



# Bus Transport Service

To be completed by all ISB families

## School Bus Service

Please complete and return this form to the Admissions Office. If you choose not to use the bus service, you only need to check the “No” box below.

ISB offers a bus service to all our students at a supplementary cost. Our school bus network services most of the areas you are likely to want to live in, but please note that the bus service cannot cover all streets.

Bus routes are worked out each year and the student’s individual bus schedule and pick-up point sent via email. The length of the journey varies, according to the pick up point, but can take as little as ten minutes or as long as one hour and a half. If you are in the process of choosing a house, feel free to contact Isabelle Castiaux at castiauxi@isb.be to determine if the buses serve the areas you are considering.

**Note:** children in the nursery and pre-kindergarten classes are not allowed to travel on the school bus.

### Bus Service Enrolment

No, I do not wish to use the bus service

Yes, I would like to use the bus service  
(please complete the form below)

Name of Children	Grade	AM Service	PM Service
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

AM Service transports your child from the pick up point to ISB in the morning.  
PM Service transports your child from ISB to the drop off point right after school.  
If you would like a round-trip service, please check both AM and PM boxes.

**Permanent address in Belgium (if known)** \_\_\_\_\_  
\_\_\_\_\_

**Temporary address in Belgium** \_\_\_\_\_  
\_\_\_\_\_

Approximate dates from \_\_\_\_\_ to \_\_\_\_\_

**Date of Arrival in Belgium** \_\_\_\_\_

**THE SIGNATURE OF BOTH PARENTS IS REQUIRED**

I/we have read, agree to and accepted the general terms and conditions for the Bus Service.

\_\_\_\_\_  
Date & Signature of Parent of Guardian

\_\_\_\_\_  
Date & Signature of Parent of Guardian

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

## General terms and conditions

### A. Bus Service Organisation

- 1 The school puts a bus transport service (hereafter "Bus Service") at the disposal of the students. The transportation of the students is done by a professional bus company.
- 2 The Bus Service is accessory to the Enrolment Agreement, and is therefore only accessible to students enrolled in the school. However, the Bus Service is only a means to allow students to get to and from school and is not part of the education envisaged in the Enrolment Agreement.
- 3 The use of the Bus Service will only be taken into consideration by the school upon receipt of a completed Bus Service Form which is published on the school's website [www.isb.be](http://www.isb.be) or is available upon simple request. The use of the Bus Service is subject to availability of spaces. The school will make reasonable efforts to accommodate all requests for the use of the Bus Service, but cannot make any guarantees in that respect.
- 4 The Bus Service is offered as a round trip but it can also be used one way either mornings or evenings only. The moment the student uses the Bus Service on a basis other than only mornings or evenings, even if this is simply on an occasional basis, the student will be considered to have chosen the round trip formula, and will accordingly pay the round trip fee.
- 5 The school makes reasonable efforts to collect and drop off the students at their house, but does not guarantee a door-to-door service. Bus stops are available at regular intervals on the different bus routes worked out every School Year. A list of the existing bus routes is available upon simple request. The parents will be informed individually by email about the bus stop allocated to them. Depending on the pickup point, the length of the journey may vary between 10 minutes and one hour and a half. Traffic conditions may of course influence the expected length of the journey. The duration of the journey communicated by the school is always merely indicative.
- 6 For safety reasons, the Bus Service is only available to students from Kindergarten to High School (no preK students).
- 7 The adherence to the Bus Service constitutes an agreement with the school (hereafter "Bus Service Agreement") valid for an entire School Year or for the remainder of the School Year if the subscription to the Bus Service is made at a later time during the School Year. The school may accommodate requests to use the Bus Service for a more limited period of time, but is not obliged to honour such requests. In any case, the minimal use of the Bus Service is one (1) month. The occasional use of the Bus Service is excluded, even if the student's residence is located on one of the bus routes. The Bus Service Agreement will each time automatically be renewed under the same conditions for the entire next School Year, with all consequences related thereto, unless the student/his parents have notified the school not to prolong the use of the Bus Service or to change the use of the Bus Service for the next School Year, not later than May 15 of the previous School Year.

### B. Bus Service Fees

- 8 The amount of the fee for the Bus Service (hereafter "Bus Service Fee") is published on the school's website [www.isb.be](http://www.isb.be) or is available upon simple request. A different fee applies for subscriptions to the one way formula and the round trip formula. The fee varies according to the month of the School Year during which the subscription to the Bus Service is started. Students starting to use the Bus Service within a given month during the School Year will be obliged to pay the full month's Bus Service Fee.

- 9 Students using the Bus Service only for one (1) or more months, other than in a formula whereby the subscription to the Bus Service is taken until the end of the School Year, will be charged the Bus Service Fee of the month of June, increased with 50 EUR administrative charges.
- 10 The Bus Service Fee must be paid within 30 days from the date of the invoice.
- 11 After the due date for payment, the unpaid invoices shall automatically carry an interest of 10% per year without any written notice from the school. A fixed indemnity of 125 EUR for administration costs for each unpaid invoice shall also be due to the school.
- 12 The school has the right to suspend the use of the Bus Service if the Bus Service Fee is not fully paid on the due date.
- 13 The Bus Service Fee will not be reimbursed by the school in case of the student's inability to use the Bus Service or his lack of use of the Bus Service for whatever reason. However, if due to any reason other than force majeure, the Bus Service is not available for the students, the student/his parents may ask for the reimbursement of 25 EUR per day that the Bus Service is not available.
- 14 Notwithstanding the foregoing, for students having subscribed and paid the Bus Service for an entire School Year, the school will reimburse 25% of the paid Bus Service Fees if the student leaves the school before January 31.

### C. Student's behaviour

- 15 The student using the Bus Service is obliged to adhere to the instructions of the Students Handbook, the bus drivers and the bus monitors. The student is expected to behave in an appropriate manner at all times, to wear a seatbelt when the bus is driving and to remain seated at all times, as well as to act in a manner that does not disturb the driver when driving. It is the parents' responsibility to ensure that the students are well aware of these obligations.
- 16 In case of inappropriate behaviour by a student during bus travel, an oral warning will be given by the school to the student in a first stage. In case the inappropriate behaviour of the student sustains, a second warning will be given in writing by the school to the student's parents. If the inappropriate behaviour of the student sustains even after this written warning, the student will be temporarily suspended or definitively removed from the Bus Service, at the discretion of the school, without prejudice to all other remedies the school deems appropriate. In such event, the school shall not reimburse the paid Bus Service Fees to the student.
- 17 The parents of the students will be liable for any damage of whatever nature caused by their children's behaviour or inflicted by their children, whether intentionally or not, to other students, the bus driver, the bus coordinator or any other third party, as well as to the bus and or anyone's belongings/ goods/ properties, and will hold the school harmless from any claim in that respect.

### D. Responsibilities and bus changes

- 18 The school organises the Bus Service in the best possible manner. The bus coordinator can be reached preferably by email at [buses@isb.be](mailto:buses@isb.be) or by phone at +32 (0)2661.42.32 from 7:30 until 17:30 during school days.
- 19 The school has taken insurance coverage for events that may occur during the journeys on the bus from and to the school. The school's insurance policy may at any time be consulted by the student/his parents. For all events for which insurance coverage exists, the school's liability to the extent that it is triggered and that it is not excluded by these general terms and conditions for any damage

other than physical damage, shall in any case be limited to the amount paid by the school's insurer. In case no insurance coverage exists or no payment at all is made by the insurer, the school's liability to the extent that it is triggered and that it is not excluded by these general terms and conditions for any damage other than physical damage, will always be limited to 25.000 EUR.

- 20 In the morning, there is no obligation for the bus driver to wait, should the student not be at the bus stop at the appointed pickup time. It is the parents' responsibility to ensure that the student gets to the school in case the student misses the school bus. Students should be ready and waiting at the bus stop at least 5 minutes before the allocated pick up time.
- 21 In the afternoon, for the purpose of safety and security, specific procedures and policies apply to parents of children attending Kindergarten and children attending grade one to grade six (hereafter "Lower Grade Children"), described in articles 22 to 26 of these general terms and conditions. The articles 22 to 26 of these general terms and conditions do not apply to Middle School and High School students ("Higher Grade Students"), who are to make individual arrangements with their parents. In no event shall the school be responsible/liable for a Higher Grade Student getting on the (right) bus and getting off at the right bus stop. Any consequences of whatever nature from a Higher Grade Student taking a bus to another destination than the regular destination communicated to the school are exclusively born by the student/his parents.
- 22 Lower Grade Children are never left unsupervised. At the end of the school day, Lower Grade Children assemble with the designated bus line teacher. Then, the bus line teacher accompanies the children to their school bus and assures the children get on the right bus.
- 23 In the afternoon, the parents or a person designated by the parents (hereafter "Designee") must be at the bus stop to pick up their children attending Kindergarten, grade one and grade two. If the parent or a Designee is not at the bus stop, the child stays on the bus, the bus driver will call the school and a suitable solution will be worked out. Any additional costs will be charged to the parents. Other Lower Grade Children are only allowed to get off the bus at their regular bus stop, unless the parent has requested a bus change as indicated in article 25. However, in no event is the school responsible/ liable for any events that occur after the student gets off the bus, including the fact that the student might have got off at the wrong bus stop or remains unattended due to the absence of a parent or Designee.
- 24 In case a Lower Grade Child is not taking the school bus in the afternoon, his parents shall always notify the bus coordinator by sending an email to buses@isb.be not later than 10:00am. The parents shall not take a Lower Grade Child out of the "Home Room Class" or the "Bus Line" either without prior notification of the bus coordinator.
- 25 In case a parent of a Lower Grade Child requests a bus change (change of bus route, bus stop or other), the school must be notified of such request at least 48 hours prior to such change. The request for a bus change can only be made by means of an email sent to buses@isb.be. Your request will be handled at the earliest convenience and confirmed by email. However, the school is not obliged to honour the request for a bus change, and is not obliged to justify its decision to refuse a bus change.
- 26 The school declines all responsibilities/liabilities if article 24 or 25 is not respected, including but not limited to the safety and the security of the Lower Grade Children, and the school reserves the right, at its discretion, to suspend or exclude the student from using the Bus Service in case of repeated non compliance with these articles, which constitutes a serious fault in the sense of article 1184 of the Belgian Civil Code. In such event, no reimbursement of Bus Service Fees will take place.

## E. Communication

---

- 27 To guarantee effective Bus Service communication, parents must submit their email address(es) and mobile phone number(s) by means of the Bus Service Form. Any changes during the School Year must be communicated to the Bus Coordinator immediately by means of an email to dbasecorrections@isb.be.
- 28 In case of a bus delay with more than 15 minutes for whatsoever reason or in case of a major disruption of the Bus Service (i.e. snow, road works, etc.) the parents will be informed by the school. The school will inform the parents either through telephone, mobile phone text messages, email, or information published on the school website. The school is not responsible for any delay that would occur in the Bus Service.
- 29 In this respect, it is imperative that parents are reachable on their mobile phone when the Bus Service is in operation (Morning: 7:00 – 9:00, Afternoon: 15:30 – 17:30).

## F. Application of the general terms and conditions

---

- 30 These general terms and conditions apply to all issues related to the Bus Service, including to each Bus Service Agreement entered into between the school and the student/his parents.
- 31 These general terms and conditions apply cumulatively with the general terms and conditions for the enrolment in the school. Terms defined in the general terms and conditions for the enrolment will have the same meaning in the present general conditions, unless otherwise indicated.
- 32 These general terms and conditions will be governed by Belgian law. All disputes arising out of or in connection with these general terms and conditions shall be submitted to the exclusive jurisdiction of the courts of Brussels.
- 33 The invalidity or unenforceability of any provision(s) of these general terms and conditions shall in no way affect the validity or enforcement of any other provision(s) or any part thereof.