

## Transportation Policy

### Overview

This policy outlines the assistance that the School provides in the form of guidelines to facilitate the dropping off and picking up of students to ensure the smooth entry and exit of vehicles coming into the School during School start and dismissal times with a view to avoiding disruptions to the flow of traffic on Tai Hang Road and for the safety of our students.

### Background

As our School has not entered into any trading operations with any School Bus Service provider, the School has put in place a team (“Transportation Team”) to oversee the dropping off and picking up of our students by different nanny bus operators engaged by parents. The main duties of the Transportation Team are to put in place logistical guidelines for these nanny bus providers to follow to ensure the safety of our students. Moreover, with the busy traffic conditions along Tai Hang Road during school days, having in place proper logistical arrangements can also assist in ensuring a smooth flow of traffic during busy School start and dismissal times and lessen any disruptions to traffic.

### Scope

This policy provides information and guidance to stakeholders including teachers, parents, students as well as nanny bus providers.

### Guidelines from the Transportation Team

1. During two meetings with nanny bus providers in May and August each year, the Transportation Team will provide details on safe drop-off and pick-up procedures which will need to be followed.
2. Nanny buses are allowed to enter the School campus for School commencement from 7:00 am to 8:00 am and for School dismissal at 2:30 pm (during Whole-day School) and at 11:30 am (during Half-day School).
3. There will be two rounds of dismissal timeslots. The first round of students will be dismissed at 3:20 pm and the second round of students will stay behind on LG1 until 3:30 pm.
4. School Holiday List and School Timetables will be provided to each nanny bus provider for reference and to facilitate them to understand the students’ school days and class timings.
5. For the School’s record, nanny bus providers need to submit to the School before the commencement of the academic year, ie on or before 31st August, the following details to enable the School to arrange the departure of students in an orderly manner:
  - (a) Details of the Route
  - (b) Students’ Name List
  - (c) Contact Information of the drivers and nannies operating their bus(s); and
  - (d) Passenger Service License, Driving License and Car Plate Number (as applicable)

6. All nanny bus providers are reminded of the “Guidelines for ensuring the safety of pupils on school transport vehicles” issued by the Education Bureau and Transport Department.
7. Students are required to follow the School’s Code of Respect (Refer to Student Home Assignment Notebook Page 10) when travelling in all kinds of vehicles including nanny buses. The School’s Guidance and Formation Committee as well as the Transportation Team will look into any complaints received on any inappropriate behaviour of our students.
8. Parents need to inform the School of any changes to their daughters’ arrangement for arriving and leaving School during the School year by sending a message to the School via the Home-School Correspondence Section in the Home Assignment Notebook at least one day in advance.

**Safety as top priority**

Parents are reminded to make proper arrangements for their daughters to travel to and leave school and at no time should students be left unattended on the road. In case of any change, whether to the bus service arranged by parents or any pick-up arrangement on a particular day, parents are required to notify the School in advance. Parents may contact Mr. Gordon Chan at 25728728 in case they have any questions.