minimum of 5 minutes prior to the scheduled pick-up time. Buses shall board students and depart the stop at the scheduled time. Buses do not wait for late students. In the afternoon, all buses shall wait 10 minutes at the school for students to board. Students are expected to proceed immediately from their classes to the buses. Bus drivers are instructed not to stop or open the door for late students due to safety concerns. Should a student wish to exit at another designated drop off point they shall require prior written permission from their parent/guardian. (**See attached transportation schedule**)

Bus route criteria

Bus routes are created to enhance student safety while maximizing vehicle efficiency. Stops are spread as far apart as possible to decrease the number of stops each bus is required to make on its route, thus reducing riding time for the students. The buses shall only make stops that are official drop off and pick up locations.

Parents can help by:

- Updating the transportation information form
- Escorting their child to bus stop to ensure pick up and drop off (the driver shall only assume responsibility at the door of the bus at pick up and drop off. It is the parents' responsibility to ensure their child's safety before and after).
- Having your child ready to board the bus within five (5) minutes of the scheduled time each morning.
- Teaching your child to follow the bus rules.
- Notifying the school as early as possible in writing when your child shall not be attending school or when there is a change in their after-school activity.



Rules and consequences

The following rules are listed below and shall be posted on all buses.

1. Observe same conduct as in the classroom and school
2. Be courteous, use no profane language, and speak in a quiet tone voice
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver and bus marshals
6. Illegal and dangerous items are not allowed on the bus (tobacco, alcohol, drugs, weapons, explosive devices, etc.)
7. Do not be destructive
8. Stay in your seat with your seatbelts on
9. Keep hands and feet to yourself
10. Bus drivers and marshals are authorized to assign seats

Students are expected to be courteous and respectful towards the bus driver, marshals, and fellow students. Rudeness to drivers, marshals or fellow students will not be allowed. The driver or marshal shall report all matters of misbehavior and the school shall be notified.

Unsatisfactory conduct reports

It is a goal of the school to provide safe, orderly transportation service. Student misconduct shall be handled in a progressive manner. The driver or bus marshals shall verbally instruct students of correct behavior. If a student persistently disobeys the bus safety rules the driver or bus marshal shall move the student in the bus if warranted and report the student to the Transport Coordinator. Repeated misconduct shall generate a misconduct report filed with the school. Multiple misconduct reports may lead to suspension from the bus either temporarily or permanently. If a student is suspended from school transport, it is then the parents' responsibility to make alternative arrangements to ensure their child's attendance at school. Refunds will not be given for students whose misconduct leads to suspension.

Cancellation of bus service

If you wish to cancel the bus service, you must notify the Registrar in writing two weeks prior to the end of the current term. No refunds will be given for early withdrawal from the bus service.

Transportation enquiries

Should you have any questions or concerns about transportation services, please contact 04-509 7000 for more information.

Transportation Request and Acknowledgement Form

I have reviewed the XCL International School Bus Service Guidelines and Schedule. I agree to follow the code of conduct for school bus travel. I understand that failure to do so, after receiving written warnings, shall result in my suspension from the school bus for a set period. I understand that reservations shall be on first come, first served basis.

Student's Signature

Parent's/ Guardian's Signature

Student's Name

Parent's/ Guardian's Name

Date: _____

Date: _____

Residential Address: _____

Telephone Number: _____

Notes:
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Fees

TRANSPORT				
Pickup Point:		Term 1	Term 2	Term 3
1.	Raja Uda	1,800.00	1,350.00	1,350.00
2.	Jalan Harbour Place			
3.	Sunway (<i>Taman Siakap, medan selera</i>)			
4.	Jalan Bayu Mutiara, Bukit Mertajam			
5.	Light Collection Condominium, Penang Island	2,200.00	1,650.00	1,650.00
6.	Summerton & Queens Residency (Q1)	2,200.00	1,650.00	1,650.00

Parent's Signature: _____

Date: _____

Please email completed form to r.pushpanjali@bisp.edu.my or print and deliver to the Reception counter.

BUS TRANSPORT SCHEDULE AND ROUTES

Morning

Bus A

Pick-Up/Drop Off Point	Pick Up time
Sunway (<i>Taman Siakap, medan selera</i>)	6.30 am
Raja Uda, Petronas (<i>Lorong Ceri 5, opposite Restaurant Ying Ping Lai</i>)	6:45 am
Harbour Place, Jalan New Ferry (<i>Mainroad corner</i>)	6:55am
Arrive in school	7:50 am

Mini-Van B

Pick-Up/Drop Off Point	Pick Up time
Queens Residency Condo (Q1), Qbay mall area	6.25 am
Summerton Condo	6:35 am
Light Collection Condominium, Penang Island	6:40 am
Jalan Bayu Mutiara (<i>near Nasi Kandar Bayu</i>)	7.00 am
Arrive in school	7:50 am

Afternoon

School/ASA dismissal	MON	TUES	WED	THUR	FRI
School dismissal <i>Primary & Secondary</i>	3:15	3:15	3:15	3:15	2:25
ASA dismissal 1	4:20	4:20	4:20	4:20	-