

We would like our child (children) to use the IGS bus service:

First Name	Last Name	Preferred Name	Grade

PARENT/GUARDIAN INFORMATION

*For Guardian(s) – please provide an authorization letter.

	Father/ Guardian 1	Mother/ Guardian 2
Full name		
Address		
Mobile		
E-mail		

EMERGENCY CONTACT

Full name		Mobile	
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PICK UP / DROP OFF ADDRESS

House Number		Ward	
Street			
Apartment Complex Name		Building / Block	

* The pick up and drop-off address must be the same, otherwise you will need to inform the School Office. The bus fee will be adjusted accordingly.

BUS ROUTES AND FEES (Please tick the route and trip type below)

- ☐ **Zone 1: more than 10 km (former D7, Binh Chanh, D9)**
☐ Return: **VND 42,000,000**
☐ Oneway: **VND 31,500,000** ☐ Morning ☐ Afternoon
- ☐ **Zone 2: less than 10 km (former D1, D3, D5, Binh Thanh)**
☐ Return: **VND 39,300,000**
☐ Oneway: **VND 29,475,000** ☐ Morning ☐ Afternoon
- ☐ **Zone 3: more than 5 km (former Thanh My Loi)**
☐ Return: **VND 36,000,000**
☐ Oneway: **VND 27,000,000** ☐ Morning ☐ Afternoon
- ☐ **Zone 4: less than 5 km (former Thao Dien, An Phu)**
☐ Return: **VND 34,000,000**
☐ Oneway: **VND 25,500,000** ☐ Morning ☐ Afternoon

* A 10% discount will be provided for each sibling using the bus service.

NOTES

- For the safety of your child(ren), please ensure that they are at the drop off point 5 minutes prior to the bus arriving.
 - The bus will wait no more than **2 minutes** after the scheduled pick-up time. It is essential that the bus adheres to the schedule.
 - Each bus is accompanied a bus attendant. Parents will receive their contact details for communication if required.
 - In case of withdrawal, paid service fees will be refunded on a pro-rata monthly basis, starting from the month following of the withdrawal.
 - All U6 and Primary students (U6 – Grade 4) are required to be picked up by parent/guardian from the school bus at their designed bus stop.
- If you allow your child(ren) to walk from the school bus to home without parent/guardian's supervision, please send a confirm email to the School Office at office@igs-hcmc.org.

STATEMENT OF AIM

IGS aims to provide a safe and reliable School Bus service using modern, air-conditioned vehicles for the purpose of picking up and dropping off School students on designated operational routes determined by the School. The School contracts an independent, local school bus operator to provide point-to-point bus transportation.

All vehicles will have regular safety and maintenance checks and will be operated by a licensed driver.

RATIONALE

- Transportation arrangements typically take up to one week to finalise. This registration form must be submitted five days prior to the start of service.
- The School may change the bus schedule from time to time. In such cases, the School Office will notify parents by email.
- To ensure on-time arrival at School, buses can wait no longer than 2 minutes after the designated pick-up time before moving to the next pick-up point.
- To ensure that our school bus service runs effectively and efficiently, it is expected that students adhere to the pick-up and drop-off details agreed upon in the Bus Registration Form. In the event of repeated lateness or failure to follow the bus rules, the school reserves the right to withdraw the service.

THE ROLE OF PARENTS

Parents who request and pay for the School Bus will:

- Inform the School of any required changes to the bus route at least 1 week in advance of the required change.
- Inform the School Office prior to pick-up, if the child is not catching the School bus on any given day.
- Sign a Bus Registration Form which confirms the pick-up and drop-off address and requirements. This is a service agreement that parents, students and the School will use to their best endeavours to adhere to.
- Ensure that students are ready for pick up at the agreed designated time with the School Office.
- Pick up/ Drop off times can fluctuate by up to 15 minutes, depending on traffic. In case of lateness, bus attendant shall contact the parents with the amended time.
- Ensure that appropriate authorized personnel are at the pick-up and drop-off point with your child(ren).
- Ensure that your child(ren) behave in an appropriate manner at all times while on, or waiting for the School Bus.

THE ROLE OF STUDENTS

Good conduct is necessary for a safe bus ride. Students must be prompt for all collections and drop-offs.

Students travelling on the bus please:

- Be prompt for bus departures, by being at the assigned bus stop 5 minutes before scheduled departure.
- Listen and follow the instructions from teacher/ guard/bus attendant/driver at all times.
- Place bags and parcels under your seat or on your lap.
- Treat all staff (drivers/bus attendant) as you would treat a teacher.
- Secondary students who miss the bus must arrange their own transportation to school or home.
- Behave in an appropriate manner at all times. Be polite, courteous, and respectful to the driver and other passengers.
- Do not talk to or distract the driver.
- Talk both respectfully and in quiet voice.
- Keep head, arms, legs, and hands inside the bus at all times.

- Keep feet off the seats.
- Keep the bus clean and respect the rights and property of other passengers on the bus.
- Never throw objects around the bus or outside the windows.
- Dangerous, disturbing, or annoying objects are not permitted on the bus.
- Never open the windows without the driver/bus attendant's permission.
- Do not push or shove.
- No food or drink allowed on the bus. (Water is ok).
- Remain in the seat allocated by the duty teacher/guard/bus hostess/driver and wear a seatbelt at all times until the bus comes to a complete stop.
- Get off the bus at your approved drop off point only.
- Inform the school as early as possible (ideally 24 hours in advance) if you are on a bus list but not using the bus.

DECLARATION

The details I have provided above for the Bus Registration are accurate and I have read, understood, and agree to the information and bus conditions. I understand that neither the School nor any of its employees are responsible for incidents or accidents that occur while a student is on a School Bus or while waiting for a School Bus or while waiting to be collected by a parent/guardian.

Signature of Parent/Guardian

Name of Parent/Guardian

day/ month/ year