

AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

BUS TRANSPORT SERVICE EFFECTIVE 2012



The bus service is set up to provide a comprehensive transport facility as possible, given access to locations, timing and financial constraints. AISM outsources its transportation services to three (3) local bus operators, **Aeroline Services, Highway Liner Travel & Tour (M) Sdn Bhd** and **Perkhidmatan Hafeena Sdn Bhd**.

The school bus operators can be contacted at:

AEROLINE SERVICES : Mr. Peter Cheong (012-287 2797) Email: cpcheong@hotmail.com
HIGHWAY LINER TRAVEL & TOUR : Mr. Muthu (010-299 6060) Email: highwayliner@gmail.com
PERKHIDMATAN HAFEENA SDN BHD : Mr. HP Lee (012-210 2944) Email: phen@inh.com.my

ROUTE

- | | | |
|---|---------------|-----------------|
| • Mont Kiara Area | 2 buses | (Aeroline) |
| • Kiara Park / TTDI / Sec 16 | 1 bus | (Aeroline) |
| • Bangsar / Damansara Area | 1 bus | (Aeroline) |
| • Taman Desa / Seputeh | 1 bus / van | (Aeroline) |
| • Subang Area | 1 bus / van | (Aeroline) |
| • Ampang Area | 3 buses / van | (Highway Liner) |
| • IOI Resort / Gita Bayu / Country Height | 1 bus | (Hafeena) |

PAYMENT

- All payments** for the school bus service are to be paid directly to the Operators.
- Parents/guardians who wish to terminate the service are required to provide a **full three (3) months** written notice to the bus operator and the school, **prior to the end of the term the student will be withdrawn**.

NEW STUDENTS

- For safety and emergency reasons, we need to have the local contact number of parents clearly written in the Booking Form attached.
- Parents/guardians are required to inform the school's Administration Office and submit the Bus Booking Form at least **4 working days** prior to taking the school bus.
- Procedure of the submission of the bus booking form:
 - Bus Booking Form to be submitted to the Administration Office.
 - Operators to confirm to the parents the availability of the seat (within 4 working days from the date the completed form was received).
 - Parents can meet up with the Operator on the Orientation Day for queries and payments.

PICK UP and DROP OFF POINT

- The bus operators do not provide house pickup and drop off, only from and to a designated area.
- To avoid late arrival, students are required be at the pickup points 5 minutes before the pickup time.
- On all routes pickup and drop off times will be subjected to weather, traffic and other unforeseen circumstances.
- Current pickup / drop off areas will be phased out as the school population increases.
- For 4.30pm bus, routes to Mont Kiara, Bangsar and TTDI have a bus transit at Desa Water Park to facilitate travelling time.

Please forward any queries, complaints and feedback to the **Operations and Facility Manager** at operations@aism.edu.my or please call 03-8943 0622.

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Rules and Regulations



The role of the Bus Monitor is to ensure that the regulations as listed below are followed. In order to do this, the Bus Monitor must have good English language speaking skills.

1. SAFETY

- a. All buses are fitted with seatbelts. Students are required to wear their seatbelts at ALL times whilst traveling on the bus.
- b. All Junior Students (Yr.1 – Yr. 4) must be collected from the bus unless alternative arrangements have been made with the Operators. If for any reason, a student is not met by a parent/guardian and they cannot be contacted, that student will be brought back to school. Parents of older students should ensure that their child is able to make their way home.
- c. All bags and equipment must be stowed safely so that they do not inconvenience the driver or other passengers.
- d. A “Code of Conduct” has been developed for all students traveling on the bus. A copy is attached for your information. Each student is required to read and understand the Code of Conduct before being signed off by the parent/guardian.
- e. In the event of a breakdown or emergency where a considerable delay is envisaged, parents will be notified and kept informed of what action is being taken.

2. STUDENT DISCIPLINE

A complaint or report form is available on all buses. In the event of an issue on the bus, the bus monitor is required to complete the form, which is to be acknowledged by the parent at the drop off point. A copy of the acknowledged form will be given to the parent and AISM. A copy will be kept by the Operators.

Incidents of a disciplinary nature are dealt with by the respective Heads of School or Assistant Principal. Serious or repeated incidences may result in a period of suspension from the bus. No refund will be given in these circumstances.

It is the duty of the bus monitor to inform the bus Operator and AISM of any breaches in the Code of Conduct.

3. CHANGES ON THE BUS ROUTINE

- a. Parents/Guardians are requested to email the Administration Office at office@aism.edu.my should there be in changes in their child/children’s bus pick up and drop off.
- b. A “Change of Bus Routine” form **must be completed** and signed by a parent/guardian and handed over to the receptionist or faxed to the office **by 11.00 am on the day**.
- c. This procedure has been put in place to help keep your child safe as well as to help keep our daily bus attendance record accurate.
- d. As a courtesy, parents should also inform the bus monitor if their child is sick and will not be getting on the bus that morning.

4. LOST PROPERTY

Any property left on the bus will be handed to AISM by the Operator/monitor. The found items will be kept in the Admin Office for collection by the student.

5. FEEDBACK

The Bus Operator will be informed of any issues as soon as they arise and these will be addressed as soon as possible by both the operator and the school as appropriate.

AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

AISM Student Code of Conduct

The School busses in service to AISM should be considered an extension of the School. Behaviours that are not appropriate in the school are also not appropriate on the bus.

- Students are required to wait at the pick up point 5 minutes before the estimated pick up time.
- In the afternoon, all students travelling on a bus must report to the gym and assemble at the appropriate line as soon as classes finish.
- Students are required to go straight to the bus after their bus roll is marked.
- Students are required to wait until the bus comes to a complete stop before boarding and disembarking.
- Appropriate behaviour is expected at all times on the bus.
- Students must remain in their seats, with their seat belts fastened when the bus is moving. Bags should not be on the seats.
- Students must keep their hands, arms and bodies inside the bus all the time.
- Students must not disturb, distract or be rude to the driver and the bus monitor.
- Yelling, objectionable language, fighting are not allowed in the bus.
- Students who deliberately damage the bus will be disciplined.
- The driver/monitor will not consider any request to make detours from the assigned route except in emergencies.
- The driver/monitor will only change students drop off point upon written request, except in emergencies.

The school welfare policy will be followed to handle inappropriate behaviour in busses. Serious or repeated incidences may result in a period of suspension from the bus. No refund will be given in these circumstances.

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2012 Bus Fees



Bussing Fees

Routes & Days	Fees per term
All routes except for Gita Bayu, IOI & Country Height: Mon to Fri	RM840 (to and fro) RM450 (to school only) RM450 (from school only) RM840 (combination of to school and from school within a term)
Gita Bayu, IOI Resort & Country Height: Mon to Fri	RM600 (to and fro) RM350 (to school only) RM350 (from school only) RM600 (combination of to school and from school within a term)

(One way transport has been arranged as an option to support the Barracudas Swim Squad)

NOTE:

- Payments for the bus service must be paid directly to the respective bus operators. The school will accept cheques on behalf of the bus operators.
- Parents/guardians who wish to terminate the service are required to provide a written notice to the bus operators, **full three (3) months prior to the end of the term the student will be withdrawn.**
- Bus fees depend on the route.

Please take note that full time bus students will be given preference over the part-time users.