



# 校车申请表 Bus Application Form

## Applicant Information 学生信息

Grade Level 申请年级		Start Date 拟入学日期	
Student Name 姓名		Gender 性别	<input type="checkbox"/> Male /男 <input type="checkbox"/> Female /女
Preferred pick-up/drop-off point 首选乘车站			

Please fill out the guardian's/pick-up person's contact information in the form below according to the order of priority. 请按照联系人优先顺序填写下面表格用于第一时间联系家长/监护人

Guardian's / Pick-up person's name 监护人(接送人)姓名	Mobile phone number 手机号码	Email 电子邮件

Sibling name(s) & Class(es) at BIBA / 在海嘉学校就读的其他兄弟姐妹的姓名及班级

1		3	
2		4	

Is there a regular person to escort your student to and from the bus stop when the school bus arrives?  
校车到站时，您的孩子是否有专人接送？

Yes /是       No /否



## BUS APPLICATION FORM 校车申请表

### Important Notes For Parents 家长须知

1. All School Bus Applications are required to fill out the entirety of the form.  
如需申请校车服务，首先需要填写校车申请表。
2. All School Bus Applications for the next school year should be submitted to schoolbus@bibachina.org no later than August 1st. As 'working days' notice in written should be given if you apply for bus service in the middle of the school year.  
新学年申请乘坐校车，需在 8 月 1 日之前提交书面申请。学期中申请乘坐校车，需提前 5 个工作日申请，确定可以安排后方可缴纳费用。
3. School bus fee refunds may be provided per semester. Written notice must be provided to the central office in advance.  
校车费按学期计算退费。如需退费需在新学期开学前以书面形式提交申请至中心办公室。
4. The School Bus Coordinators will make every effort to accommodate transportation requests received in the appropriate time, the bus service cannot guarantee specific location of bus stops, but will try best to accommodate.  
校车协调员将会尽最大努力满足学生的乘车需求，但是不能保证满足全部需求。
5. If students have to change school bus for reasons such as moving house, parents / guardians must email schoolbus@bibachina.org no less than 2 weeks prior to the change, provision of the service is subject to accessibility, current bus routes and seat availability.  
如您因搬家等原因需要调整校车站点，请至少提前 2 周发送邮件至 schoolbus@bibachina.org 申请，学校将参考现有校车线路以及校车座位情况而酌情安排。
6. Parents / guardians should ensure students are at the bus stop 2 minutes before the departure time and accompany them until they get on the bus.  
家长 / 监护人应保证学生在发车前 2 分钟到达站点，并陪孩子等候直至孩子安全上车
7. The school reserves the right to change bus routes, pick-up/drop-off times and points at any time during school year in order to satisfy the needs of the majority of students on a particular route.  
学校有权在学年中任何时间调整校车线路、校车站点及接送时间，来满足特定线路上大部分学生的需求。
8. If you pick up your child early from school, please inform the bus teacher.  
如果您带孩子提前离校，请及时通知校车老师及学部办公室。
9. If your child does not require school bus on a particular day, or if he/she will take a different bus, please email schoolbus@bibachina.org no less than 24 hours before the effective date.  
如果您的孩子因特殊情况当天不坐校车，或者改坐其他线路的校车，请至少提前 24 小时发送邮件至 schoolbus@bibachina.org 确认。
10. In case of an event of a natural disaster, or emergency (earthquake, fire), parents become responsible for picking up/dropping off their child.  
如果遇到不可抗力，如传染、隔离、地震、火灾等，家长需自行接送孩子。
11. Parents/guardians are required to have their mobile phones at easy accessibility, in case the school requires contacting them.  
请您 / 接送人员保持手机通畅，以便及时联系。

As the parent or guardian of the student listed above, I have read the BIBA School Bus Policy and all important notes. I agree to the terms and conditions relating to the use of school bus service.

作为孩子的家长/监护人，我同意并遵守以上家长须知及《海嘉校车政策》内的全部条款。

Parent/Guardian's Signature 父母 / 监护人签名

Date / 日期