



Brummana High School BUS TRANSPORT

Written parental permission is required to be sent to the Head of Section Office and the Bus Coordinator if a bus-registered student who comes to school in the morning is not using the bus on the homeward journey.

The Bus Co-ordinator should be notified, using a *Bus Absentee Return* (Public Folder/Forms), of all bus students who are not using the bus on the homeward journey. This should include:

- absent students
- those who left school early
- students who go home by a different bus
- those who are staying on for an unscheduled class or activity

The *Bus Absentee Return* should be sent to the Bus Co-ordinator, with the parents' written permissions attached to it, by the following deadlines:

- Upper School 2:40 PM (2:00 PM on Wednesdays)
- Lower School 3:00 PM (2:15 PM on Wednesdays)

Parental permission is required for a bus student who is scheduled to stay for an after school activity, but decides to go home by bus. This is to ensure that parents are available to receive the student at home. A *No Activities Return* (Public Folder/Forms) should be completed and sent to the Bus Co-ordinator, with a copy to the Head of Activities, by the times mentioned above.

Bus drivers have instructions not to leave the campus until all students have been accounted for.

In case of a bus delay, the bus coordinator will notify the Head of Section / HoS office, who will then inform both students & parents.

RF/SaK January 29, 2024
Public Folder/Procedures