



Transportation Rules

General information:

- Please have your child ready for the school bus by the time specified. The school bus will not be allowed to wait for any late students. The bus matron's duty does not include initiating phone contact with parents regarding morning pick-ups. The bus will not be allowed to turn back for a late student. In case of emergency, the bus can wait for 2 minutes ONLY (upon contacting the bus matron). Following the 2 extra minutes, the bus will then be required to move on to the next destination without any notification. Please note that these rules are set primarily for all the students' well-being, to ensure the students' arrival to school on time.
- In case of requesting to change the allocated address during the year, please notify the transportation department **one week** in advance. The request might be subject to rejection according to availability, and in case of demanding refund, the payment will be subject to the refund policy.
- Students using the transportation service will be dropped off at their allocated addresses and are **not allowed** to leave in the middle of the bus route, even if by their parents' request.
- Students using the transportation service are **not allowed** to change their bus in the afternoon to go home with other colleagues.
- Parents are **not allowed** to address any students on the school bus other than their children.
- In case of unacceptable misbehavior (ex: refusing to follow safety rules, using improper language, violent attitude with colleagues, disrespecting the bus matron/driver) the incident will be reported to the heads and the student will receive a written warning. The written warning will be signed by parents and returned to school. The school reserves the right to dismiss the student from the bus according to the severity of the situation. Upon receiving 3 warnings, the student will no longer be allowed to use the transportation service.
- In case of address change to any other area during the academic year, the school must be notified a maximum of month before changing, and the request will be accepted based on the bus availability and covered routes
- To change the pick-up from bus to car, please contact the following (on working days):
 1. Voltaire and Kipling (from preschool to G6) students on **010-28893358**
 2. Kipling secondary students (from G7 to G12) on **010-16851168**
 3. Or send an email to bycar@svs.edu.eg
 4. In addition to administration contact, an email/note should be sent to the class teacher through the official channel of communication (Pronote/Engage)
Please note: **NO** requests will be accepted after 1pm, neither through phone nor emails. In case of emergency, a written approval from the school director will be required.

Thank you for your cooperation in advance.

Kind regards,

School Administration