

SCHOOL BUS SERVICE GUIDELINES & SCHEDULE

Looking for a ride to school?

It's simple to book a seat on our school buses on Penang mainland. We currently run three dedicated bus services to take our students safely to school and back again. We now have three bus routes: one from Sunway Carnival Mall and Harbour Place, another from Raja Uda, and a third from Jalan Bayu Mutiara (near Auto City).

For your child to take our school bus service, simply complete and sign the Transportation Request and Acknowledgment Form below. You will need to pay the bus transportation fee for each term. Please also note our transport guidelines, schedule, and fees listed below.

Eligibility

Transportation is available for primary and secondary students who attend GEMS International School of Pearl City, Penang (GIP) and pay the transportation service fee. No child shall be allowed to ride the school buses if they are not registered with GIP. Students will be dropped off **ONLY** at the school, or their drop-off locations. No provision shall be made for students taking their friends home who normally travel on another bus or by car. It shall be the responsibility of the parents to make alternative arrangements and inform the school.

Safety

Student safety is a primary concern of the school. The environment and age of the students are considered when choosing bus stops. We attempt to place every bus stop at a location with reasonable safety assurances for students. Parents must assume the responsibility for their children traveling back and forth from home to the bus stop.

Bus route criteria

The fastest bus routes are chosen without compromising student safety. Stops are minimised in order to reduce students' time on the buses. The buses will only stop at official pick-up and drop-off locations.

Pick-up and drop-off

The pick-up and drop-off points are the following:

1. Harbour Place
2. Jalan Raja Uda
3. Sunway Carnival Mall
4. Jalan Bayu Mutiara (near Auto City)

Our bus drivers do their best to ensure the buses arrive at each bus stop on time. Students are required to arrive at the pick-up point at least five (5) minutes before the scheduled pick-up time. Students must board buses once they arrive, and they will depart at the scheduled time. The buses will not wait for late students. In the afternoon, all buses will wait 10 minutes at the school for students to board. Students are expected to proceed immediately from their classes or after school activities to the buses. Bus drivers are instructed not to stop or open the door for late students due to safety concerns. Should a student wish to exit at another designated drop-off point they will need to show a written permission from their parent/guardian.

The bus transport schedule and routes are detailed below in Appendix 1.

Bus transportation fees

The bus transportation fees payable each term is as follows:

Term	Term 1	Term 2	Term 3
Fees	RM1,800	RM1,575	RM1,575

Parents can help by:

- Updating the transportation information form if there are any changes in their contact details and/or if they want to change their pick-up and drop-off points.
- Escorting their child to and from the bus to ensure pick-up and drop-off. The driver shall only assume responsibility up to the door of the bus at pick-up and drop-off. It is the parents' responsibility to ensure their child's safety before and after.
- Having your child ready to board the bus at least five (5) minutes before the scheduled time each morning.
- Teaching your child to follow the bus rules.
- Notifying the school as early as possible in writing when your child will not be attending school or when there is a change in their after school activity.

Rules on the bus

The bus rules are as follows:

1. Observe the same conduct as in the classroom and inschool.
2. Be courteous, do not use profane language, and speak softly.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the bus driver and bus marshals.
6. Illegal and dangerous items are not allowed on the bus (tobacco, alcohol, drugs, weapons, explosive devices, etc.)
7. Do not destroy or vandalise anything on the bus.
8. Stay in your seat with your seat-belts on.
9. Keep hands and feet to yourself.
10. Bus drivers and marshals are authorised to assign seats.

Students are expected to be courteous and respectful towards the bus driver, marshals and fellow students. Rudeness to drivers, marshals or fellow students will not be allowed. The driver or marshal will report all misbehaviour to the school.

Unsatisfactory conduct reports

It is a goal of the school to provide safe and orderly transportation service to students. Student misconduct will be handled in a progressive manner. The bus driver or marshals will verbally instruct students of correct behaviour. If a student persistently disobeys the bus safety rules, the bus driver or bus marshal shall, if deemed necessary, move the student in the bus, and report the student to the Transport Coordinator. A misconduct report will be filed with the school in cases of repeated misconduct. Multiple misconduct reports may lead to suspension from the bus either temporarily or permanently. If a student is suspended from the bus transport service, it will be the parents' responsibility to make alternative arrangements to ensure their child's attendance at school. Refunds will not be given for students whose misconduct leads to suspension.

Cancellation of bus service

If you wish to cancel the bus service for your child, you must notify the Registrar in writing two weeks prior to the end of the current term. No refunds will be given for early withdrawal from the bus service.

Transportation enquiries

Should you have any questions or concerns about transportation services, please contact 04-509 7000 or registrar_gip@gemsedu.com for more information.

Transportation Request and Acknowledgement Form

(Please complete and email this form to registrar_gip@gemsedu.com or pass a printed copy to the Registrar's office in school.)

I have reviewed the GEMS International School of Pearl City, Penang (GIP) school bus service guidelines. I agree to follow the code of conduct for school bus travel at GIP. I understand that failure to do so, after receiving written warnings, shall result in my child's suspension from the school bus for a set period. I understand that reservations shall be on first come, first served basis.

My preferred pick-up and drop-off point* is:

- Harbour Place
- Jalan Raja Uda
- Sunway Carnival Mall
- Jalan Bayu Mutiara (near Auto City)

* Please tick (✓) one.

Student's Name: _____

Parent's/Guardian's Name: _____

I wish to update my contact details as follows:

New Address: _____

New Tel. No.: _____

New Email Address: _____

Parent's/Guardian's Signature

Date:

Appendix 1**Bus Transport Schedule and Routes****Morning**

Bus	Pick-Up/Drop Off Point	Pick-up time	Arrive at school
A	Jalan Raja Uda (Petronas station at Lorong Ceri 5, opposite Restaurant Ying Ping Lai)	6:45 AM	7:50 AM
B	Sunway Carnival Mall (opposite BenQ)	6:50 AM	
	Harbour Place, Jalan New Ferry (corner of mainroad near OSK sales gallery)	7:00 AM	
C	Jalan Bayu Mutiara (near Nasi Kandar Bayu)	7:15 AM	

Afternoon*

Dismissal	Monday - Thursday	Friday
School dismissal	3:15 PM	2:25 PM
ASA dismissal	4:20 PM	NA

* The pick-up time from school is the same time as the school or ASA dismissal time.