

**THE JAPANESE SCHOOL OF KUALA LUMPUR
("JSKL")**

BUSING HANDBOOK



PANDU JAYA SDN BHD
MAIN SCHOOL BUS TRANSPORTATION SERVICE PROVIDER
TO CATER TO THE NEEDS OF THE STUDENTS AT JSKL

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INTRODUCTION

Pandu Jaya Sdn Bhd has been contracted by The Japanese School of Kuala Lumpur ("JSKL") to provide bus transportation services for its students. Pandu Jaya is committed and will strive to build up a close working relationship with JSKL administrator, staff, the busing committee and PTA to provide an efficient, safe and reliable busing services to JSKL students.

(A) COMPANY PROFILE

1. Pandu Jaya Sdn Bhd was started 30 Years Ago

School bus transport service has been the core business of Pandu Jaya Sdn Bhd. Pandu Jaya started as a small scale family business more than 30 years ago. Through hard work, sacrifice and persistence, the company has now developed into a leading school bus organization in Kuala Lumpur and Klang Valley. It has also achieved a remarkable reputation for quality and reliable services as well as in safety.

2. A New Evolution to the School Bus Industry

Mr. Yap Kon Fook is the owner and founder of Pandu Jaya Sdn Bhd. He first started providing school bus services to local Malaysian schools in 1973. At that time, the only school buses that were available were in the form of 11 seater vans. Mr. Yap envisaged that there is a demand for school bus transportation and decided to enhance and embarked into the busing industry utilizing a 25 seater bus. In 1977, Pandu Jaya was engaged to be the sub-contractor to provide bus services for the Japanese School Kuala Lumpur.

Pandu Jaya continued to progress and established itself as one of the core school bus contractor. Pandu Jaya obtained and successfully signed another contract with the Korean School in Kuala Lumpur in 1980.

In 1981, Mr. Yap has significantly enhanced the school bus industry by introducing the first 31 seater school buses. He continued to pioneer further to introduce bigger 44 seater air-conditioned school buses in Kuala Lumpur. Over the years until 2000, Pandu Jaya continuously remain as the main contractor for several international schools around Kuala Lumpur, namely the Arab School, the Korean School as well as the International School of Kuala Lumpur.

3. Mr. Yap's Passion on School Bus Transportation

Mr. Yap's passion of providing school bus transportation had always been his ambition. This opportunity took a great step forward when Yeap Technology in Singapore approached him to consider partnership to be the main busing sub-contractor for the International School of Kuala Lumpur ("ISKL") in 2005. With the knowledge and awareness of the heavy commitments that Pandu Jaya has to withstand the significant responsibilities, and the school's requirements of implementing brand new fleet of buses progressively, Mr. Yap bravely took the challenges to proceed forward to honor his commitments and expanded his transportation business.

4. A Fleet of Brand New Buses by August 2010

It took five years of consistent hard work, sacrifices and courage, Mr. Yap's vision and goals have achieved significant accomplishment. By August 2010, 90% of all ISKL school buses are less than 5 years old. Pandu Jaya has a fleet of 36 new school buses which has been ranked as one of the largest school bus companies in Kuala Lumpur.

5. Re-engineering Moving Ahead into Future Expansion Path to Achieve an International Brand by 2015

The combination of both diligent leadership and together with a team of experienced, dedicated and resourceful management staff, the next vision Pandu Jaya will be targeting is to establish an International Brand in overseas market with other international schools worldwide.

(B) COMPANY'S OBJECTIVES

Pandu Jaya's main objectives are to provide comfortable, reliable and safe transportation services, catering to the needs of young school children. Through constructive collaboration and effective communication with all relevant parties of the school administration, parents, students and staff, Pandu Jaya could effectively enhanced and meet the needs of the specialized industry of transporting young school children. Therefore, it has always been Pandu Jaya's top priority to build and maintain a close and effective communication platform linkage with the school community and the busing company.

(C) OUR PHILOSOPHY

Pandu Jaya strives to focus in providing world class standards in school bus transportation through firm commitments to the five cornerstones of our success represented by the following acronym:

C
Comfortable
A
Affordability
R
Reliability
E
Efficiency
S
Safety

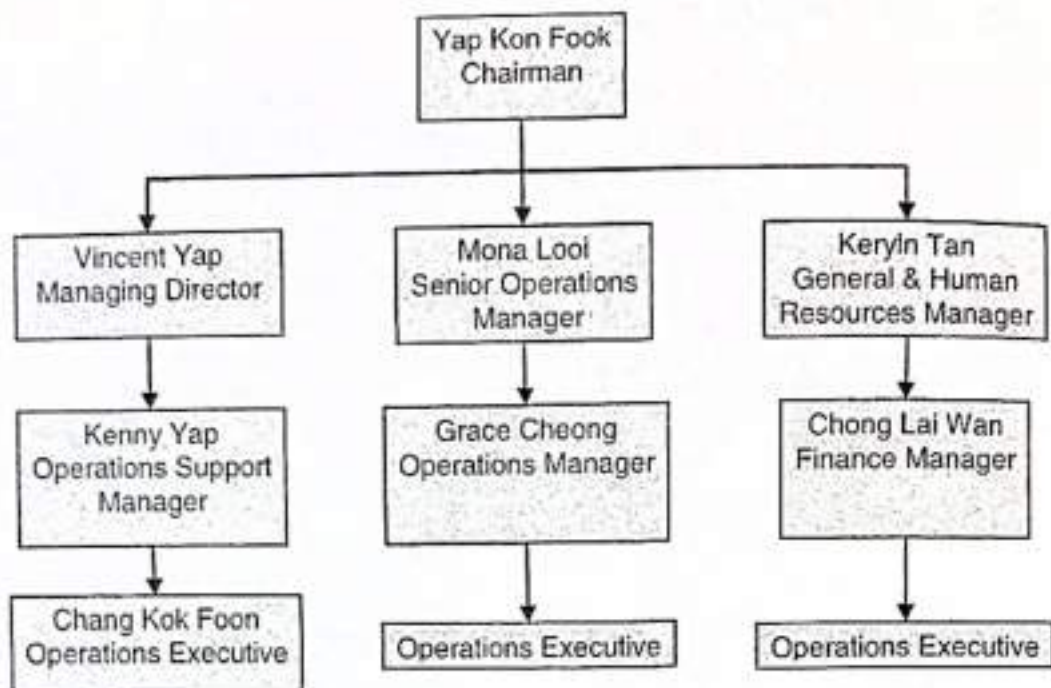
Safety of students has been the top priority of Pandu Jaya. Bus monitors will be designated to Kindergarten buses in order to provide supervision and dedicated care to students while riding on the buses to and from the residence.

Young children will be taken care of and assisted when boarding and alight from buses. Pandu Jaya strongly recommends that there is an adult or a designated person must be present when primary school students are dropped-off at the location for safety and security reasons. Pandu Jaya ensures that students are comfortable and safe while riding the buses, and emphasized that students are delivered to the drop-off points in the safe hands of an adult.

(D) THE MANAGEMENT TEAM AND ORGANIZATIONAL CHART

Pandu Jaya's is under the leadership of its Chairman, Mr. Yap Kon Fook. The management team who are supporting and reporting closely is Vincent Yap (Managing Director), Mona Looi (Senior Operations Manager) and Kerlyn Tan (General & Human Resources Manager). Assisting and supporting team is Ms. Chong (Finance Manager) Grace Cheong (Operations Manager), and Kenny Yap (Operations Support Manager), together with another three Operations Executives.

Pandu Jaya is currently exploring and seeking to hire more experience business administration graduates to undergo training and development for its recruitment exercise at the end of the year.



(E) OVERVIEW OF KEY PERSONNEL FOR PANDU JAYA

1. Kenny Yap (Operations Support Manager)

Kenny graduated with a Diploma in Modern Automotive Technology from The Otomotif College. He also possesses a Diploma in Motor Vehicle Engineering, City & Guild (UK). Kenny has worked as a service technician in the automotive industries specializing in service maintenance, top overhauling, diagnosis checking, suspension and ignition system for Ssangyong, Honda, Kia, Proton and Hyundai car servicing centers in Kuala Lumpur.

Currently he is attending full time Japanese classes in The Teikyo Institute in Kuala Lumpur. Since Kenny is able to understand and communicate in Japanese, he will be based in the Japanese School of Kuala Lumpur to provide operations support and customer service to the Japanese community. Kenny's expertise with automotives will assist in the inspection of school buses to check for any defects and ensure that all buses are well maintained and safe.

2. Mona Looi (Senior Operations Manager)

Mona is a Diploma graduate in Hotel and Restaurant Management, and has been working in the school busing operations for four years. She joined Yeap Technology Pte Ltd, which is an affiliated company of Yeap Transport Pte Lte in Singapore as an Operations Manager based at the Singapore American School in July 2007. Mona has contributed significantly in the setting up of the busing operations at the Shanghai American School in August 2007.

In spite of the tremendous difficulties relating to operational issues, both the busing offices at Pudong and Puxi campuses at the Shanghai American School were fully established and operating successfully within three months. Mona remained station at Puxi campus until October 2008 when she was transferred back to Malaysia to take over the busing operations at the International School of Kuala Lumpur ("ISKL"). Currently, she is still managing the school busing operations at ISKL.

Job Scope:

- Undertake full responsibilities for the bus operations both at ISKL Ampang and Melawati campuses.
- Ensure that the daily bus operations are carried out effectively and with efficiency.
- Assume the role of managing the financial bus operating budget and ensure that bus billing and payments records are accurate and concise.

3. Vincent Yap (Managing Director)

Vincent Yap is a graduate in Diploma of Tourism and has been engaged and fully involved in the school bus operations for the last two years. Vincent is the younger son of Mr. Yap Kon Fook, who is the Chairman of Pandu Jaya.

Vincent possesses a tourist guide license and has been working in handling tourists from all over the world for the travel and tours industry. He has been a tourist guide since 2003, and had received numerous commendations for his efficiency in handling and meeting customer services satisfaction. He plays an active responsible role in successfully obtaining several contracts with local schools and is the main communication liaison between sub-contractors and the busing company.

Job Scope:

- Managing the daily operations of the school bus transportation services
- Fully in charge of all sub-contractors and Pandu Jaya's drivers and deals with all operational issues and problem solving
- Continuously explore new markets for expansion of future business opportunities.

4. Grace Cheong (Operations Manager) – Back-Up

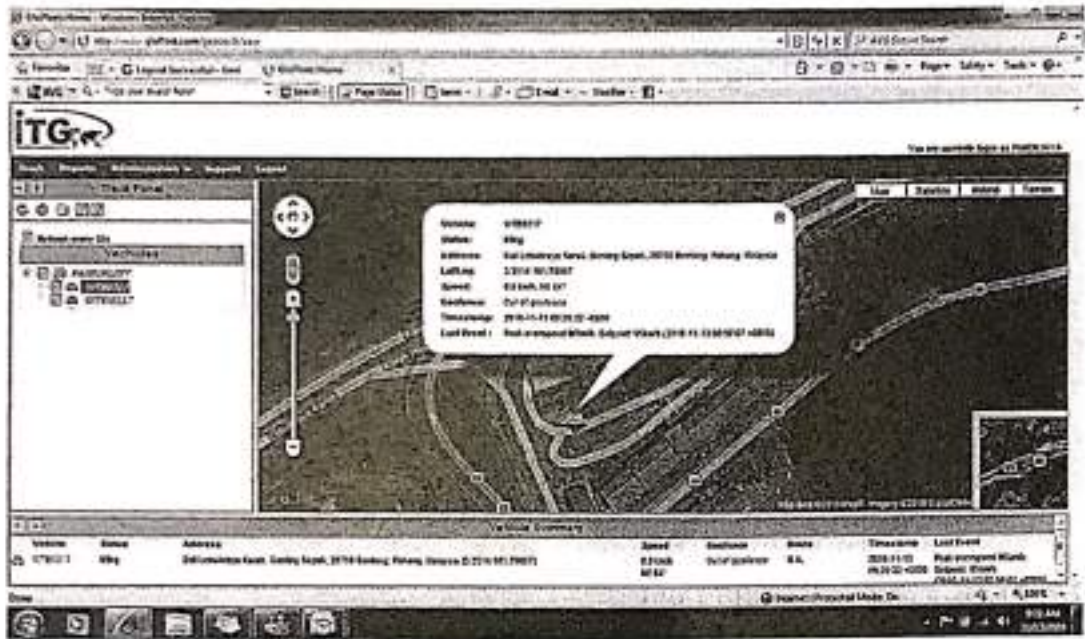
Grace possesses a Pitman's Private Secretarial Certificate (PSC) and has worked as an executive secretary for a couple of firms in Singapore from 1990 until 2010. Grace joined Pandu Jaya as an Operations Executive in August 2010 and has dealt with parents' queries relating to busing issues professionally and efficiently. She monitors and organizes bus timing and assist with the daily operational management system. She conducts weekly meetings with bus drivers and monitors to update on operational issues and provides training for enhancement and improvement of bus services.

(F) **GLOBAL POSITIONING SYSTEM (GPS) FOR VEHICLE TRACKING**

Pandu Jaya school buses are installed with the GPS Assisted Vehicle Monitoring and Security Enforcement System enables to effectively identify real-time tracking and capturing of bus current position. The geo-boundary setting for route, site violation control, virtual checks points and estimation of time of arrival to students' residence. The GPS system has the following advantages:-

- Assist parents to find out whether their child is on the bus at any given time. It provides up-to-date information to parents via Short Messaging System (SMS) to their mobile phones to be informed if the buses are delayed due to heavy traffic jams or bad weather.
- Provides bus reports relating to speeding, bus routes to assist the school administration to handle complaints from parents. The school administration will be provided access to pinpoint the bus location and status of delays. The real time information is very useful and important especially in case of emergency and recovery situations.
- The system will assist the bus company to facilitate planning, monitoring and optimizing the bus transportation system to improve and enhance quality management services to all students.
- Parents or Guardian are not permitted to view the GPS.

Busing Route Details



Real-Time Tracking of Buses and Capturing of Vehicles' Position



Emergency "Panic" Button

In an emergency situation, the bus driver presses the "panic" button to send a distress signal which is built-in near to the steering wheel. Once the "panic" button is pressed, within 15 seconds it will automatically allow the device to send a distress SMS signal to the busing office mobile phone indicating the location of the respective bus which requires emergency help. The busing Operations Manager will immediately contact the bus driver, who will communicate on his hands-free speaker phone for instructions and directions in case of any emergency. This feature is extremely useful for tracking students and knowing that they are

safe at all times in case of accidents or hijacks, and to alert and contact the relevant authorities for necessary assistance.

- On-line settings for SMS alerts to Operations Manager hand phones for security assurance.
- SMS enquiry of location and status of vehicles via mobile phone.

Detailed Bus Report

Detailed Log

1 Vehicle: 887589
 2 Date Range: 2010-01-01 00:00 to 2010-01-01 23:59
 3 Generated on Tue Mar 02 12:32:50 MYT 2010 by FEADMAN (JMS)

#	Time	Speed (km/h)	Over-speed?	Lane	Evidence	Bus#	Address	Distance (m)	Odometer (m)	Type
1	2010-01-01 11:20:50-01	26		lane	Out of position	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	219	2122262	OH
2	2010-01-01 11:20:50-01	27		lane	Out of position	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	221	2122262	OH
3	2010-01-01 11:20:50-01	23		lane	Out of position	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	246	2122262	OH
4	2010-01-01 11:20:50-01	12		lane	Out of position	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
5	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
6	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
7	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
8	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
9	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
10	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
11	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
12	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
13	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
14	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
15	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
16	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
17	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
18	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
19	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
20	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
21	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
22	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
23	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
24	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
25	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
26	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
27	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
28	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
29	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH
30	2010-01-01 11:20:50-01	12		lane	GPS, AHD	88A	Jalan Petai, 81150 Gelang Patah, Johor, Malaysia	273	2122262	OH

(G) CLOSED CIRCUIT TELEVISION (CCTV)

Pandu Jaya will provide CCTV on all its buses to provide close monitoring of students behavior and safety while on board the buses. The surveillance cameras enable the bus driver the "eye in the back of the head", and allow them to keep children in check while navigating the route to and from school. With constant video monitoring, JSKL administration will have access to detailed evidence of any suspicious or misbehavior activity.

CCTV acts as a crime deterrent. When students are aware of the fact that the buses are monitored by CCTV, vandalism and other acts of violence may be greatly reduced. CCTV instills a sense of security for both JSKL parents and students. It is a comfort for parents to know that their students are being monitored while travelling on the buses daily.

Parents and Guardians are not permitted to view the GPS.

(H) STUDENT DATA MANAGEMENT SYSTEM FOR BUSING BILLING

Pandu Jaya utilizes its computerized Student Data Management System to generate busing invoices, collection of fee payments and the issuance of receipts to JSKL parents/guardians directly.

The integrated System enables the scheduling of students' bus routes with the family personal data information. The system is also able to generate reports such as students busing list and record students' attendance on the buses accordingly.

(I) GUIDELINES FOR KINDERGARTEN BUS MONITORS

1. Assist Kindergarten students during boarding and exiting.
2. Keep door closed at ALL times when bus is in motion (Malaysian Law).
3. Assist driver in navigation while in reversing situations.
4. Monitors may not use physical means to correct student behaviour.
5. Monitor student behaviour and report any irregularities to the busing Operations Manager who will then act on the information by informing JSKL administrator who are responsible for students' behaviour.
6. At no time should monitors promise anything to students, example sweets, etc. as a means of getting them to behave themselves.
7. Accompany students when crossing roads, if necessary.
8. Carrying of stick, baton, etc. is not permitted.
9. Keep equipment clean.
10. Check bus for student articles that may have been forgotten.
11. Ensure that all Kindergarten students are boarding the correct buses as indicated on the Bus Boarding Passes.
12. Maintain an accurate students' count before departure of buses.
13. Ensure that students remain seated at all times.
14. Ensure seats which are very near to the front of the windscreen are not occupied by students.
15. Seat belts provided in the buses are meant to be fastened. Monitors are to ensure that each and every student fastened their seat belts adjusted to a comfortable tightness (not too tight or too loose) for safety and security compliance.

(J) RULES AND REGULATIONS FOR STUDENTS ON JSKL BUSES

Students violating any of the rules and regulations for buses will be suspended from using the bus for the time specified.

1. Students shall not board the bus until it is completely stopped, nor shall they be out of their seats when the bus is in motion.
2. Only students who have paid transportation fees will be allowed on buses. No other "guest" will be allowed to ride. Persons riding as PARENT AIDES are exempted from this rule.
3. Students are not allowed to ask the bus driver to take a different route.
4. Students may be dropped off only at their own drop-off point. A written request will be required for any changes in drop-off points.
5. Students may not hang out of windows. Arms and hands must be inside at all times. No items may be thrown from the bus. (1- 3 Day Suspension)* See Bus Riding Suspension.
6. Students are to be seated at all times. No one is to stand while the bus is in motion. (1- 3 Day Suspension).
7. No student may distract the bus driver or cause the driver to divert his/her attention from the safe operation of the bus. Students therefore should not disturb, distract, be impudent or touch the driver or monitors. (2-5 Day Suspension)
8. Screaming, swearing, yelling and excessive noise shall not be permitted. Obscene language shall not be allowed. (1 Warning; 2 - 3 Day Suspension)
9. Fighting in the bus is strictly prohibited. Both parties involved in the incident will be suspended immediately from using the bus, and will be referred to the Busing Office. (3 - 7 Day Suspension)
10. Harassment of any particular student in the bus by any individual student or group of students is not allowed. (1 Warning; 3 - 7 Day Suspension)
11. Wilful property damage will merit an immediate bus suspension. Students will be held financially responsible for tearing, breaking, pulling apart or any other deliberate damage to the bus. (5 - 7 Day Suspension)
12. Smoking and chewing of tobacco is not permitted on the bus. (3 - 5 Day Suspension)
13. Students are not allowed to throw items at each other, including paper, on the bus. Shooting of rubber-bands is also prohibited. (1 Warning; 1 - 3 Day Suspension)
14. No student shall open or close bus doors.

15. No student shall open the emergency doors. (5 – 7 Day Suspension)
16. No spitting in or out of bus.
17. No eating or drinking on the bus.
18. Students must sit on a seat; no sitting on the floor, doorsteps or gearbox.
19. No cigarettes, matches, lighters or fireworks are permitted on the bus.

***Bus Riding Suspension**

Students who choose to ignore the rules and regulations for riding the bus will be given a warning only once. If a student chooses again to ignore rules after a suspension, the student will be removed from the bus permanently. Bus fees will not be refunded. Even if the incident is their first offence, students who engage in dangerous acts while riding the bus may not be given a warning or suspension, even before being permanently removed from the bus.

BUS SERVICE - OVERVIEW

1. Pandu Jaya as an outside company contracted by The Japanese School of Kuala Lumpur provides busing services to assist parents with the transportation needs of their child/children to and from JSKL campus.
2. All buses are air-conditioned and clearly marked with a specific bus alphabet and number sign placed on its dashboards for students' convenience. A bus monitor is assigned to each Kindergarten bus to monitor attendance and supervise students. At JSKL campus there is a Busing Operations Manager who facilitates communications between the bus contractor, parents, students and school personnel.
3. Bus services are provided on all days when school is in session, starting from the first day and continuing through up to the last day of school (unless you receive a special notice from the school that says otherwise).
4. Families looking for permanent housing or anticipating relocation within the city is advised to discuss busing needs and options with the Busing Office.
5. The busing company will provide bus services for a student when:
 - a. A School Transportation Agreement/Request and Waiver Forms have been completed and signed by the parent.
 - b. The busing fee has been paid at the JSKL Busing Office.
 - c. There is a bus servicing the route with available space to and from the student's residence.
 - d. Students and parents have both agreed to comply fully with all busing rules and regulations.
6. The pick-up and drop-off points may not be automatically at the student's home. It depends upon:
 - a. Bus capacity and the length of the route travelling time.
 - b. Street size, condition and location
 - c. Traffic situation and regulations.
7. The pick-up time, sequence and/or route may be adjusted at times during the year when:
 - a. New students are added or withdrawing/moving students are removed from the bus roster.
 - b. Participation in after school activities affects the bus roster
 - c. There is a change in the traffic situation/regulation, which may result in late arrivals.
8. The afternoon drop-off order will vary depending on the noon route traffic situation and bus roster.

9. All buses will leave the campus by 2:40 p.m. at regular dismissal and 4:30 p.m. following after-school activities, Mondays to Fridays.
10. In the event there is a change in address, a **minimum of 10 working days** is required to re-arrange bus assignment and schedules. The pick-up and drop-off place will be determined accordingly, as stated in item #6. Changes in busing must be authorized by the Busing Operations Manager in advance. The bus drivers/monitors are not allowed to change the busing routes unless authorized by the Busing Operations Manager.
11. There are after-school activities buses available for students participating in scheduled activities. Bus rules will apply to students who are taking these buses.

BUSING REGISTRATION

1. Parents of bus riders must be careful to complete and sign the School Transportation Agreement/Request Form. Please be informed that seats will not be reserved unless the form is completed and signed with payment made at the Busing Office.
2. The JSKL Busing Handbook will be provided after the processing of the School Transportation Agreement/Request Form. By signing the School Transportation Agreement/Request Form, parents and students have agreed to comply with all busing rules and regulations.
3. Returning or new students who wish to terminate the bus service must submit a written notification to the Busing Office at least one month in advance.
4. For new bus riders, parents should register their child/children as early as possible. A **minimum of 5 working days** is required to make a bus assignment and to arrange the schedule. This also applies when a family moves from a temporary to a permanent address. Please note that if there is no space availability on a particular bus, an **additional 5 working days** is then needed to make other necessary alternative arrangements.
5. Upon receiving the School Transport Agreement/Request Form, a confirmation will be issued by the Operations Manager.
6. All registered school bus riders are covered by insurance for regular trips to and from school. This coverage is also extended to field trips and after-school activity bus riders.

SAFETY AND SECURITY MEASURES

1. All buses are equipped with seatbelts. First aid kits, emergency hammers and fire extinguishers are also available on all buses.
2. Bus drivers are provided with all relevant bus information including emergency procedures, bus routes, a name list of students riding the bus, as well as a set of rules and regulations handbook.
3. Pandu Jaya conducts safety and security training for all bus drivers and monitors as well as conducting school emergency drills involving buses as needed.
4. Pandu Jaya conducts monthly inspection of each bus.
5. All requests for changes regarding busing must be submitted to the Busing Operations Manager.
6. Pandu Jaya is not liable for any items left on the buses. Students are advised to check that no personal belongings are left on the bus before disembarking. All items found on the buses will be turned in to the JSKL Busing Office.
7. All parents concern, questions and comments relating to safety and security measures should be directed to the Busing Operations Manager, who will do a follow-up and report back to the parents accordingly.

BUS RULES AND REGULATIONS

I. Students Behaviour Expectations and Conduct on School Buses

1. Students are expected to conduct themselves in a mature and responsible manner while riding the bus to and from school. Students' behaviour expectations are part of the bus contract agreement between parents, JSKL and the bus contractor. If a student violates these expectations, the student may be temporarily or permanently suspended from using the bus privileges. Misbehaviour on a school bus or at the bus stop will be reported by the bus driver or monitor to the Busing Operations Manager and/or to the JSKL Administrator.
2. All school rules and regulations **MUST BE OBSERVED** on the buses.
3. Follow the **Pandu Jaya Way**
 - Take care of yourself
 - Take care of others
 - Take care of the place (the bus)
4. Students are advised to follow these **6** basic rules on the buses:
 - To listen to the bus drivers and monitors

- To call the drivers or monitors by name
- To stay seated with seatbelts secured
- To use inside voices and polite languages, no teasing
- To respect others, hands-off people and their belongings
- No eating or drinking except water.

Be a safe bus rider!

1. For your safety and the safety of others, please be seated at all times. Please wait until the bus comes to a complete stop before unfastening your seatbelt and getting up and moving out of your seat. **Do not stand while the bus is in motion.**
2. Never stick your head, hands, arms or other parts of the body out of the windows or doors while on the bus.
3. Never throw anything in the bus or out of the windows.

II. Consequences

Students who fail to comply with the bus rules and regulations will be referred to the Operations Manager in the Busing Office.

1. Students who violate the above expectations will:
 - The Busing Operations Manager will report the incident to the JSKL PTA Busing Committee.
 - Parents will be informed in writing and by telephone by the JSKL PTA Busing Committee.
2. Actions that jeopardize the safety, physical/psychological welfare of other students, or destruction of bus property will result in immediate suspension of bus privileges without regards to the disciplinary consequences. Cost of the damage (s) will be borne by the respective student's parents.
3. Refund of busing fee will be according to the Busing Billing Schedule.

III. Routing and Scheduling

1. Students should be present at the pick-up points to board the buses on time as buses depart on time and will not wait for late students.
2. It is the responsibility of the parents to see that someone will be accompanying their child/children to and from the buses. Bus drivers and/or monitors cannot leave the buses to escort the child/children.

Kindergarten students will not be allowed to disembark unless there is a designated adult presence at the drop-off points to pick them up.

As for Primary and Secondary School, students will also not be allowed to disembark except for parents who have signed-up the waiver forms which do not require any adults to be present during drop-off.

If no adult is present, the student will be taken back to the JSKL administration office and the parent will be contacted.

3. Students must ride according to their assigned buses, unless special permission is given in advance by the **Busing Operations Manager** to ride another bus. Please note that this will only be allowed according to the terms and conditions as listed below:
 - Temporary change of home address, such as when a student is staying with another family while their parents are away out of town. **Parents must submit the Short Term Guardianship Information** to the Busing Office. Please allow five (5) working days for processing of the arrangement.
 - Request for a student to visit a friend/play-date on the same bus route will subject to busing space availability. Parents of **both students** must send notes to inform the Busing Office in advance of departure to ensure that all parties are aware and confirm the change.

If the request does not meet one of the above conditions, **it is the responsibility of the parents to find other means of transport.**

4. Students must get off at their designated stop, unless parents have arranged for another stop and informed the Busing Office in writing, in advance and the Busing Office Operations Manager has authorized this before buses leave the campus. Please refer to item #III (3).
5. Students cannot ask the bus driver to deviate from his schedule route and/or stops. Only the Operations Manager from the Busing Office can authorize any changes.
6. **Parents must inform the Busing Office of any changes** to their child/children's busing **before 1:00 p.m.** The Busing Office Operations Manager will then inform the school, bus driver and monitor respectively (if necessary).
7. Parents should notify the school in writing when your child is being left under the supervision of someone else while you are away. Parents must provide specific details of the person who has been given permission to make decisions on transportation pick-up, drop-off, and emergency health decisions for your child.
8. Primary 1 (P1) to Primary 5 (P5) students must sit in the front portion of the bus. Only students in Secondary 1 (S1) to Secondary 3 (S3) are allowed to sit in the back portion of the bus.
9. Students will be assigned seats on the buses. Students must sit in their assigned seats according to the busing seating schedule.

10. Only students who are registered and have paid the transportation fees will be allowed on buses. No other "guests" will be allowed to ride.
11. Parents should call the Busing Office if a child who is a bus rider does not arrive home at the expected time.

All busing related enquiries, changes, complaints and suggestions should be directed to **Kenny Yap, Busing Operations Manager at 012-275 2888**. You may also send in an email to jsklbusing@gmail.com