

# Nanjing International School Student Bus Handbook



# Nanjing International School Student Bus Service

The student bus of Nanjing International School provided by Home Caught with full accreditation of NIS. We believed in providing safe and efficient student bus service for students.

All buses are all equipped with good air-conditioning and safety belts for all seats. A bus supervisor will be in charge of the overall attendance taking and keeping discipline during the ride. Supervisor will bring children (PK-G1) to classroom. Teacher Assistant will bring children (PK-G1) to group room and bus supervisor will bring children to the bus.

The bus will pick up students in the morning and leave school in the afternoon at 3:15pm and 4:30pm for students who attend after school activity.

The student bus office is located at G201, The Center. For further information, please check [www.homecaught.com](http://www.homecaught.com) or email [candy@homecaught.com](mailto:candy@homecaught.com) or call student bus manager Candy Xiong, at (86)025 85899111 ext. 5011.

# About the buses

- NIS accredited student buses covering most foreign compounds
- Bus will park inside of the school for on off of students
- After School Activities included.
- Bus supervisor in charge of children's safety while driving.
- Experienced and reliable bus drivers.
- Strict maintenance and safety checks
- Full insurance coverage
- Medic kits included





# Bus Routes Information

# Student bus routes

**Service Terms: March to June , August to February**

BUS	STOPS/ Departure Time
Bus 1	Yincheng Garden (银城东苑)/7:00am→Meihua Garden (梅花山庄)/7:16am→Noble Mountain(天泓山庄)/7:30am→Nature Elegance(山水风华) /Shangdong Garden(尚东花园)/7:45am
Bus 2	Mood Resort(栖园)/7:20am→SaiShi XiangZhang(赛世香樟)/7:26am→Royal Family Garden(金陵家天下)/7:40am→Tingquan Garden(听泉山庄)/7:42am→Xiangxi Garden(香溪月园)
Bus 3	JiangWan City(江湾城)/6:40am→Fraser Suites(辉盛阁)/6:50am→G53(仁恒G53)/7:00am→依云溪谷(Evian Valley)/7:45am
Bus 4	MasterLand(玛斯兰德)7:05am→Crystal Hill/ Landsea (保利紫晶山/朗诗钟山绿郡)7:45am



# Student Bus Rules



## Student Bus Rules

1. Arrive at the pickup point FIVE minutes before the bus is scheduled.  
必须早于规定时间5分钟，等候在校车站点
2. Take on designated bus and wait at the bus stop.  
乘坐指定车辆，只可以在规定的地点上下车
3. Orderly behavior is required at the bus stop.  
必须有秩序的在站点等候校车
4. Obey the guide of driver and bus supervisor.  
服从司机和阿姨的指示
5. Buckle up all the time, facing front while the bus is driving.  
始终系好安全带，车辆行驶中总保持面朝前座
6. Remaining seated at all times. As the buses arrive at school and compounds, student **MUST** buckle up until it has come to a complete stop and the driver has opened the door.  
学生必须一直坐在座位上。当校车到达学校和园区时，在校车停稳以及车门打开后，才可解下安全带。



## Student Bus Rules

7. Do not stretch out of windows while bus is running.  
行驶途中不可将身体任何部位伸出窗外。
8. Talk Quietly- Shouting, yelling, boisterous behavior, or any unnecessary loud noise will not be permitted.  
车上不允许大声说话，叫喊，吵闹，不必要时，不允许提高嗓音说话。
9. Littering the bus, vandalism or throwing anything out of the bus will not be permitted.  
不允许在车上乱扔垃圾，不可破坏车上设施，不可将物品扔出窗外。
10. Eating, drinking and gum chewing are not allowed on the bus.  
学生不可在车上吃东西，嚼口香糖或喝饮料
11. Animals – including pets, glass objects, skateboards, balloons, or hazardous articles of any kind MAY NOT be carried aboard the bus.  
车上不得携带动物(包括宠物)，玻璃制品，滑板，气球以及任何危险物品。
12. Students must never play or tamper with any part of the bus or its equipment.  
学生不可乱碰以及破坏车辆上的装置。





## Student Bus Rules

13. Students are not allowed to off at another stop without a written permission.  
如无书面批准，学生不得在规定的站点以外地方下车。
14. If anyone's activity interfere the passenger's safety, the driver will stop the bus until everything gets in order.  
如有学生的行为影响乘车安全，司机将会靠边停车，直到秩序恢复正常。
15. Consider the safety of everyone, Home Caught as the management company of NIS's student bus has the right to disqualify the student's bus taking for he/she refuses to obey the principle, and the remaining bus fee will not be returned. At the same time, NIS and the parents will be informed.  
如学生拒绝改正，昊鸿公司作为校巴的负责单位为了保障其他学生的安全有权取消其学生乘坐校巴的权利，所交费用不予退还，并通知学校及家长



## Student Bus Rules

16. To make sure other students' arriving school on time, if any student can not arrive at bus stop on time, the bus will not wait. The bus will leave on time, the driver and supervisor has no responsibility to call or wait on any one who is late.  
为了确保学生能够准时到学校，如学生无法按时到达乘车地点请学生自己另行安排。校巴会准时出发，司机和阿姨没有义务联系或等待迟到的学生。
17. Parents or legal guardian of students are in duty bound to tell their children any other related matters of safety conduct to take student bus, even it is not mentioned above.  
以上未明示部分，学生监护人有义务告知其子女应当安全乘车的其他事项。
18. If students have any special requests like health and so on, written note from legal guardian in advance is required, Home Caught will arrange it according.  
如果学生乘车过程中有习惯、健康等方面的要求，学生监护人应当提前书面告之，昊鸿可在合理范围内给予安排。



## Student Bus Rules

19. If parents wish a child to walk bus pick up point on his/her own form home and to walk home on his / her own from the bus drop off point., a separate signed letter should be sent to the school indicating this.  
如果家长希望孩子自行从下车站点回家以及自行从家到上车站点，需提交一份说明给学校。
20. No refunding while absence caused by personal reason  
如因个人原因没有乘坐校巴，费用不予返还
21. No refunding if there is any prior termination of the service resulted from personal reason.  
如因个人原因提前终止结束校巴服务，所交费用不予返还



## Student Bus Rules

In case student violates the rules of conduct will result in denial of transportation as follows:

如乙方违反校巴乘车规定，处罚条例如下：

**1st Offense - Warning/Suspension**

第一次违反- 警告

**2nd Offense- 3 Days Bus Denial**

第二次违反- 3天不得乘坐校巴

**3rd Offense - 10 Days Bus Denial**

第三次违反-10天不得乘坐校巴

**4th Offense – Loss of riding privileges without refund**

第四次违反-取消乘车资格，并且无退款

If student's behavior leads to the loss of other person or/and bus equipments during the period on the bus, student has to compensate for that.

如果学生在上车进入车内至下车离开车辆此过程中，因为学生的行为导致他人或/及车辆发生人身或/及财产损失，学生须对此承担相应赔偿责任。

# Important Notice

1. Students shall present at the stop FIVE minutes before the set time of pick up.
2. Buckle up all the time.
3. Supervisor will bring children (PK-G1) to classroom. TA will bring children (PK-G1) to group room and bus supervisor will bring children to the bus.
4. The student bus will drop off and pick up inside the school.
5. Parent/Ayi is able to accompany those Pre-K to G1 students as long as there are enough seats, however student bus won't be able to drive back to the compound or pick up from compound to the school.  
Other Parents/Ayis of older students may not travel in the bus with the students.
6. Home Caught has the right to alter the lines and buses according to the actual situation, such as the number of students, traffic situation. Any alteration will be informed in advance.
7. Any requirement please contact our office or visit our website ([Http://www.homecaught.com](http://www.homecaught.com)) to download the Application Form.

# Contact Us

**Student Bus Service Manager:** Jay Wu  
**Office Tel:** (025) 85899111 ext. 5011  
**Email:** [jay@homecaught.com](mailto:jay@homecaught.com)  
**Website:** [Http://www.homecaught.com](http://www.homecaught.com)



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