



SAGE COLLEGE – POLICIES AND PROCEDURES

SCHOOL TRANSPORT POLICY

1.1 Introduction

At SAGE COLLEGE we aim to provide all students a safe and pleasant journey to and from school and this is of paramount importance. To ensure this happens all parents whose child takes a school bus should read through the following information carefully and sign it to confirm that they agree to abide by the policy and transportation rules. The signed form should be submitted to the school.

Sage College offers a school bus service that brings pupils from home to school and from school to home. The bus routes are organised by a local experienced company. Families wishing to book this service should fill in a form (link in each infogram) or contact the school Office at secondary.office@sagecollege.eu.

Currently the bus route covers most of the areas where our pupils live, such as Jerez, Conil, Chiclana, Puerto de Santa María, Rota, Chipiona, Sanlúcar and Cádiz.

We would appreciate if you could discuss the transport policy and rules with your child and support us in endeavouring to provide a safe and pleasant service to all.

<https://www.sagecollege.eu/transport/>

1.2 General Information

- Transport services cannot be provided on a route where there are less than 4 students requesting the service. The school reserves the right to cancel any bus route service with 4 students or less.
- The transport service cannot drop-off every child to an individual address. This is a service between predetermined collection points and as such may require children to walk some distance to a collection point.

1.3 Schedules

- For transport vehicles to keep to their schedules and not to inconvenience other students, ALL have been directed to leave at the scheduled time.
- Parents/guardians are asked to ensure students are at the stipulated pick-up/drop-off location 5 minutes before the departure time.
- Transport vehicles can only wait for no longer than 3 minutes more than the scheduled time for the late students.

1.4 School Transport Requests

- Transportation arrangements generally take up to one week to finalise.
- A School Transport Request form must be submitted five days prior to starting the service.



- In some instances where students live in more isolated areas, parents may be asked to transport students to and from designated pick-up/drop-off points.

1.5 Changes to Primary Students taking their bus in the afternoons

- If your child is not using the school's transport vehicles on a certain day, or no longer requires the transport service, please contact the school office and your child's class teacher no less than 24 hours before the effective date. This will help in the reduction transport delays and ensure your child's safety and well-being.
- If you take your child home early from school, please inform the school office and class teacher that your child will not be using the schools transport to get home.

1.6 Transport Service General Rules for Students

- Be ready and wait on time in a position where the driver can see you before stopping.
- Upon entering the vehicle, take a seat immediately, fasten seatbelts and remain seated while the vehicle is moving. Do not switch seats while traveling.
- Keep aisles clear of books, bags and other belongings.
- Eating and/or drinking on the vehicle is not permitted.
- Students should talk quietly using an "inside" voice.
- Students must be courteous to fellow passengers
- Students should respect the property of the school.



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