



2024 / 2025

FRENCH LYCEE ANNA DE NOAILLES
Student's NAME and FIRST NAME

.....

SIGNATURE OF LEGAL OFFICERS

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SCHOOL TRANSPORTATION REGULATIONS

Registration for the Transport Service is conditional upon acceptance of the school transport regulations.

The purpose of these regulations is to outline the operation of the school transport service at the French Lycée Anna de Noailles in Bucharest (LFADN) and the rules that must be followed by users of this service.

The school transport service operates on a **SUBSCRIPTION** basis. It is an optional, paid service offered within the limits of available seats and in accordance with the proposed school transport regulations. Seats on the buses are reserved on a quarterly and annual basis to avoid cost increases.

No refunds are provided for:

- Sick days,
- School trips,
- Absences,
- Personal reasons,
- Internships,
- Exclusions.



It is reminded that the transport service offered by the school is non-profit: it is a service provided to parents to facilitate the transportation of children between their homes and the French lycée. As such, **it is not mandatory**. The service is self-financing: the only resources are the amounts paid by the users.

I. Registration

Registration for the school transport service is a flat-rate commitment, taken on a quarterly or annual basis.

The school transport service is available to students who have **previously registered on the Eduka Parent Portal** according to the procedures defined during the registration campaign.

Registration options include:

- **One-way trip** (morning or afternoon),
- **Round trip**,
- **Both ways**, every day of the school week (Monday to Friday).

The return schedule can vary based on the child's timetable: 3:45 PM, 4:45 PM, 5:45 PM, and 12:15 PM on Wednesdays.

To register for the school transport service, the following **three conditions** must be met:

- **Approval of these regulations** by the families – to be signed and uploaded on Eduka,
- Parental authorization for a designated person to pick up the child from the bus (to be completed on Eduka),
- Proof of **school insurance** that includes coverage for school transport.

Once the registration is validated by the Transport Manager, each child up to CM2 **will be given a personalized badge in the color of their transport line**, with information on the subscribed routes (departure and return stops, and phone numbers of authorized persons to pick them up upon return).

II. Schedule

The school bus routes are exclusively for students. The service operates according to the school calendar and is billed only during the school term.

Pick-up points are fixed and mapped out for each route for the entire school year. Each student must be ready at their usual stop 5 minutes before the scheduled time. Therefore, a child is associated with a specific and unique pick-up point which will remain the same throughout the



school year. However, families can request a change of pick-up point during the school year, provided the change is permanent and justified.

If a student chooses to register on two different routes, billing will be based on the longer route.

Drivers are only authorized to stop at the designated pick-up points on the route. No unscheduled stops will be made by the drivers.

This regulation also states that in the event of an interruption of the school service or other unforeseen circumstances (such as weather conditions, strikes, or incidents), certain school bus routes may be modified or interrupted.

In case of a significant delay of the bus, you will receive alerts via email or SMS.

III. The payment

Billing will be carried out per trimester: T1 (September-December), T2 (January-March), and T3 (April-June). Invoices will be issued in the middle of the trimester for the entire period for each child registered for the school transport service.

The amount billed will be a flat rate. The invoice must be paid by bank transfer according to the defined terms. Late payment may result in late fees or even removal from the school transport service.

Registration for the school transport service will not be allowed if the previous period's school transport invoice has not been paid.

If the school transport service invoice is to be paid by a company, this must be indicated.

The case of scholarship students whose transport may be covered will be handled at the time of billing by the school's financial department.

IV. Evolution of registration

Permanent Changes During a School Period

The following modifications are permitted: change of route and/or stop due to a move. Such modifications are permanent for the period considered and must be duly justified.



The notice period required for such modifications is as follows: parents must submit their request to the Transport Manager by email at navette@lyceefrancais.ro no later than 15 days before the change starts.

The child's badge will be updated by the Transport Manager in case of significant changes.

Termination of Registration During a Period

Parents wishing to terminate their child's school transport must inform the Transport Manager by email at navette@lyceefrancais.ro with at least 1 months' notice.

Journeys not completed after the notice period will only be refunded to parents in the event of the child's permanent departure from the school.

Furthermore, in the absence of information from the parents, the Transport Manager has the right to assume that the service is still desired and the corresponding payment will be due, even in case of absences.

Any paid trimester will not be refunded, except in exceptional cases where another interested student can be identified for the same route and schedule.

V. Reporting Absences

In the event of a child's absence from the morning rotation, parents must notify the school (primary school office or secondary school vie scolaire office) and the transport manager by email at navette@lyceefrancais.ro to confirm the child's absence on the bus and/or on the following days.

If a child registered for an afternoon or Wednesday midday return bus is absent, this must be reported in advance by email to navette@lyceefrancais.ro or to the Transport Office before 10:00 AM on the day of the rotation.

Reporting an absence allows for adjustments to the necessary number of buses and supervisors, preventing unnecessary waiting for other children on the affected bus.

No absences for scheduled journeys during the school period will be refunded.

Three repeated and unreported absences may result in penalties if they disrupt the school transport service, particularly through the unnecessary use of a vehicle.



VI. Roles and Responsibilities of Parents and/or Authorized Persons

Parents are responsible for their child before handing them over to the supervisor at the morning pick-up point and after picking them up from the drop-off point as specified during registration.

Parents should arrive 10 minutes before the departure time for the morning rotation to allow for the smooth reception and seating of children, especially younger ones.

Parents are strictly prohibited from boarding the buses.

Latecomers will not be waited for beyond the scheduled departure time to ensure timely arrival at subsequent stops and at the school. Similarly, parents must be present at the drop-off points 5-10 minutes before the scheduled arrival time to receive their child.

It is strictly forbidden to request the bus to stop after departure for latecomers.

For primary school children (from PS to CM2), parents must ensure that their child is met at the drop-off point for the afternoon trip by a parent or an authorized person designated during registration.

No child will be allowed to get off the bus without an adult present at the designated drop-off point. The bus will continue its route to the terminus if the authorized person is not present, and the supervisor will contact the parents to pick up their child at the terminus as soon as possible. If no one shows up, the child will return to the school with the supervisor, from where the parent or authorized person will need to pick them up.

The time of arrival of late parents will be recorded in writing by the supervisor, with the parents' signature. Repeated lateness may result in exclusion from the bus service.

Three repeated latenesses to pick up a child at a drop-off point will result in a WRITTEN WARNING before exclusion.

Secondary school children (from 6-eme grade to Terminale) can be dropped off without an adult present unless otherwise specified by the parents during registration through the parental authorization form.

Registrations are nominative, and seats cannot be used by other children based on parental decision.

Parents are strictly prohibited from:



- Requesting the driver or supervisor to drop off a child at a stop other than the one specified during registration, or at the child's home,
- Boarding the buses and/or addressing the driver directly.

In case of a complaint or incident regarding the school transport service, parents should contact the school's Transport Manager, not the driver or supervisor.

Parents are civilly liable for any material damage caused by their child on the bus, or any harm caused to a third-party during school transport. This liability is covered by the MANDATORY school insurance, which includes coverage for school transport, that parents have taken out for their child.

VII. Rules to follow

Every child registered for the school transport service must adhere to the following rules:

- **Be Present at the Pick-Up Point:** Arrive at the designated pick-up point at least ten minutes before the scheduled departure time of the morning bus.
- **Proceed Directly to the Bus:** Go directly to the return bus after the end of classes.
- **Wait for Permission to Board:** Wait for authorization before boarding, present their personalized badge (up to middle school).
- **Respond to Roll Call:** Answer when called by the supervisor during boarding, and once seated, remain inside the bus even if departure time has not yet arrived.
- **Keep Front Seats Clear:** If possible, leave the front seats available for younger children.
- **Buckle Seatbelt:** Fasten and keep the seatbelt fastened throughout the journey; seek help from the supervisor if needed.
- **Keep the Aisle Clear:** Place backpacks or bags in a way that keeps the aisle clear.
- **Stay Seated:** Remain seated in their assigned place for the entire journey.
- **Follow Supervisor's Instructions:** Comply with the supervisor's instructions for seating quickly and properly.
- **Behave Respectfully:** Show respect and calmness towards the driver, supervisor, classmates, and equipment.
- **Wait for the Bus to Stop:** Wait for the bus to come to a complete stop before unfastening the seatbelt and exiting the bus.
- **Move Away from the Bus:** After exiting, move away from the bus and wait on the sidewalk if being met by an adult.

Children registered for the school transport service must **not**:

- **Eat or Drink on the Bus:** Eating or drinking is not permitted once on the bus.
- **Use Emergency Exit Button:** Do not press the emergency exit button on the rear door.
- **Handle or Throw Objects:** Do not handle or throw objects inside the bus.
- **Tamper with Safety Devices:** Do not touch safety devices in the bus (e.g., window-breaking hammer).



- **Be Disruptive:** Avoid shouting, pushing, or hitting classmates.
- **Use Inappropriate Language:** Do not use offensive language towards classmates, the supervisor, the driver, or the Transport Manager.
- **Damage Equipment:** Avoid damaging the bus equipment. For example, do not play with the front seat's tray, pull curtains, adjust armrests, or block seatbelts.
- **Request Unscheduled Stops:** Do not ask the driver or supervisor to stop at a location other than the one specified during registration or to drop off at home.

Special Cases:

- If a teacher is absent, a child cannot take a different return bus schedule from the one they are registered for, unless there are available seats and approval from the transport manager. Requests can be made to the Transport Manager.

Discipline and Responsibility:

- **Disciplinary Measures:** In cases of proven misconduct, failure to adhere to safety rules, disrespectful behavior, or deliberate damage, sanctions will be applied according to the disciplinary framework described.
- **Cost of Damages:** For deliberate damage to equipment, the cost of replacement or repair will be borne by the parents of the child responsible for the damage.

VIII. Sanctions

In case of a breach of the rules outlined in this regulation by a child registered for school transport, sanctions will be applied according to the following procedure, depending on the severity of the observed breach.

1st Warning

- The child's name and the incident are reported to the Transport Manager by the supervisor.
- After verifying the breach, the child's parents or legal guardian receive an email from the Transport Manager.

2nd Warning

- The child's name and the incident are reported to the Transport Manager by the supervisor.
- After verifying the breach, the Primary School Director and/or the Headmaster are informed by the Transport Manager.

- The parents or legal guardian of the child are informed of the nature of the incident and warned that any further incident could lead to temporary or permanent suspension from the transport service.

In extreme cases, there will be no 1st or 2nd warning. The child will be immediately excluded from the service.

Types of Violations and Corresponding Sanctions

SANCTIONS	CATEGORY OF OFFENSE		
	Warning and/or Assignment of a Named Seat	Short-Term Temporary Exclusion (1 day to 1 week)	Long-Term Temporary Exclusion (More than 1 week)
	<ul style="list-style-type: none"> - Unfastening Seatbelt - Disruptive Behavior (shouting, moving around, standing) - Eating, Drinking - Throwing Objects in the Bus - Disrespecting Others - Insolence - Using a Phone - Minor Unintentional Damage 	<ul style="list-style-type: none"> - Violence, threats - Serious Insolence - Failure to follow safety instructions - Non-payment of transport fees - Recurrence of offense level 1 (after the 3rd warning) 	<ul style="list-style-type: none"> - Deliberate damage - Theft - Smoking - Introduction or use of dangerous materials - Physical aggression - Non-payment of bills - Recurrence of offense level 2
PERMANENT EXCLUSION	In the case of a recurrence following a long-term temporary exclusion or in the case of an offense considered particularly severe (non-payment of the bill, assaulting other participants in the transport service).		

Note: Depending on the context or specific circumstances, Lycée Français Anna de Noailles in Bucharest reserves the right to adopt the sanction based on the severity of the offense.

We, the parents, declare that we have reviewed the internal regulations of the transport service with our child and agree to adhere to them.