

# **SY2018 School Bus Guidance**

## 1. AMICUS School Bus

AMICUS school buses run with 13 routes of inbound and the 1st outbound buses and 7 routes of the 2nd outbound buses.

Please read this guidance carefully and use the school bus service after understanding the content.

## 2. Fares

Your fare is determined by where your bus stop is located. If your stop is in Ginowan (Zone B) and you live in Urasoe (Zone A), the Zone B fare applies to you. Monthly bus fare is calculated by the total cost per year, so the fares for every month are the same. Monthly fare will be determined by dividing the total cost by 11 months (consider that July and Aug, in which fewer people use, as one month). If you regularly use two or more bus stops, the highest bus fare applies. Also, there is no one-way-plan or 1day-plan available.

Bus fares will be withdrawn from your account the month following usage. Please note, AMICUS reserves the right to adjust bus fares each year due to fluctuation in oil prices and/or the total number of its users.

### **Bus Fare List (Per month tax included)**

ZONE A	Price	ZONE B	Price	ZONE C	Price	ZONE D	Price
Nago	¥11,790	Kin	¥10,610	Yomitan	¥10,020	Okinawa	¥9,430
Tomigusuku		Ginowan		Onna			
Urasoe		Nakagusuku		Kadena			
Naha		Kitanakagusuku		Chatan			
Yonabaru							
Nishihara							
Haebaru							
						ZONE E	Price
						Uruma	¥8,840

### **Service Attendant Fare (Per month tax included)**

Kindergartener	¥5,500
Elementary·JH Student	¥3,800

If you have two or more children in Elementary and/ or Junior High, the fare is 3,800 yen per one family. For Kindergarteners, however, service attendance fee is 5,500 yen per month individually.

\*If you have children both in Kindergarten and Elementary and/or Junior High, the fare is 9,300 yen per month.

### 3. Choice of Bus Stops

Parents/guardians will be asked to select the most convenient bus stop from a compiled list. "bus stop" listed in the time-table refers to a local public bus stop.

### 4. Time-tables and Routes

The time-table, routes and the bus stops are determined based on users' situation. Please note, they remain subject to change. We will try to set up the bus stops to fit the users as much as possible, however, the available bus stops and times may not be so convenient for you.

### 5. School Bus Regulations

AMICUS would like to ask all its bus users to read carefully and understand the following Regulations:

#### **(1) Departure Time**

"Departure time" means "time by which the bus is due to leave a bus stop." Buses must run on-schedule, so please **be ready to step on the bus five minutes early** so your child doesn't miss the bus.

#### **(2) Missing the Bus**

When a child misses the bus, parents/guardians must bring the child to school themselves. From a safety perspective, students shall not be allowed to get on/off at any place other than the specified bus stop(s).

#### **(3) Bus Delays**

AMICUS tries its best to run the buses on time, but it is possible sometimes the bus incurs delays due to traffic conditions. When a bus is delayed more than 20 minutes, information will be sent out by e-mail. Please make sure to register your mail address to receive the accurate information. For the bus operation status, please call the School Bus Hot-line (090-6118-7478)

#### **(4) Absence from School**

Contacting the School Bus Hot-line is NOT required. If you know the dates when your child will be absent from school, please tell the school or the homeroom teacher as early as possible.

#### **(5) Eating and Drinking Inside the Bus**

Eating is strictly prohibited inside buses. Please have your child eat breakfast before getting on the bus in the morning. It is permitted to drink on the bus, but only with containers which have caps, such as pet bottles and water bottles.

#### **(6) Manners on the Bus**

Please follow the "School Bus Rules" on the last page. AMICUS will instruct students to be well-mannered on the bus. Please give your child instructions at home to follow the rules on the bus also.

**Please be aware that children who display bad manners may be refused entry on the bus. In the case, however, the fare will regularly be charged.**

## 6. Transportation between Residence and Bus Stop

Parents/guardians are responsible for the safety of children between their residence and the bus stop. If you are unable to receive your child at the door of the bus, please read and agree with the requirements on the consent form to permit the child to alight at the bus stop without parents/guardians and walk home alone. Only your consent, we will conditionally agree to release your child to walk home alone (some bus stops are exceptions). However, Kindergarteners must meet the parents/guardians at the bus stops. No consent form means a parent/guardian needs to be at the bus stop twice a day, when the bus arrives. In the event that a parent/guardian is not at the bus stop on the outbound bus, the bus attendant cannot allow the child to get off the bus, for safety's sake. If this happens, your child will be taken back to the school. Please come to school and pick up your child.

## 7. In Case of Emergency

### **(1) Bathroom Emergency**

In the case a child and a student urgently requires a toilet, the bus will stop at the nearest bathroom, such as a convenience store or a service area on the highway. However, we would like to ask all parents/guardians to have their child go to the bathroom before leaving the house.

### **(2) Tardiness Due to Bus Delay**

AMICUS starts at 8:30 a.m., but it is possible that buses are delayed due to traffic conditions. In that case, children will not be recorded as tardy.

### **(3) When Child Gets Sick**

When a child gets sick on the bus, the attendant or the office staff will contact the parent/guardian. Parents/guardians may be asked to pick children up. AMICUS and bus attendants will not give a child any medication for car sickness or any other sickness.

### **(4) To prevent infections**

TO prevent infections such as influenza, we will ask the children or students who are suspected having those infections. In this case, parents/ guardians are required to pick up their children.

### **(5) When Accidents Happen**

When any accident happens, AMICUS tries its best to ensure the children's safety. The driver or the attendant will contact the AMICUS Office immediately. After reviewing the situation, an AMICUS staff member will go to the site and provide directions to the children. A replacement bus will go to the site if needed. Parents/guardians will be informed immediately, and may be asked to pick their child up when the bus cannot move.

## **(6) Insurance**

SENON LIMITED, who runs the AMICUS school bus services, has insurances which cover automobile physical damage, property damage, and passengers' injury. And Ryukyu Lease Corporation, with whom AMICUS has a lease contract, has mandatory vehicle liability insurance.

## **8. Typhoon**

There will be no school bus when AMICUS is closed.

When a typhoon warning is declared, we stop the school bus routes. If some children are already on the bus, we will contact their parents to discuss how to send them home.

When a typhoon warning is declared during school hours, classes will be cancelled immediately and the school will be closed. Information how to send children home will be sent out by e-mail

## **9. Registration of School Bus Services**

We inform the way to register the school bus in February every year. Reregistration is required every year. If you would like to start taking the school bus during the school year, contact to the bus coordinator.

## **10. Rescheduling School Bus Usage**

We do not accept the changes of school bus usage by phone, mail, or school diary.

Please submit the request form to reschedule the school bus usage three days prior to the requested date to the office. (Cancellation and pick-up notification are still accepted by phone)

You can download the two page request form from the communication tool or receive it at the office as before. Please be aware that the form submission cannot to be accepted as an attached file by mail.

### **Long term rescheduling of bus usage**

◆◆ Please submit the request form to reschedule the school bus usage by three days prior to the requested date. Any change WILL NOT be accepted on the day. Please be aware that the request may not be accepted due to bus capacity. The request for sudden change will NOT be accepted.

### **Cancelation and Pick-up**

◆◆ It will be accepted by phone. Please contact Bus-Hotline (090-6118-7478) by the day before or by 2pm on the day for emergencies.

## **11. Cancellation of School Bus Services**

Those who would like to cease using the school bus services have to submit the request form by at least a week before of the end of the previous month of when they would like to stop. AMICUS will carry out the procedure to stop the withdrawal of the school bus fares. When the request form is not submitted by the date, the fares will be withdrawn automatically, and a refund procedure will be needed.

## 12. School Bus Contact Information

### **〈Any Changes·Bus Status Check〉**

**School Bus Hot-line (090-6118-7478 06:30~20:00)**

**Phone:090-6118-7478**

### **〈Application form·fare〉**

**AMICUS office (098-979-4711 10:30~17:00)**

**Phone:098-979-4711**

The Bus-Hotline is managed by SENON, Limited, the bus company which runs our school bus service.  
Please contact the Bus-Hotline for the bus operation status.

# School Bus Rules

1. Line up nicely before getting on the bus. Do not run or push.
2. Do not go back to the school building once you are on the bus for outbound.
3. Use the bathroom before getting on the bus.
4. Greet the driver with a smile when you get on the bus.
5. Tell the driver “*Yoroshiku onegaishimasu*” when the bus starts.
6. Sit in the seat that the driver or attendant gives you. No standing or switching the seats.
7. Put on your seat belt securely.
8. Follow the instructions of the drivers and service attendants while on the bus.
9. Put your bags on your laps, besides your feet or in designated places.
10. Keep your hands and face away from the window.
11. Speak quietly on the bus. Never bother the driver.
12. Do not eat anything on the bus (no candies, gum, or snacks).
13. Do not use cell phones other than calling your parents/guardians. Never use other student’s cell phone. Always keep your phone on a manner mode.
14. Uses of music players, iPads, video games with earphones, or comic books on the bus are allowed with permission from your parents/guardians. And those should be enjoyed only by yourself. Video games and comic books that have violent or age inappropriate contents are not allowed on the bus. School cannot be responsible for lost or stolen items.
15. Wait until the driver opens the door. Do not open it yourself.
16. In the case of an emergency, remain on the bus until the driver and/or service attendant says it is safe to exit.
17. Only children who follow the bus rules will be allowed to get on the bus.
18. Say ‘Arigatou Gozaimashita’ as you leave the bus.

## 【To parents and guardians】

- ※ Please refrain from waiting at the space where bus stops.
- ※ Please pick-up your child at the exit door of the bus unless you have submitted the consent form for the transportation between residence and bus stop.
- ※ Please be aware that children who display bad manners may be refused entry on the bus. In the case, however, the fare will regularly be charged.

Please talk about the rules above with your child at home. Thank you.