

In keeping with HWA responsibility for the health and safety of students in its care the following rules must be followed for all those riding to and from school or for other school sponsored activities where a bus is required:

1. Students must follow the instructions and directions of the bus driver/ assistant bus attendant who is in charge of all passengers riding in the bus.
2. Any damage sustained to the bus by the actions of students will be the responsibility of the parents of the student(s) in question.
3. Students are expected to be courteous to the bus driver, the assistance bus attendant and to all other students who are riding in the vehicle.
4. Students must be at the designated pick up point on time; bus drivers, student and parents should set their watches to Singapore Standard Time to ensure punctuality and good time-keeping.
5. If a student is late arriving at the designated pick up point, the bus will not wait
6. At the pick up point, students must adhere to safety rules, waiting at a safe and secure distance for the bus to stop completely before getting on.
7. All students must wear seat belts as provided by the bus operator.
8. Students must only get on their assigned bus and be discharged at their assigned stop. Any changes to the assigned bus or discharge/pick up spot must be approved by the school bus personnel Student Support Department and the bus operator personnel Steadfast Transport Service.
9. Students will not stand whilst the bus is in motion, or distract the bus driver whilst the bus is in motion.
10. Student will not interfere with anyone on the bus by passing to and from seats
11. Students should not get up from their seats until the bus has firmly come to a stop and are directed by the bus driver/ assistance bus attendant to alight from the bus.
12. Fighting and bad behaviour is not to be tolerated and will be reported by the bus operator to the school who in turn will notify the relevant parents for follow up actions
13. There will be no throwing of objects
14. Students will not eat on the bus or litter the bus

Procedure for Handling Misconduct on School Buses

1. The driver must report, in a timely manner (usually within 1 school day) any cases of misconduct that occurs utilizing the appropriate form (3 copies will be provided to i) the school ii) the bus operator iii) the parents of the student in question)
2. The principal will communicate to the student's parents the incident and will determine based on the severity of the incident whether the student should be suspended from using the bus or what action will be taken
3. Bus drivers/ assistance bus attendants will issue verbal warnings to students before writing an incident report. The incident report is written at the discretion of the bus driver. In each case the driver/ assistant will issue the verbal warning so that the student understands that what they are doing is distracting the driver/ exhibiting anti-social behaviour and if continued, action in the form of an incident report will be issued.