

The Japanese School Johor

Student Transportation Handbook



Prepared by:



J&C TRAVEL SDN BHD (703685-K) KPK/LN - 4371

162, Jalan Adda 7, Taman Adda, 81100 Johor Bahru, Johor, Malaysia

Tel: +607 288 8308 Email: transportbooking@jctravel.com.my

SST No: J31-1808-32000386



Last Update: 21st Feb 2022

JSJ Student Transportation Handbook

This handbook has been prepared by the Transportation Office. Our goal is to provide information pertaining to the mutual responsibility of the district and parent/guardian in seeing that each child travels to and from school in a safe manner.

If a question concerning the transportation of your child(ren) arises that is not covered; feel free to contact the Transportation Manager at 016 772 9535 or (07) 288 8308. You may also send in an email to transportbooking@jctravel.com.my

General Conditions

The primary purpose of the transportation program is to provide transportation to eligible students in the The Japanese School (Johor) from the vicinity of their homes to the school they attend.

Statement of Eligibility

Transportation to and from school shall be considered a privilege to be enjoyed by a student only as long as he/she accepts responsibility for his/her conduct, carefully follows all the rules and regulations, and responds to the directions and requests of the driver.

J&C shall be responsible for the transportation from the assigned pick up point of the student to school and then from the school to the assigned drop off point. Refer to Appendix A for route and schedule.

Routes will be planned to keep individual riding distance and time to a minimum. Any change request in route will be via The School Committee to J&C Travel.

In an emergency, please contact the Transportation Office with any changes.

SAFETY AND SECURITY MEASURES

Have student rosters, emergency contact numbers, first aid kits, GPS (Global Positioning System) and other necessary emergency information and equipment aboard all **vehicles**.

All drivers have a valid, appropriate driver license for the types of vehicle are operating.

Drivers should review the pre-trip inspection on a regular basis to ensure all vehicles are correctly performing.

The bus should be checked after each trip, between routes, any time the bus is left unattended or before going off duty. Always conduct a post-trip inspection. Always check for students left on board. All items found on the buses will be turned in to the Transportation Office.

The students must be seated with fasten seat belt, facing forward, within the seat space. This means students should not be turned sideways, not facing the rear of the bus, not half in the seat and half in the aisle, and certainly not standing.

All authorized drivers must meet all standard regulations and requirement.

RESPONSIBILITY OF THE PARENTS/GUARDIANS

Accept joint responsibility with school authorities for proper conduct of your child(ren) while riding the bus and at the assigned pick-up & drop-off point.

Make certain that your child(ren) arrives at the pick-up point five (5) minutes before the bus is scheduled to arrive and be responsible for your child(ren)'s behaviour until the bus arrives. Parent/guardian is responsible for their child(ren) going to, from and at the assigned point.

If parent/guardian requests their student(s) be dropped off at another location within the route, the following is required:

Parent must make request in fill in Google Form to the Transportation Office.

Google Form for requesting drop-off location change: <https://bit.ly/2TV14h0>

The Transportation Office must be notified at least 24 hours in advance.

JSJ School Bus Committee will not be held responsible for student(s) dropped off at alternate locations.

Parent/guardian need to submit the related form via email to office in follows incident.

1. Enrolment form: Start using the service <https://bit.ly/2T4Y52I>
2. Change of Address: Change in pickup/drop of address <https://bit.ly/2U2svTG>
3. Temporary Suspension of Service <https://bit.ly/2U2svTG>
4. Termination form: To terminate the service <https://bit.ly/2U2svTG>

All payment related procedure shall follow The School Bus Committee Terms & Condition.

Ensure that payment is made for damages resulting from vandalism to the bus from their child(ren).

Respect the rights and privileges of others.

Have a family emergency plan if the child(ren) arrives home early or if parent/guardian is not present at the time of their arrival.

Parent/Guardian behavior around a bus while it is the process of picking up or discharging children is also important. If your child(ren) misses the bus, it is not proper to chase the bus down and let the child(ren) out to walk alongside the bus from the rear. Take your child(ren) directly to school!

All drivers are required to visually witness a parent/guardian when dropping off children (Primary 1&2), unless the child(ren) have an older sibling present at the time of drop-off. If an adult/older sibling is not present and not notification was given to Transportation Office, a discipline notification will be issued to parents.

Parents need to inform driver via SMS/Whatsapp to **016- 772 9527** if last minute change in rider schedule. Sample of SMS as follows:

No Bus Morning Today

Route 1

Nippon Taro P6

No Bus Return Today

Route 2

Nippon Jiro P3

No Bus Today
Route 1
Nippon Taro P6

No Bus on 4-7-2021
Route 1
Nippon Kintaro P4

No Bus
Route 1
From 2nd to 4th May
Nippon Momoko P5

Transportation Office will reply confirmed receiving of the message.

RESPONSIBILITY OF THE STUDENTS

Vehicles cannot wait for tardy students: Be at the assigned pick-up & drop off points FIVE (5) minutes before the scheduled arrival of the bus.

Wait until the bus has come to a complete stop before trying to enter the bus.

Remain seated with fasten seat belt and facing front while the bus in motion.

Never walk up and touch a bus driver or throw anything at a bus.

Never walk behind the bus.

Avoid unnecessary loud noises and do not shout or scream on the bus or out a window. Extend nothing, including head, hands and feet out of the bus windows and throw nothing out windows.

Parents picking up students from buses should wait until all buses are parked before approaching students.

Items not allowed on bus: scooters, live or dead animals, laser pointers, balloons, glass items, etc.

Eating, chewing gum, drinking, smoking and possessing illegal substances, weapons, or obscene materials are not allowed on the bus.

Umbrellas are not allowed to be carried on EXCEPT foldable types.

Students are not allowed to open the window on the bus.

Be aware that ANY driver distraction is potentially hazardous to the safety of all passengers.

RESPONSIBILITY OF THE BUS DRIVER

The driver is to maintain order on the bus.

The driver will permit a child to leave a bus only at the assigned destination, except with written permission.

The driver will issue a bus discipline slip to any child that is unwilling to be responsible, courteous, considerate and cooperative.

Drivers are to transport only their regularly assigned passengers unless, due to emergency situations, other authorization is received from the Transportation Office. If a student goes home or to school with a regular bus rider, he/she must have a note from an adult requesting permission to ride that bus.

All drivers are required to visually witness a parent/guardian when dropping off children (Primary 1&2), unless the child(ren) have an older sibling present at the time of drop-off.

The drivers have to inform transportation office in the event delay in schedule due to unforeseen traffic condition. Transportation Office will alert parent on the situation with new arriving time via SMS/Whatsapp,

DISCIPLINE NOTIFICATION TO PARENTS/GUARDIANS

DRIVERS HAVE THE AUTHORITY TO ISSUE A DISCIPLINE SLIP FOR VIOLATION OF ANY RULES.

Rules and regulations shall be developed cooperatively with Transportation Office and JSJ School Committee.

Notification by phone or written messages will be sent home to inform parent/guardian of a disciplinary incident on the school bus.

Notification will be:

1st Warning Student must return discipline slip to the driver, signed by the parent/guardian.

2nd Warning Student will not be allowed to ride the bus until a conference with the parent/guardian is held.

3rd Warning Student will be suspended from riding the bus for a period of time determined by Transport Office and will not gain bus privileges without a conference with parent/guardian.

NOTE: If weapons, fights, threats or illegal substances are involved, a student may lose bus privileges with the 1st warning. Board policies and legal ramifications may apply.

PUPIL TRANSPORTATION FACTS

There is no specific distance any age child may be expected to walk to a assigned pick-up & drop off points.

There is no maximum riding time for a child on a bus route.

It is the parent/guardian's responsibility to see that the child(ren) get to and from the assigned pick-up & drop off points.

It is also the parent/guardian's responsibility for the child(ren)'s conduct at the assigned pick-up & drop off points.

JSJ School Bus Committee has to locate school assigned pick-up & drop off points and design routes. Each will be calculated with time and miles in mind. Pick-up and drop-off points will be Monday through Friday at one address. This could be one address for all AM and one address for all PM stops.

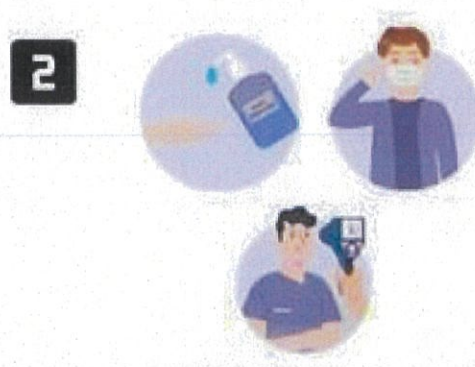
COVID-19 SAFETY GUIDELINES



**“We are ready
to be at your service.”**



Rest assured that all J&C personnel adhered the SOP from the government. Temperature reading, face masked and sanitization on all drivers during operation hours will be performed regularly.



All passengers are required to conduct good hygiene measurements at all times during their journey. Face mask and hand sanitizer will be provided on board.



Passengers with a healthy body temperature will only be permitted to travel with us.



All our vehicles are disinfected before and after every transfer.

**Your health and well being is our utmost priority.
Let us overcome this epidemic together for a better future ahead.**