

Registration form for school transport

CHILD's details

Surname and first name: _____

(Full) address: _____

Class teacher: _____

Cycle: _____

PARENT's details

Surname and first name: _____

Phone number 1: _____

Phone number 2: _____

Email address: _____

Please tick all the trips for which your child will take the school bus:

	Monday	Tuesday	Wednesday	Thursday	Friday
To school – <i>morning</i>					
From school – <i>Cycle 1</i>					
From school – <i>Cycles 2-4</i>					
To school – <i>afternoon</i>					
From school – <i>16:00</i>					

School: _____

School bus line: _____

Stop for pick up: _____ Stop for drop off: _____

My child is 9 years old or over and has my consent to walk home alone from the bus stop:

Yes: ☐

No: ☐

Completed in (city/town) _____, on (date) _____

Signature(s) of person(s) exercising parental authority:

Please submit this form and following charter, duly completed and signed, by email to transport.scolaire@vdl.lu

Please fill in all the fields to complete your child's registration.

If the form is not fully completed, the registration will not be accepted.

By signing this form, you confirm that all the information you have provided is accurate.

Users' Charter for City of Luxembourg school transport

The purpose of this Users' Charter for school transport is to ensure the discipline, safety and proper behaviour of pupils when they are boarding, exiting and riding inside the vehicles used for school transport so as to prevent accidents and guarantee mutual respect among the children, parents, drivers and bus chaperones.

Article 1

Busing for pupils who reside in Luxembourg City and attend the City's municipal schools is provided by the City's *Service Autobus* (Bus Department) and the companies hired for this purpose by the municipality. School transport is also provided for the other schools in Luxembourg City if an agreement to this effect has been concluded between the City and the school in question. In addition, wherever possible, the City arranges for children to be supervised during the journey from home to school and back again.

At the start of each school year, the City notifies parents which schools are served by school transport.

Article 2

School transport operates according to a schedule and route set by the City of Luxembourg's *Service Autobus* and is an integral part of school organisation. If necessary, the City reserves the right to make changes during the school year and to adjust schedules in order to best meet pupils' needs.

Article 3

Before the beginning of the school year, the City's *Service Enseignement* (Education Department) will send the bus schedules, registration form for school transport and this charter to all children enrolled in schools that are in Luxembourg City and served by school transport.

Article 4

To register their child for school transport, the child's parents or legal representative must fill out the registration form and send it by post to the *Service Enseignement – Cellule transport scolaire* (110, Avenue Gaston Diderich, L-1420 Luxembourg) or by email to transport.scolaire@vdl.lu. The child's parents or legal representative must read, agree to and sign this Users' Charter and send it back with the registration form. Parents agree to tell their child(ren) about how school transport works and what rules they must follow when travelling to and from school. The child's parents or legal representative will receive a confirmation of their child's registration for school transport by post or email.

Article 5

Access to the City's school transport is strictly reserved for children who are registered for this service and have their travel card with them. Parents are asked to fill in the travel card, which serves as a pass, upon receipt. This card contains the child's information and emergency contact information. Parents, teachers and the people responsible for the children at school make sure that each child has their pass. In the event that the child forgets their travel card, it is the teacher's responsibility to give them a replacement card to be used only for that day's journey home.

Article 6

For children under the age of 9, parents or the legal representative are required to escort their children to the bus stop and pick them up from the same stop when they return from school. The only exception is if parents have notified their child's teacher in advance that their child will be getting off at a different stop. If necessary, the teacher will give the child a travel card for that return journey.

If an adult is not at the bus stop when the bus arrives, pupils under the age of 9 will stay on the bus as it continues its route. As applicable, staff who are on the bus will immediately contact their management and the *Service Enseignement* to make suitable arrangements for the parents to pick up their child. If need be and in coordination with the AVL control centre, the child will be taken to the City of Luxembourg's *Service Autobus*, which is located at 63, rue de Bouillon, L-1248 Luxembourg and may be reached by telephone on 4796 3700.

If necessary, the City will contact the child's parents or legal representative to ask them to pick up their child from the *Service Autobus*. If a parent or legal representative fails to show up at the bus stop more than twice during the school year, the child may be removed from school transport until the end of the current school year.

Article 7

All children are required to keep a safe distance from the road at all times. They should not move towards the edge of the road to board the bus until it has come to a stop and the door has been opened.

The child's parents or legal representative agree to park their vehicle in accordance with the traffic code, for example: to refrain from parking or stopping at bus stops, in parking areas for coaches, in places where children board and exit the bus, or on pavements or pedestrian crossings.

Article 8

Aside from pupils, the driver, bus chaperones, *Service Autobus* staff and teaching staff, no other person is permitted to board the bus without prior authorisation from the City of Luxembourg's municipal administration.

Article 9

Children using school transport must take the bus displaying the same colour as the one on their travel card.

Children taking the bus to school must follow the instructions of the bus chaperone and bus driver.

Children must board and exit the bus in an orderly, disciplined fashion. Children must wait for the vehicle to come to a complete stop and must not walk in front of it. The youngest children board the bus first.

Depending on the type of bus, children must remain seated and wear a seatbelt – if the bus has seatbelts – for the entire journey.

After getting off the bus, children must wait for the bus to leave the stop so they can have maximum visibility in both directions before crossing the street.

Article 10

To best ensure pre-schoolers' safety, as a priority these children must use the seats at the front of the bus – except for those on the right-hand side behind the doors – and the middle seat in the last row.

Article 11

On the school bus it is forbidden to:

- stand up and run about;
- talk to the driver without a valid reason;
- provoke, distract or disturb the driver and chaperone;
- bother or annoy the other pupils;
- soil or deface equipment;
- throw anything out the window or throw things around inside the vehicle;
- scream or fight;
- put feet on the seat;
- engage in any act that could be detrimental to the other passengers' safety;
- steal any components of the bus or damage the bus deliberately;
- assault the bus driver, chaperone or any other person;
- bring any dangerous objects onto the bus, such as a knife, lighter, firearms, etc.;
- operate the doors or safety devices without a valid reason.

Article 12

In the event of misbehaviour and/or indiscipline on a child's part, the chaperone or driver will report the offences to the Luxembourg City representatives responsible for school transport. The offences will then be reported to the College of the Mayor and Aldermen, which may, as applicable, issue one of the penalties stipulated in article 13.

Article 13

In the event of non-compliance with this charter, the child's parents or legal representative will be notified by registered letter that their child has not abided by it, and they will be asked to remind their child of the rules applicable to school transport.

If the child does not abide by this charter despite a first reminder sent to their parents or legal representative, the College of Aldermen may decree the following penalties:

- Temporary suspension from school transport for no more than one week;
- Temporary suspension from school transport for more than one week.

The child's parents or legal representative will be notified in writing of the penalty issued and will have the opportunity to send their comments or objections in writing to the College of the Mayor and Aldermen within one week.

I the undersigned _____, parent / legal representative of the child _____ hereby acknowledge that I have read and reviewed this Users' Charter for school transport and I agree to inform my child of the rules that they must follow.

Date _____

Signature (preceded by the statement "read and approved") _____