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REGULATIONS

1. Communes served

The areas where pupils may be collected are **limited** to the communes indicated below:

ALSEMBERG*	ANDERLECHT*
AUDERGHEM	BEERSEL
BERCHEM-SAINTE-AGATHE	BRAINE L'ALLEUD*
BRUSSELS	ETTERBEEK
EVERE	FOREST
HOEILAART*	IXELLES
GENVAL*	KRAAINEM *
LA HULPE *	LINKEBEEK
LOT*	MOLENBEEK
OHAIN*	OVERIJSE
RHODE-SAINT-GENESE	RIXENSART *
SAINT-GILLES	SAINT-JOSSE
SCHAERBEEK	SINT-PIETERS-LEEUV*
STERREBEEK*	TERVUREN
UCCLE	WATERMAEL-BOITSFORT
WATERLOO	WEZEMBEEK-OPPEM
WOLUWE SAINT LAMBERT	WOLUWE SAINT PIERRE

* Partial service only.

For any move, please follow the procedure described on point 10.5 !

2. General

The Transport Committee can be contacted by parents regarding registration or information about the school transport at the Transport Office

The office is open:

- At Uccle: **every day from 8.30 a.m. to 3.15 p.m.** except on Wednesday from 8.30 a.m. to 00.15p.m.
- At Berkendael:
 - o in the morning between 8.15 to 8.45 a.m.
 - o in the afternoon between 2.15 and 3.30 p.m. except on Wednesday from 10.45 a.m. to 00.15 p.m.

In case of emergency, staff may be reached by phone until 5.45 p.m. and on Wednesday until 2.15 p.m. (Uccle : 02/374.70.46 or Berkendael : 02/340.14.85).

3. Registration

3.1. Inscriptions procedure for the school year 2019/20

Only registered children will be allowed to travel on the buses.

a) For the pupils already registered at the school:

- Parents should **update their registrations between May and June.**
- All the actual **inscriptions will be renewed automatically.**
- Only children who already paid for the previous year will be taken into account.

b) For new pupils:

- Registration must be made through the APEEE website (<https://services.uccleparents.org>)
- For logistic reasons, the number of buses and, consequently, the number of passengers is limited. Therefore, the inscription must be completed as soon as possible.

3.2. Changes of stops and routes

Changes of stops and routes must be made, **in writing**, by **1st October** at the latest, and cannot be accepted without the agreement of the Transport Service.

After that date, **no requests for such changes will be considered.**

- Any changes agreed by the Transport Service will, without exception, be put into effect as from 15th November.
- The families concerned will be notified of the decision by post between 30th October and 15th November. The modified itinerary will be distributed to all children using the bus before the changes are applied.

3.3. Request to change buses

Since safety regulations limit the maximum number of passengers on the buses, pupils are permitted to change buses **only on the basis of a written request from their parents, in the form of a message in the pupil's agenda or by email**, to be submitted to the Transport Office **two days previous**. The Transport Service will give its **agreement subject to availability.**

3.4. Cancellation of subscription

Any cancellation of the School Transport season **must be notified in writing** to the Transport Service. The season pass shall be suspended at the earliest as possible of the reception of the said written document and shall apply only once the registration card has been handed in or sent back.

4. Subscription level and payment

The season pass price will be fixed each year according to both the number of pupils and the number of buses, in order to cover costs.

The number of children in the same family, nor the distance, have any impact on the transport fee.

The nursery school season is half that of the full subscription.

4.1. Payment methods

a) Parents who are not officials at the European Institutions

For parents who are not entitled to the European Institutions' education allowance, the transport fee for the school year 2019/2020 is staggered in three payments.

2019/2020 fees are :

First term : 565.00€

Second term : 460.00€

Third term : 375.00€

The payment requests will be sent by mail at the beginning of each term.

In the event of non-payment, following notification, the Transport Service reserves the right to refuse access to the transport service until the amounts due have been received. In the event of the late arrival of two consecutive payments, the Transport Service reserves the right to bill the amounts due for the following year in advance.

b) Parents who are officials with the European Institutions with children in Kindergarten.

Officials with the European Institutions with children in Kindergarten are not entitled to the education allowance. They should refer to (a) above.

c) Parents who are officials with the European Institutions

Officials with the European Institutions who are entitled to the education allowance (from the 1st primary year onwards) are exempted from the direct payment of the season pass, provided that it is paid by their employer at the appropriate time.

The Community Institutions can pay the amounts due in respect of the season pass direct to the Transport Service. In the event of non-payment by the Institution concerned within the scheduled deadline for whatever reason, the Transport Service reserves the right to bill the cost of the season pass directly to the parents.

In the event of non-payment, the Transport Service reserves the right to refuse access to the transport service (following notification) until the amounts due have been received.

In the event of the late arrival of two consecutive payments, the Transport Service reserves the right to bill the amounts due for the following year in advance.

We pay your attention to the fact that to receive the education allowance from the European Commission for the transport, both contract and temporary staff, European Commission Official and OSAE whose child attends the primary or secondary school must also fill in, each year at the beginning of the academic year, a scholar registration for their child(ren) on SYSPER.

Any change of employer and/or of status must be communicated to the transport office as soon as possible.

N.B: The process for the academic year 2019/20 will be launched by the Commission services around September. The European staff will be informed in time. For the time being, you do not have to introduce your statement for the academic year 2019/20 on SYSPER.

d) European Schools Exchanges (Student Mobility Program).

Parents of child registered at the Transport Service, who will participate to an exchange program, have to inform the Transport service about this so we know when your child will be absent.

Parents should absolutely **introduce two academic statement in SYSPER** for the concerned academic year:

- At the start of the academic year
- When the child comes back to the main school.

4.2. Principles of billing

- **The full pass** gives an entitlement to transport to and from school in the mornings, evenings and at noon on Wednesdays.
- **The Nursery school pass** gives an entitlement to transport for the trip to the after-school child-minding service of the Commission (OIB) and amounts **to half the normal season pass**.
- **Occasional users** (max. 2 tickets per month) must purchase a ticket from the Transport Office with written authorization from their parents, at least 2 days in advance, at the cost of **5.00 € per journey**.

4.3. Obligation to the APEEE Services

APEEE Services Transport is a service provided by and for the families that are members of the APEEE. By applying for your child to be registered for this service, you undertake to become a member of the APEEE and therefore to pay the annual APEEE subscription. In line with the decision adopted at the APEEE's General Assembly held on 7 December 2010, failure to pay the APEEE subscription means that registration for the said service will be cancelled.

5. Fraud in the bus

5.1. Level of fines

Any pupil found using the Transport Service illegally (without a season pass or a ticket) will be fined. The parents will be notified of the fraud by registered letter.

The amount of the fines:

1st offence	15 €
2nd offence	30 €
3rd offence	Cost of bus trimester fee for the term

5.2. Payment of fines

This sum must be paid as soon as possible, at the risk of disciplinary sanctions, by means of bank-transfer into the Transport Service's account **No. BE 77 310-0864226-42**

5.3. Disciplinary measures

The Transport Service reserves the right to take disciplinary measures, with the agreement of the school, in the event of the fine being unpaid within 15 days of receipt of the registered letter.

6. Bus card

6.1. Identity pictures

By registering your child at the transport service, you accept that the transport office uses your child's school picture.

The Transport Service will receive the photo from the school to use it for the bus card and on the registration website student profile.

6.2. Bus card

The bus card will be delivered in November to pupils whose registration has been accepted. Pupils must keep always travel **with them**.

The bus card is valid from September to July.

- Pupils who have not been given a season pass card cannot, as a matter of principle, use the school buses.
- In the event of a change of address involving a change of bus route, parents are requested to return the season pass card to the Transport Office indicating their new address.
- Season pass card of pupils no longer using the school transport service must be returned immediately to the Transport Office.
- In the event of **loss**, pupils must request from the Transport Office a duplicate at the cost of **2,50 €**.

6.3. Checks

Regular checks will be made daily on the bus to verify if all passengers possess a season-pass card. Any passenger found to be without a ticket for the second time must buy a ticket and pay the sum of 5,00 €.

7. Discipline

7.1. Supervisors

7.1.1 Uccle

Supervisors (2, 3 or 4 insofar as possible and depending of the bus length) are provided for each bus.

7.1.2. Berkendael

Each bus has its own adult supervisor.

7.2. Exclusion

The Transport Service reserves the right to ban from the bus any user whose behaviour does not meet the normal required standards, or who harasses others, or commits acts of vandalism. Such a ban will be at the discretion of the Transport Service, and any decision will be communicated in writing. No refund will be made in the event of such a ban.

7.3. Damage

The Transport Service from the APEEE Services of the APEEE of Brussels I will not be responsible for damage or injury caused by children while using the school transport service. The parents of the perpetrators of such acts will be responsible for meeting any costs.

8. Routes

As a result of traffic conditions, the actual arrival times of all the buses may be subjected to variations. **Pupils accordingly must be present at the stop 5 minutes before the scheduled time.**

Every change of bus routes, or closing of the school for any reason (i.e, heavy snow), will be indicated on the web site of the school (<http://www.uccleparents.org>)

8.1. Changes of bus routes

Neither bus driver nor supervisors are entitled to deal with questions relating to bus routes. However, they are empowered to apply the regulations in order to maintain discipline and safety.

8.2. List of bus routes

Route lists (stops and times) are available from **on the internet** at the following address: <http://www.uccleparents.be> Transport

And, of course, from the Transport Office.

8.3. Stops

- As far as possible, stops must serve the children of several families
- Two consecutive bus-stops cannot be placed too closely to one another (by Royal Decree of 16/9/79, the minimum distance between two stops must be 400m). The presence of a major crossroad/intersection: a major junction such as Place Meiser, the presence of a major route such as the Inner-Ring, nevertheless, allows us to waive this rule as far as possible.
- Buses which use public transport routes should normally stop at the officially designated stops of the public network so as not to disrupt traffic.
- In the area very close to the European School (1,100m around the school) no school bus service is provided.
- The location of certain stops may be determined in part by the needs of certain pupils (disabilities, etc.).

- The stops shall be attributed annually, and may therefore be amended from one year to the next, depending on changes in where pupils live.

8.4. Other remarks

- The income from the route must cover at least 80% of expenses incurred in order to make possible the running of the buses.
- Stops have to be served according to certain criteria.
- The most distant stops are to be served each morning before those close to the school. Each evening, they are to be served after those closest to the school.
- Stops have to be assigned to routes in such a way as to balance occupancy requirements between the various vehicles.
- The maximum duration of a route must not exceed one hour (in the morning). The inward and return journeys together should be no longer than 110 minutes.
- Each child shall be guaranteed a seat in the bus.
- Belgian traffic legislation shall apply.

9. Regulations relating to vehicles

9.1. Belgian standards

Vehicles and drivers must comply with the Belgian standards in force (insurance, vehicle inspections, etc.).

9.2. School bus panels

The vehicles must be fitted with 2 yellow panels indicating that it is providing a school bus service.

9.3. Itinerary

In the interest of the users, local residents, drivers and the vehicles, lengthy and frequent trips through residential districts fitted with speed bumps must be avoided.

9.4. Manœuvres

Bus routes requiring manoeuvres or the use of reverse gear, are prohibited in the case of vehicles transporting pupils.

9.5. Unofficial stops

Carriers cannot stop their vehicles at unscheduled points along the route.

9.6. DVDs

Both DVDs and CDs are forbidden in the buses. Only radio is allowed as background music.

10. Regulations to be followed by children and/or their parents

10.1. Parents' responsibilities

10.1.1. Regarding the morning buses

Parents shall be responsible for supervising their children until the moment they board the bus. For reasons of safety, the youngest children are to be seated at the front of the bus (not in the first 2 rows), and never in the central seating at the back of the bus.

10.1.2. Regarding the return trip

Once they have left the bus, pupils shall no longer be under the monitoring of the supervisor. As from that moment, their parents are responsible for their safety. They have to take the necessary steps to collect the children in their care at the stop, at the side of the road where the bus stops.

10.2. Duties

10.2.1. Afternoons

In the afternoon, pupils leaving classes must board their buses immediately and remain on board before the start.

10.2.2. Badges for primary and Kindergarten children

Children in the primary and kindergarten classes must wear badges indicating their class, bus, bus stop and telephone number where parents can be contacted. All this information must be indicated on the first page of the child's agenda and be brought up to date in the event of change of address, bus route, etc. This does not exempt the parents from ensuring that their children know where to get off the bus so that they do not get off at the wrong stop.

10.2.3. Seatbelts

All travellers must fasten their seatbelts **during all the ride.**

10.2.4. Arrival at the school

When the buses get to school in the morning, all pupils must go into the school premises, even if they do not have lessons in the 1st period. (Exit controls are carried out solely at Vert Chasseur).

10.3. Behaviour

10.3.1. Code of conduct and courtesy

The Transport Service shall draw up regulations for pupils specifying in particular the codes of conduct and courtesy to be respected by children on the buses. **Pupils are requested in particular to show good citizenship and to respect the vehicles.** The Transport Service reserves the right to take disciplinary action when pupils using the transport service are responsible for incidents endangering the safety of the other children, the driver, the supervisor or any other persons, or damaging the transport vehicles.

10.3.2. Obeying instructions

Children must obey the instructions given by the supervisor and the driver.

10.3.3. Behaviour during the route

During the entire ride, **pupils must stay sit and keep their seatbelts fastened.**

10.3.4. Seats in the bus

In case of failure to observe the code of security or voluntary disturbance of other travellers or damage of a vehicle, the Transport Service reserves the right to assign to the pupils concerned a specific seat in the bus during a period from one to a fortnight.

10.3.5. Pictures in the bus

It is forbidden to take pictures of other travellers, even with their own consent.

10.4. Bans

10.4.1. Various objects

Pupils must not bring dangerous objects (knives, penknives, etc.) aboard the buses. Other items likely to be a nuisance (balls, marbles, etc.) must be kept inside their bags.

10.4.2. Opening bus doors

Pupils must not open the doors and windows, without authorisation from the supervisor.

10.4.3. Smoking, eating and drinking

There must be no eating, drinking or smoking on the bus.

10.4.4. Children leaving the bus at a different stop

Children must not be allowed to leave the bus at a stop other than that indicated, unless so requested by the parents in writing. On the return journey, kindergarten, or primary pupils, cannot get off the bus alone (without written authorisation from the parents), if the person who is usually waiting for them is absent. In such cases, the supervisor must keep the child on the bus, alert the Office (which will contact the parents) and await instructions. If necessary, the supervisor must:

- leave the child at the EEC nursery school if the stop is nearby;
- ask the driver to take the child home, to the school, or to the garage;
- as a last resort, leave the child at the nearest police station.

In all cases, both the school and the parents will be informed of the decision taken.

10.5. Change of address during the year

In the event of a change of address during the year, parents are required to inform the Transport Office in writing (**minimum 15 days before the removal**). Children can then be re-registered on another bus subject to the number of places available.

We highly recommend to the parents to check if there is any busstop near the new address and if not, to contact us in order to know if there is any possibility to add a busstop. Indeed, we cannot serve all Brussels communes and its suburbs.

The list of the commune served by the transport service of the European School of Brussels I is given at the first page of this rule.

10.6. Valuables & lost items

The Transport Committee disclaims responsibility for any items or valuable lost in the bus.