



DULWICH COLLEGE SUZHOU

Transport Application Form

\* Student Name

\* Year Group

\* Starting Date

\* Address for pick-up

\* Home Telephone

Emergency call

\* Mother mobile

\* Father mobile

Special

- Please note:
- After completing this form, please email to [lynn.qian@dulwich.org](mailto:lynn.qian@dulwich.org)
  - The school must be notified in writing of any changes to be made to these arrangements.
  - I have read and fully understood this regulation agreement and shall abide the term and conditions herein stated. I also agree to assume full responsibility for my children when on the bus.

\* Parent's name

\* Signature

\* Date

Payment

\* Annually

\* Termly

\* Company Pay

\* Personal Pay

For Office Use Only

Date received

Bus number

Pick-up time

Class Teacher

Arranged by

Start date

Drop-off time



## School Bus Code of Conduct

(Updated: 18 June 2025)

The College's responsibility is to provide a safe bus service that fully complies with the local government regulations. All bus stops must be officially designated and approved by the local traffic and education authorities, which is done at the start of the academic school year in August and reviewed mid-December ahead of term 2. While the College makes every attempt to provide a convenient service, parents and students must be aware that as all students must only use a designated bus stop, pick-up and drop-off may not be at their actual compound.

It is the responsibility of all students to maintain others' and their own safety while travelling by bus. To ensure this occurs, all students who travel by bus must read, sign and comply with this Code of Conduct. Failure to comply with the statements below will lead to the suspension of bus travel at the expense and inconvenience of the student's parents.

1. Normal school rules apply while students are travelling to and from school.
2. Students must remain seated and wear seat belts during the entire journey.
3. Once students have boarded their bus they must remain on it until it reaches their destination.
4. Students should not drop litter inside or outside the bus.
5. Students should speak in a quiet tone of voice, and use acceptable language.
6. There should be no rough play while waiting for, or on leaving, the bus.
7. Eating or drinking on the bus is not permitted.
8. Devices are not to be used on the bus at any time, except for listening to music (the volume of the music should be a low level so students can hear instructions from the bus ayi).
9. Students should be courteous to the bus driver and bus monitor and follow their instructions.
10. Students should report inappropriate behavior to the bus monitor and school staff.
11. All children from DUCKS up to Year 4 must be met and collected from the bus by their parent or ayi. It is acceptable for children with an older sibling in Senior School to be escorted by them, rather than a parent or ayi.
12. If you wish your child to go with another child's parent then you must inform the bus monitor to give permission.
13. Students are allowed to take another bus only if it is an emergency. If this is the case parents should contact school in advance to seek approval from the Head or Deputy Head of School.
14. School buses leave all the compounds on time, the bus will not wait if any student is late in the morning.
15. School bus routes are reviewed in August and January each year, additional bus stops or changes to the routing can only be done at this time. Note that any additional bus stops must have a minimum of 3 students boarding the bus at the stop.
16. There're two payment methods of school bus fee, by termly or annually. If the application date for school bus is not a complete term or semester, the school bus fee calculation method shall refer to the tuition fee.
17. For the requirements and policy on bus fee refund, please refer to Clause 7 in Terms and Conditions signed by each family upon enrolment.

**Please complete this form and sign as indicated to acknowledge that you have read the Code of Conduct and agree to abide by the regulations stated above.**

Students Name	Class	Student's Signature
1.		
2.		
3.		
4.		

Parent's signature: .....

Date: .....

(Please return the completed form to the Operations Department.)