



School Transport Enrolment Form 2023/24

Family Name:	
Parent Name:	Email:
Contact Ph No #1:	Relationship:
Contact Ph No #2:	Relationship:
Address:	
House no: _____	Village/Apartment Name: _____
Apartment no: _____	Soi: _____ Road: _____
District: _____	Province: _____
Zip Code: _____	Coordinates (if known) _____

Student First Name / Surname	Nickname	Year Group in 2023/24	Transport Request			
			Round Trip	Morning only	Afternoon only	Special Request *
ex) Amy Baker	Amy	Year 2				
1						
2						
3						

*Special requests are subject to route and seat availability. Please specify the day/s and times:

	Mon	Tues	Wed	Thurs	Fri
am					
pm					

Requested Start Date: _____

A minimum of 5 days advance notice is required before the requested start date

Please list any medical details the Transport Staff need to be aware of:

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School Transport Rate 2023-24

ZONE	Period 1		Period 2		Special Order	
	(Term 1) THB		(Term 2 & 3) THB		(per trip) THB	
	2-way	1-way	2-way	1-way	2-way	1-way
ZONE 1	26,520	18,330	35,020	24,205	395	290
ZONE 2	30,810	21,060	40,685	27,810	445	320
ZONE 3	34,710	23,400	45,835	30,900	500	350
ZONE 4	39,000	26,520	51,500	35,020	605	420
ZONE 5	42,900	31,959	56,650	41,715	655	455
ZONE 6	51,870	34,710	68,495	45,835	700	485
<i>Office Use only : Zone _____ 2-way / 1-way Starting Period 1 / 2</i>						
Special Order: _____ THB per trip No. of trips: _____ Invoice Amount: _____ THB						

I have provided accurate information above and will update phone numbers and any other information as required. I have fully read, understand and have discussed with my child/ren the Transport Service Rules, Regulations and Information provided and agree to abide by these. I also agree to the payment of the above applicable fees and understand the Transport Service withdrawal and refund policy. My child/ren will continue on the Transport Service until such time that I withdraw them from the school or from the service with advance notice as per the policy.

In the event of an emergency, I authorise the school staff to take necessary action if I cannot be contacted immediately and will not hold the school, its staff or others liable in the event of any accident or injury caused whilst using the school Transport service. I will ensure I have adequate medical insurance to cover any treatment required as a result.

Name:	Relationship:
Signature:	Date:



School Transport

Rules, Regulations & Information

Bangkok Prep School Transport Service enables students to get to and from home and school safely and securely. Our aim is to ensure that the safety of the students and the efficient running of the service are given the highest priority. The following Rules and Regulations are outlined to ensure that all parents/guardians and students are aware of their own roles and responsibilities when using the Transport service. Please share and discuss these with your child/ren.

Contact and emergency numbers are clearly listed at the end. Please make sure that you have these numbers available for easy access when required. Any concerns or comments that you may have will be dealt with quickly and efficiently. Please do not hesitate to get in touch if we can be of any assistance.

School Buses & Safety:

- The School buses are outsourced.
- All buses are fitted with seat belts and are regularly serviced and maintained.
- Regular bus and other necessary documentation checks are also carried out.
- All Bus Drivers and Monitors have had a Police Clearance to enable them to work for our school.
- Bus Drivers and Monitors are provided with training in basic First Aid, Child Safeguarding, School Travel Manager, emergency procedures and the schools expectations.
- Dash Camera's may be used on the buses to monitor student wellbeing & behaviour.
- All students **must** wear seat belts for the full duration of the journey.
- Students must not put themselves or other passengers in any unnecessary danger and must listen to the Bus Monitor and/or Driver at all times.

Pick up and drop off:

- The pick up times vary from 6.00 - 7.15am depending on distance and routing. Most routes take between 15 mins to 1 ¼ hours to reach school and/or home.
- All students should be ready and on time for the given pick up time. If a student is not at the bus pick up point at the scheduled time or does not arrive within **three minutes** of the bus pick up time it will be assumed the service is not needed that day and the bus will depart. No phone call or warning will be given. Note: This 3 minutes cannot be used daily, parents will be contacted if this occurs regularly. If a student misses the bus, parents/guardians will be responsible for getting their child/ren to school.
- The school bus will not allow students to travel on a bus if they are not on the bus register.

Initial:



Pick Up and drop off (cont):

- Students must go to the school bus directly after school. Buses will depart from School as soon as all users have arrived or a maximum of 15 minutes from the end of the school day or ECA.
- If a student is late and misses the afternoon bus, parents will be responsible for arranging private transport home. Parents will receive a message via the parent STM App if your child does not board their scheduled bus (if you have notifications on)
- A Primary student's parent/guardian must meet the bus on arrival. Primary students will be handed over to a parent/guardian, Secondary students will be permitted to enter the house /compound/ apartment on their own (unless specifically requested otherwise).
- If no one is home to meet a student, the student will return to school with the bus and parents/guardians will be required to collect them from school.
- Changes/cancellations can only be received from parents/guardians or Year 12 & 13 students. Students in Year 11 and below cannot make any changes without parental permission.

Expectations & Student Conduct

- The School Transport Service is seen as an extension of the school day and therefore the expected behaviour of all users is the same as is expected during the school day.
- Students must respect and listen to the Bus Driver and Monitor and be considerate of other bus users to ensure a pleasant journey for all passengers.
- Seatbelts **must** be worn at all times when a student is on the bus.
- Eating and drinking is not permitted whilst on the school bus.
- If a student's behaviour on the school bus gives cause for concern, we reserve the right to suspend the service for a period of time and ask parents to make alternative transport arrangements. Academic staff will respond to any disciplinary concerns reported by a Bus Monitor, other students, parents or teachers. If it is felt that the behaviour warrants it, immediate suspension may occur.
- If disciplinary action results in a student being temporarily or permanently suspended from using the school transport service, there will be no refund of transport fees.
- If a student causes any damage to the bus or its property, accidentally or deliberately, the student's parent/guardian will be required to compensate the bus owner for the cost of the repair.

Initial:



ECA (Extra Curricular Activity)

- Transport will automatically adjust the buses for all students who have been accepted onto an ECA. Please ensure you check SchoolsBuddy on Firefly and/or the App prior to ECA's commencing. Note: Door to Door Buses are not available for late finishing ECAs - this is noted in the ECA description when signing up.
- Please note that any changes to your child's ECA programme after the start date of the ECA, must be directed to the ECA/Transport staff so necessary changes can be made.

Communication:

- We will be using School Travel Manager as the main means of communication for all transport notifications relating to traffic delays, cancellations, bus changes etc. Parents/guardians will be required to download this App and you can set it up according to what messages you wish to receive.
- Parents/Guardians can opt to receive a message every time your child/ren gets on the bus/ off the bus/ misses the bus/ the bus is delayed for pick up or drop off. Details will be provided for parents on how to use the App.
- Parents/Guardians can easily cancel the bus via the App should your child be ill in the morning and will not come to school or if you are in school and will pick your child up.
- Parents/guardians can also live track the location of the bus your child/ren is on at any time. This is only available when your child/ren are on a school bus.
- Parents/guardians cannot make changes/requests via the Bus Monitor or Driver. All changes must go through the Transport Admin staff (or via the App).
- Parents must ensure mobile phone numbers provided to the school are up to date at all times.
- Contact phone numbers of the Bus Monitors is on the Firefly page.
- Parents are welcome to travel on the school bus, subject to seat availability. Please contact the transport Admin staff to book a seat.

Lost Property:

- If a student forgets their belongings on the bus, the items will be returned to the Primary Office or Secondary Reception for collection the following day.
- Please note that once a student is on the bus, the bus cannot return to the student's home to collect forgotten items nor can it return items to a student's house if an item is left on the bus after drop off.
- All items taken on and off the bus are the sole responsibility of the student. The Bus Monitor, Driver or school cannot be held responsible for any lost items.

Initial:



Transport Fees, Enrolment and Withdrawals:

- Transport fees will be billed in advance twice per year. Fees must be paid on time and prior to commencement of using the service.
- Enrolment in the Transport service is only necessary once. Your enrollment will automatically carry forward each year.
- Should you wish to withdraw from using the transport service, written notification must be received via email to Khun Book warisac@bkkprep.ac.th or Khun Jao-Aoey aisitras@bkkprep.ac.th. Half a term's notice is required. You will be charged up to the half term/end of term.
- When enrolling in the school Transport service, the fees are calculated per period or from the start of a half term. A pro rata payment is not applicable.
- Refunds for advance payments are calculated on a half term basis only. Pro rata refund of transport fees is not available.
- Please contact Khun Book or Khun Jao - Aoey for further details about the applicable Zone and Transport fees for your location.
- If you move house, please let us know so that we can check that the Transport Service can serve your new address. A minimum of 5 days advance notice is required before the requested start date.
- Special Orders for adhoc or limited journeys per week will be billed accordingly. Please give 48 hours notice of any special request bus orders. These are subject to available seats and routing on the requested days.

Emergency contacts

In case of emergency, please contact:

- **Khun Book 02-700-5858 ext. 102 or mobile 065-743-1116 (Primary Campus)**
- **Khun Jao-Aoey 02-700-5858 ext 202 or mobile 066-095-8906 (Secondary Campus)**
- **Khun Rob 089-690-9409, Transport Manager.**

Please keep these phone numbers to hand in case they are ever needed.

Other contact details:

Khun Book: warisac@bkkprep.ac.th

Khun Jao-Aoey: aisitras@bkkprep.ac.th

Genevieve Ahl, Senior Services Manager: gahl@bkkprep.ac.th

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