

HISAR SCHOOL

STUDENT SCHOOL BUS SERVICES DIRECTIVE

Article 1: PURPOSE OF THE DIRECTIVE

The purpose of this directive is to establish the Hisar School's Student Transportation Services Committee and to determine the operation method, authority and responsibilities of the committee, and the responsibilities of the students, parents, and service provider contractor company.

Article 2: PURPOSE OF THE SCHOOL BUS COMMITTEE

The purpose of the committee is to manage the transportation services for Hisar School's students for their arrival at the school in the morning and their departure from school in the evening in the most reliable way, in accordance with the regulations published by the Ministry of Health and Ministry of National Education, to solve the problems that might arise through the evaluation of the suggestions and to execute the necessary inspections.

Article 3: ESTABLISHMENT OF THE SCHOOL BUS COMMITTEE

Committee members will include 15 people as follows;

- i. Assistant General Manager in charge of Financial and Administrative Affairs
- ii. A total of three parents, one representing the preschool and elementary school, one representing the middle school, and one representing the high school, who are determined by the Parent-Teacher Association,
- iii. One administrator from each of Hisar School Preschool, Elementary School, Middle School, and High School,
- iv. Hisar School Financial and Administrative Affairs Director
- v. School Doctor/Health Services Director
- vi. Administrative Manager (Secretary-Communication Officer),
- vii. OHS/Technical Manager
- viii. Three personnel consisting of senior management and administrative personnel determined by the supplier.

Depending on the agenda, the members of the committee may invite different participants to the meeting apart from the members mentioned above.

The term of office for the committee members is one year and is renewed at the beginning of each academic year in line with the PTA member changes. The members may be reappointed at the end of their term in office.

Article 4: MEETING, OPERATION AND DECISION MAKING PROCESSES OF THE SCHOOL BUS COMMITTEE

- i. The Committee will meet in the periods specified below but may also meet outside of its regular schedule when necessary.

May-June	Receiving school bus requests through the School Registration System and transferring this information to the supplier (1 time)
September	Determination of itineraries and the start of transportation services before and after the start of the Academic year (2 times)
April	Evaluation of service satisfaction (1 time)
May	Determination of the supplier for the next service period Management of the tender process when necessary (1 time)
- ii. The meeting may take place only with the participation of the absolute majority of the members,
- iii. Assistant General Manager in charge of Financial and Manager or the Financial and Administrative Affairs Director chairs the meeting.
- iv. The meeting agenda is created by the secretary and a meeting invitation is sent. Meeting notes are recorded in the meeting invitation document that can be accessed by each member and archived.
- v. Meeting decisions are taken by the majority of votes.
- vi. The chairman of the committee would inform the Executive Board in relation to the decisions taken by the committee.
- vii. The transportation supplier selection process is carried out by the committee in line with the Ministry of National Education and other applicable legislation, and the committee's proposal is evaluated and concluded by the Hisar School Executive Board.

Article 5: DUTIES OF THE SCHOOL BUS COMMITTEE

- i. Evaluating the responsibilities/rules/principles set out in Articles 6-7-8 at the end of each academic year in order to improve, develop and maintain the quality of the transportation service offered to Hisar School's students by the contracted transportation company and making the necessary decisions following these evaluations, submitting these to the approval of the Hisar School Executive Board and realizing their implementation.
- ii. To follow the applicable legislation of the Istanbul Metropolitan Municipality (UKOME-Transportation Coordination Center) and the Ministry of National Education in relation to the transportation services offered to school/institution students and to fulfill the requirements set out by the said legislation.
- iii. To evaluate the suggestions or complaints received from users who benefit from the transportation services, to follow up with these, and to give feedback to the relevant people.
(Parent/student problems that are submitted to the school bus committee are primarily replied by the PTA representative within 3 business days. If the parent's dissatisfaction continues, the matter is re-evaluated in the committee, and feedback is provided to the parent by the relevant Vice Principal and/or the Administrative Manager in 3 business days.)
- iv. To carry out their activities under the Hisar School Executive Committee and to inform the Executive Committee, especially in the first and last quarter of the academic year.

Article 6: DUTIES AND RESPONSIBILITIES OF THE SUPPLIER

- All transportation company vehicles will have service guidelines that provide necessary reminders for the safety of students during their journey.
- All vehicles will be equipped with seat belts for the students to use for their safety during the journey.
- The itinerary of each school bus is planned in a way to minimize the time that the students spend on the bus. School bus drivers and accompanying personnel are not authorized to change the service itinerary. Alternative routes may be used for compulsory cases and periods with the approval of the School Bus Committee.
- The company warns the parents that it cannot provide transport service when the number of students to be served in the vehicle is less than 5.
- The transportation company makes preparations in line with the Service Form filled out during the registration period and informs the parents before the start of the school day which bus the student is on, as well as the times of pick-up in the morning and drop-off in the evening.
- With mobile phones and car kits in the vehicles, parents are able to contact the driver when they need to. It is mandatory that each school bus is equipped with a car phone or mobile phone. In vehicles in which accompanying personnel is present, the phone calls that are received during the journey will be answered by the said personnel. The numbers of the car phones or mobile phones are notified in writing to every parent and to Hisar School. As long as the contract is valid, the numbers of these phones cannot be changed and the phones will always be available for use. Mobile phones will be postpaid and not pre-paid.
- Besides high school students who sit of their own accord, in the front seats of the vehicles next to the driver, elementary school and pre-school students cannot be sat there even if their parents allow it. The high school students sitting in the front seat must always wear seat belts. No one can travel while standing in the vehicle.
- No one other than the employees in charge, students, Hisar School teachers, and school staff can be present in the vehicles.
- In case of a change of itinerary due to force majeure or a delay of 30 minutes or more compared to the normal schedule, the accompanying personnel informs the parents of every student in the vehicle by phone.
- On the way home in the evening, the students in the vehicles are counted before leaving the school premises in order to prevent students from staying behind at the school.
- After each school bus drops students off at the school premises and after the evening drop-offs, following the student checks realized by the school bus driver and the accompanying personnel, the supervisor in charge will also check inside the school bus. The same system is also applied in student trips.
- The speed limit set for vehicles is 90 km on TEM and 50 km in the city.
- The low-beam headlights of the vehicles are kept on throughout the servicing.

- During drop-off, the accompanying personnel supervises the student up to the apartment door and delivers them to their parents. In case the parent cannot come to meet the student at the apartment door, the accompanying personnel should ring the door and notify the parent and get a confirmation that the parent is aware of the drop-off.
- If there is no one to collect the student, the parents are contacted by phone and information is given about where the student will be dropped off. If the parent cannot be reached, the Transportation Manager is called and the student is dropped off at the school or at the company headquarters in line with the transportation manager's instructions.
- After students get off and get on, the bus doors must be closed under the supervision of the accompanying personnel.
- During the journey, the accompanying personnel stands in front of the middle door until the last student gets off the vehicle.
- The accompanying personnel warns the traffic by using the **Stop Sign** while crossing the street with the student and in places of heavy traffic.
- Preschool students are picked up by the accompanying personnel at the waiting point situated on the campus garden school bus road.
- For security reasons, students cannot be delivered to anyone other than the parent or staff in charge who comes to meet them every day. When someone different from the usual comes to pick up the student, the parent is definitely called and notified and the student cannot be delivered to the said person without the approval of the parent, even if the student knows him or her.
- Compliance with the **ANNEX: 1** document prepared within the scope of the health safety measures published by the Ministry of National Education and the Ministry of Health in relation to the student transportation service process, is obligatory.
- The technical competence of the vehicles, the performance of the personnel in charge, and the entire service process will be systematically audited and reported by the School OHS Specialist, the School Bus Committee, and the School Doctor, through informed checks and spot checks.

Article 7: PARENTS' RESPONSIBILITIES

- At the beginning of the academic year, a School-Parent-Student School Bus Company Agreement is concluded with the parents whose children will use the school bus service.
- If the parents who have unpaid liabilities to the school bus company from the previous period do not pay off the said liabilities, their school bus registration will not be taken for the new period.
- The bus itinerary planned by the company is evaluated by the School Bus Committee and put into practice. The itinerary will not be changed following personal requests. Complaints and suggestions about the itinerary must be notified in writing to the School Bus Committee (ogrenciserviskomitesi@hisarschool.k12.tr).
- If the student does not want to use the school bus anymore, this situation must be notified to the company in writing 15 days before making the request to leave. The remaining school bus fee is refunded to the parent 15 days after the written notification date. No refund can be made unless the school bus company is notified in writing of the withdrawal from the school bus service.
- In case of moving or address change, the parent should notify the school bus company in writing at least 15 days in advance. Failing that, the school bus company cannot be held responsible for the problems that may arise.

- The school bus will wait for the student for a maximum of two minutes. After two minutes, the time is checked with the Transportation Manager, and the school bus leaves without collecting the student.
- Without the permission of the parents, students will not be allowed to get off outside of their defined drop-off points.
- Students are not allowed to change their school bus, without the permission of their parents. In cases where it is necessary to take another school bus, the relevant Student Affairs office is notified. These changes must be notified to the school bus company by Student Affairs by **12:00 pm** at the latest.
- If the student will not come to the bus in the morning, the parent should call and inform the bus driver at least 30 minutes in advance.
- Students waiting at the entrance of their apartment building in the morning are picked up by the accompanying personnel. Parents cannot ask to be phoned or have their door bells rung. Students cannot be dropped off outside of the student itinerary in the evening after school. The student is escorted to the apartment building door just like in the morning. Parents cannot request the student to be escorted to the apartment door.
- When a new registration for the school bus is requested at the beginning of the school year after the routes and pick-up/drop-off times have been determined, the registration is made if there is room in the vehicle. The newcomer may not insist on this if there is no space. If there are additional students on the bus later, parents are expected to be understanding of the change in drop-off and pick-up times.
- In cases where students are absent, they cannot be asked to take their bags or similar items home.

Article 8: STUDENTS' DUTIES AND RESPONSIBILITIES

- Students should pay attention to be at the drop-off/pick-up point (at the bus stop) five minutes before the arrival of the school bus in order not to keep the buses waiting.
- If the student will not use the school bus or will be picked up by a private vehicle after school, the parent must notify the student affairs by e-mail.
- Seat belts must be worn when the school bus is in motion. If they are not worn, the student in question will be warned three times and then the issue will be reported to the school by the school bus company. Due to various experiences, students are not allowed to consume food and drink or chew gum while the vehicle is in motion. Pens and similar pointed materials are not allowed to be used and writing is not allowed on the school bus.
- Students are not allowed to act in a way that will disturb others and endanger their safety in school buses. (yelling, pranking, talking loudly, fighting, trying to open a window, hanging from a window, sticking an arm or head out of the window, sitting on the armrests, standing, playing with the door, etc.)
- Visual and audio systems should not be used during the transportation service, even if requested by the students for any reason. Unless there is a compulsory reason, the buses should not stop on the road except for the pick-up/drop-off points.

- The warnings of the accompanying personnel should be followed on the bus.
- When the student does not comply with the bus rules, they are warned by the accompanying personnel. When negative behaviors persist, a report is filed and the parents are informed by the School Bus Committee. If the same behaviors are sustained, the student will not be able to benefit from the school bus services for a certain period of time.

Article 9: ENFORCEMENT

This directive enters into force with the approval of the Hisar School Executive Committee and the Committee begins its operations.

Article 10: EXECUTION

The provisions of the directive are executed jointly by the Hisar School Executive Committee and PTA.

STAFF TRANSPORTATION SERVICES COMMITTEE MEMBERS	
1-President	General Manager Assistant (Financial and Administrative Affairs)
2-3-4- Member	Parent-Teacher Association Members
5- Member	Vice Principal - Preschool
6- Member	Vice Principal - Elementary School
7- Member	Vice Principal - Middle School
8- Member	Vice Principal - High School
9- Member	Financial and Administrative Affairs Director
10- Member	School Doctor/Health Services Director
11- Member	Administrative Manager (Secretary-Communication Officer)
12- Member	OHS/Technical Manager
13-14-15 Member	Transportation Services Supplier Senior Management Representatives

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ANNEX: 1 COVID-19 PROTOCOL

In line with the current Covid-19 measures determined for school buses by the Ministry of National Education and the Ministry of Health, to provide the most reliable transportation services in the process of students arriving at school in the morning and arriving home in the evening;

1- The vaccination process for all bus drivers, accompanying personnel, and administrators will be completed before the service starts, and vaccination cards and current HES codes will be reported to the School Doctor. This information is regularly checked by the School Doctor.

2- During the journey in school buses, masks should be worn throughout the journey, and food and water should not be consumed in the vehicle except in mandatory cases.

3- The place for each student to sit in the vehicle will be determined, this seating plan will be approved by the school administration, and it will be made sure that the student is sat in the same seat every day. The school bus seating plan, on which student names are written, will be hung in a visible place inside the vehicle.

4- Posters published by the Ministry of Health in relation to Covid-19 will be hung in visible places inside the school bus.

5- Before the student gets on the bus, the temperature is taken by the accompanying personnel. Students with a fever above 37 degrees will not be taken to the school bus and will be taken back to their parents. The necessary information will be reported to the school doctor through the record kept by the driver and the situation will be followed up by the school doctor.

6- Hand sanitizer and cologne will be available in every vehicle.

7- School buses leave the campus in the morning after dropping off students, and drivers wait inside or next to their vehicles in the waiting area in the evening. Drivers and accompanying personnel are not allowed to stay on school premises during the day.

8- Daily, weekly, monthly, and routine disinfectant works are performed on the vehicles by the School Bus Company. Charts showing the disinfectant application will be submitted to the institution on a weekly basis.

9- The chemicals used for the disinfection of the school buses must be one of the biocidal licensed chemicals published by the Ministry of Health.

10- It is obligatory for the school bus driver/accompanying personnel not to make intercity travels (via airplane, bus, train, etc.) except under exigence and to notify the School Doctor when it is compulsory for them to travel.

11- If the bus driver/accompanying personnel become symptomatic (fever, cough, weakness, loss of the sense of smell and taste, etc.), they should immediately inform the institution, go through the examination and diagnosis processes without delay, and another school bus vehicle should be put into service during this period.

12- If a covid case is detected in the school bus, the driver, accompanying personnel and all bus users will be informed by the School Health Unit and the School Administration and necessary instructions will be given. All employees and parents are required to follow these instructions. The people using the said school bus will be followed up by the School Health Unit for 14 days for fever and symptoms.

13- People other than the personnel and passengers outside of the itinerary will not be accepted on the school bus.

14- The technical competence of the vehicles, the performance of the personnel in charge, and the entire service process are systematically audited and reported by the School OHS Specialist, the Student School Bus Committee, and the School Doctor through announced and unannounced audits.