



Bus Service Policy

(August 2024)

Yangon American provides an optional bus service for its students aged five (5) and up. The pickup and drop off routes are planned in the most efficient manner by our bus coordinator.

We use a reliable third-party bus service provider that has qualified drivers and well-maintained buses allowing our students the opportunity to learn by providing safe, secure, on-time transportation. All buses are equipped with surveillance cameras and GPS for security purposes. In case of an incident, the school can review the video recordings to solve potential problems. In addition, we assign a bus monitor on each bus who are well trained to look after students in case of any incident.

To register for the transportation service, kindly fill out the application form on our website. Please read all the rules and regulations before you register for the service, as it is important for both the student and parents to understand and follow the rules and regulations.

While Yangon American commits to ensure safety and convenience for our students, we kindly request all parents and students to cooperate with how we plan the bus routes and timings. Should there be changes made, parents will be notified by the school via email and phone.

Rules and Responsibilities

Student Rules

- Be on time to your pickup point. The bus driver will not wait for longer than 10 minutes
- Once seated, you must wear seat belt until directed otherwise
- No eating or drinking
- No shouting or fighting
- Keep your hands, feet, and objects to yourself
- Listen to the driver and the bus monitor

Parent Responsibilities

- Ensure your child is toilet trained because the bus can only stop during emergency
- Ensure your child is ready on time for pick up
- Ensure you let the bus monitor and school know if your child will not be using the bus
- Ensure you explain your child about the passenger rules
- Ensure either a parent or guardian accompanies the child during pick up and drop off

Incidents on the bus will be documented and records maintained using the [Bus Incident Form](#). If three incident reports have been submitted in a single quarter, the child will be suspended from the bus service for the remainder of that quarter. If a child is suspended from the bus for two quarters in a row, they will be unable to use the bus service for the rest of that academic year. Refunds will not be granted in the case of students being removed from the bus service due to their behaviour.

Emergency Procedures

Bus Break Down

In case the bus breaks down, a replacement bus will be provided by the service provider as soon as possible.

Bus Accident

In case the bus gets into an accident, we will either:

Injury

The bus monitor or driver will inform the school. The head of school will then take an appropriate action of what's next accordingly. Parents will be informed by the head of school via email and phone call.

No Injury

The bus monitor or driver will inform the school. The driver and bus will remain at the site until the matter is solved hence, a replacement bus will be provided as soon as possible to reach students to their destination. Parents will be informed by the head of school via email and phone call.

Sick Child

In case a child falls sick during the journey, the bus monitor will inform the school first. The school will then give instructions on the procedures to take care of the situation depending on whether it is a major or minor sickness.

Minor sickness

If a child experiences a minor sickness while on the bus, the bus monitor will take care of the child until he or she is dropped off at their destination and handed over to a parent or guardian.

Major sickness

If a child experiences a major sickness while on the bus, the bus monitor will call the school first and instructions will be provided on whether or not an ambulance is required. The Head of School will immediately call the parents and ask if they want their child to be admitted to a preferred hospital and follow any parent instructions.

Early Pick Up from School

If a child becomes sick during the school day, parents will be notified by phone. Parents are responsible to come pick up the sick child in a timely manner.

If you must pick up your child early from school for some reason and they will not be taking the bus home, please inform the Parent Help Desk so we can adjust bus routes accordingly.

After School Activities Bus Service

If your child has registered to use the school bus and is signed up for an after-school club activity, their return will be arranged by the school. Please be aware, their route could vary from their normal route depending on bus availability and other students who require transportation.

Transportation following sports practices and games will need to be arranged by the student-athlete's parents.