



Regulations for the School Transportation Program

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Regulations for the School Transportation Program

I. GENERAL PROVISIONS

1. These regulations are general and compulsory for all school transportation users.
2. The school transportation service is optional for ASFG USERS.
3. For the effects of these regulations, the following shall be understood as:
 - a) ASFG – The American School Foundation of Guadalajara A.C.
 - b) Users – Students
 - c) Carrier – Company offering the school transportation services.
 - d) Program – School transportation service.
 - e) Co-Curricular – Special classes or events taking place after the departure schedule.
 - f) Transportation unit - Busses or passenger buses.
4. FEES are established by the carrier and must be covered on the 10th of every month at the latest.
5. The program includes the transportation service (round, single, daily, prepaid card transportation) to the USERS enrolled in different language, cultural and sports CURRICULAR AND/OR CO-CURRICULAR activities offered by the school which are carried out within the campus facilities. Users of different sections will use the same transportation unit.
6. Entry and exit schedules:

Grade	Entry	Exit	Co-Curricular
Pre-school	07:50	13:05	16:40
Primary	07:50	14:40	16:40
Middle School	07:50	14:40	16:40
High School	07:50	14:40	16:40

7. The transportation service will apply for early exit days (short days).
8. All transportation units are equipped with:
 - Skilled personnel (supervisor) to attend first aid issues;
 - Specific procedures and ongoing training for emergency cases;
 - 40-user capacity;
 - Special seats for preschool users;
 - Accident insurance coverage;
 - Radio communication (between the transportation company and the ASFG transportation coordination);
 - Mobile;
 - GPS for satellite tracking;
 - Double doors for unit to unit transfer;
 - First aid kit;
 - Extinguisher;
 - Transportation unit ongoing maintenance.



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II. TRANSPORTATION SERVICE PROCUREMENT

9. School transportation services are offered by the transportation company that best meet ASFG's interests and those of its community in accordance with the requirements set forth in the school transportation handbook.
10. At the moment of signing this service contract and these regulations, PARENTS declare their tacit authorization and grant ASFG the most extensive powers pursuant to law to make decisions in regard to continuing or not to use the transportation service offered by the transportation company.
11. The procurement of the school transportation service shall be made solely and exclusively by the PARENTS at the ASFG transportation office.
12. The service shall be procured for an entire academic cycle; the PARENTS that decide to use the service shall be able to cancel and/or change the type of service by means of a 15-day prior written notice which shall be submitted to the transportation office or sent by e-mail at transporte@asfg.mx. Changes in the type of service do not apply during the months that include vacation periods.
13. PARENTS of a user (student) that does not make use of the service are not exempt from paying the monthly transportation FEES.
14. PARENTS bind themselves to pay the school transportation service FEES pursuant to the terms of item VII and the transportation services contract being executed.
15. PARENTS authorize the SCHOOL to provide the students' data to the school transportation service provider strictly necessary to the adequate service rendering.
16. PARENTS shall notify the SCHOOL of temporary or definite changes of domicile within at least 15 calendar days in order to inform the transportation company of the other point of collection.
17. The transportation company as well as the ASFG are not responsible of any object of the USERS forgotten in the transportation unit.

III. SCHOOL TRANSPORTATION SERVICE PAYMENTS

18. The School Transportation Service is for a year-school cycle and is divided into 10 payments.
19. The first payment shall be made in September and the subsequent payments shall correspond to the monthly FEES until the month of June.
20. The school transportation service offers different service options and payment modalities. These shall be selected at the moment of signing the service contract and according to the following:

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- a) Full yearly or monthly service
 - b) Yearly or monthly single service
 - c) Daily service (round or single transportation)
 - d) Prepaid service (16:40 hours exclusively)
21. Arrears in the payment of the school transportation FEES shall bear a 4% (four percent) default interest as of the payment due date on and until the date of which the corresponding debt is paid in full.
 22. The monthly payments corresponding to the transportation service FEES shall be covered by the PARENTS to the SCHOOL simultaneously with the payment of the school fees within the first 10 calendar days of every month.
 23. The USERS of the school transportation service may be suspended if the payment of one (1) or two (2) school transportation FEES is due. The service will resume once the corresponding payment is made.
 24. In case of service cancellation, the PARENTS shall comply with the provisions set forth in Art. 12 of these regulations and, said assumption shall bear a daily fee that will be applied to the days effectively used of the School Transportation and this, as of the date on which the service cancellation has been approved.

IV. SERVICE

25. The routes established by the transporter shall not be modified without prior notice to the PARENTS to the exception of any incident that blocks the passing of the transportation unit.
26. The transportation company shall make additional transportation units available if necessary (breakdown) to substitute the regular unit by a similar one in order to continue with the route
27. The OPERATOR of the transportation unit shall get to the arrival schedules at the collection sites on time. The OPERATOR shall not make any stops outside the collection sites already established.
28. The OPERATOR of the transportation unit cannot wait for the USERS arriving late at the collection site.
29. Only the USERS and the authorized personnel shall board the transportation units. Parents, personnel with special permit, domestic employees, drivers or specific security employees are prohibited to board said units.
30. If a student should miss the transportation unit, he/she may board the unit at any other collection site established on the route, if not, the PARENTS shall have to bring the student to the campus.

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31. If a student does not use the transportation service on a sick day or trip, etc., any person in the household may inform the OPERATOR so he/she may continue his/her route without any delay. In case of a programmed absence, the school transportation coordination must be notified in advance.
32. PARENTS or the person responsible of receiving the student back from school must be at the site indicated for the reception of the student five (5) minutes before the time established by the transporter.
33. For safety reasons, the person responsible of receiving a preschool and/or primary USER must show the ASFG identity card to the person in charge of the transportation unit.
34. If the PARENTS or person responsible of receiving the student is not at the collection site, the student shall be returned to the school facilities where he/she shall wait for his/her PARENTS to pick him/her up. In such assumption, the security personnel shall turn the student to his/her parents and the ASFG shall be held harmless of any responsibility or claim.
35. Buses SUPERVISORS must help the USERS get on and off the buses; therefore, they shall get off the bus to carry out such task. SUPERVISORS shall NEVER cross streets and/or avenues to turn the USER to his/her PARENTS.
36. Middle and High School USERS can get off the transportation unit alone without being received by an authorized person.
37. The ASFG shall establish arrival and departure rules which may be modified in benefit of the users by giving a 15-day prior notice of the modification of the process.
38. The transportation units shall arrive by Colomos street; the OPERATOR shall park the transportation unit as close as possible to the ASFG main entrance, the SUPERVISOR shall get off the transportation unit and help all the USERS get off until they enter the campus.
39. The USERS shall leave the school by Surveillance booth 2; primary school USERS shall have 8 minutes to leave as of the bell indicating the end of classes to find the queue corresponding to their route. This point is located in the garden next to the Swimming pool and/or inside the Gymnasium. Middle and High School USERS may go directly to the unit corresponding to their route.
40. SUPERVISORS must count the USERS of primary and exit with them in a row towards the transportation unit corresponding to their route; no USER may board the buses after the doors of the transportation units are closed. If a USER does not arrive on time to board the transportation unit, he/she must go to the Transportation Coordinator so the coordinator may notify the USER'S PARENTS. Said USER shall wait at the surveillance booth to be collected at 15:30 hours at the latest at surveillance booth 1. The ASFG is not responsible for USERS that do not arrive on time to board the transportation unit.
41. The USERS that have boarded the transportation unit shall not get off until reaching the collection site.

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42. The USERS are obliged to remain seated during the whole route, occupying one SEAT only, as well as use the safety belt and follow the SUPERVISOR'S instructions.
43. The USERS must place their knapsacks, briefcases, bags, etc. on the upper rack.
44. It is strictly prohibited to bring personal pets; the only ones allowed are those authorized by the SCIENCE LAB PASSPORT and they shall not be taken out of their corresponding cage.
45. If PARENTS are interested in inviting one of their children's classmate over, they must check the following points:
 - a) That the guest is a user of the transportation system.
 - b) Request that the parents of the USER invited notify the transportation coordinator of their approval for the change of route.
 - c) The written notice shall be received at 10:00 am at the latest on the day of the invitation (no phone calls, text messages or whatsapp shall be accepted).
 - d) The service coordinator shall confirm according to the space availability in the transportation unit.
 - e) If the guest is not a user of the transportation service, he/she shall cover the cost of a single transportation according to the fees in effect.
46. The delays for USERS in a transportation unit that arrive late at the campus shall be justified automatically.
47. PARENTS must inform the school of any change of schedule or route at transporte@asfg.mx at 10:00 am at the latest on the day of the changes. No phone calls, text messages, whatsapp or e-mails sent to any other section of the ASFG shall be received.
48. PARENTS shall establish the schedules and days on which the user must take the transportation service with the transportation coordination. Any change shall be notified in writing pursuant to item 47.
49. USERS of the morning service must not use school transportation when:
 - a) Showing sickness symptoms (fever, cough, stomach ache, etc.).
 - b) Using some orthopedic material (crutches, wheelchair, etc.).
50. USERS of the afternoon service must not use school transportation when:
 - a) Showing sickness symptoms (fever, cough, stomach ache, etc.).
 - b) Using some orthopedic material (crutches, wheelchair, etc.).
 - c) Coming from the infirmary.
 - d) Guests not registered pursuant to item 45.
 - e) Showing repeated misconduct pursuant to item 54.

V. USERS' DISCIPLINE

51. The transportation service shall be considered an extension of the ASFG; therefore, the norms applied are the same as those established in the Student Handbook.



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52. USERS must adopt respectful behavior towards their travel companions as well as the SUPERVISOR and the OPERATOR of the transportation unit.
53. Any disrespect of the USER shall be reported immediately to the Transportation Coordinator and to the user's PARENTS.
54. It is prohibited to carry out any of the activities listed in the transportation unit:
 - Disobey the SUPERVISOR'S instructions.
 - Distract the OPERATOR.
 - Use inadequate language.
 - Smoke, eat or drink.
 - Stick hands or any part of the body out the windows.
 - Throw any type of objects inside or outside the unit.
 - Cause physical damage to the transportation unit (graffiti, tearing upholstery or safety belts, causing damage to window panes, lighting, etc.).
 - Lack of respect towards pedestrians, drivers and passengers of other vehicles.
 - Purchase products through windows.
55. If a USER causes damage to the transportation unit, the transportation company shall evaluate the damages which shall be covered by the USER'S PARENTS. Moreover, the USER may be suspended of using the school transportation until the damages have been covered.
56. Suspending the transportation services to any USER does not release the PARENTS of said USER of the payments of transportation FEES.
57. The SUPERVISOR shall have the power to call attention at the moment the USER conducts himself/herself disrespectfully. Furthermore, the SUPERVISOR shall notify the Transportation Coordinator so, in turn, she/he may inform the sections and the PARENTS of the USER's inadequate behavior.

VI. CO-CURRICULAR ACTIVITIES

58. The ASFG shall have transportation service for USERS enrolled in different CO-CURRICULAR classes carried out within the ASFG facilities on the schedules established in these regulations.
59. The service route(s) shall be stipulated according to the number of USERS that choose to use the transportation service.
60. The departure of the route(s) for the CO-CURRICULAR services shall be through Surveillance booth 2 and all the norms established in these regulations shall apply.

VII. COMMUNICATING WITH PARENTS

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61. The transportation coordination shall implement three (3) efficient means of communication to inform the parents in a timely manner of the changes of route, delays, service modifications or that the users were not collected on time.
- a) E-mail. – When the Transportation Coordination sends a 24-hour in advance e-mail notifying of a change of route and/or schedule
 - b) Remind app. - (Smartphone Application) When the Transportation Coordination finds out that the transportation unit runs late due to bottlenecks in the city.
 - c) Telephone calls. - When the Transportation Coordination finds out that the that the user has not been collected at the collection site and shall be returned to the ASFG.

VIII. ACCEPTANCE OF REGULATIONS

We have received and we agree entirely with the provisions of the Regulations of the School Transportation Program of “The American School Foundation of Guadalajara A.C.” and we are bind ourselves to complying with said regulations.

Student's name: _____

Section: _____

Grade: _____

Date: _____

NAME AND SIGNATURE OF PARENTS