

School transportation

SEK Guadalajara International School provides a school transportation service with its means and/or outsourced. The routes are designed thinking about the benefits of most of the users. In this course, we release new modern vehicles to ensure the safety and comfort of our students.

Specific regulations:

- o Both the carriers and the vehicles that cover the transportation service comply with all the requirements demanded by the school.
- o The service is provided from August to June with a ten-month contract. Payment of the service will be made in 10 equal payments payable within the first five business days of each month.
- o The transport rate will be established in August, and will not change except for the excessive increase in fuel costs or force majeure.

Schedule:

The transport will arrive at the stop or address of the student at the scheduled time waiting at the most one minute, after which the service will continue. The driver will not honk nor the teacher in charge of the route will get out of the vehicle to ring. If the transport arrives before, they will wait until the agreed time.

- o Responsible for Transportation: There is a "Transportation Coordinator" in the school who will be in charge of receiving all communications from the parents of students related to this matter. Each route will be accompanied by a "Route Manager" who will be responsible for it.
- o The School will indicate at the beginning of the school year the route and the schedule.
- o In the afternoon: It will be the student's obligation to attend promptly at the end of the classes because the van will leave at the scheduled time. Transportation will not leave the school without the attendance of all the students traveling on the route, checking absences. The bus will arrive at the student's stop or address at the schedule time waiting at the most one minute, after which the service will continue. The "Route Manager" will only deliver the student to a previously authorized person. In case of not being authorized or absence of the authorized person, the student will continue the route to their final stop to be driven back to school.

Absences: If the person responsible for the student wishes to pick up his / her child before the end of the school day, you must write a permission letter with the following information: the name, course, and route number in which the student travels.

If you wish to pick up your child at the time of departure, you must give the permission letter to the transportation coordinator.

- o Form of communication: For strict security reasons, all communications that are made related to the transport service: absences, changes of address, etc. must be written on paper or email. Verbal or telephone communications will not be admitted.

o Changes of address: They must be notified 15 days in advance. The change will be subject to the existence of routes to the new address indicated.

o Route modifications: Students may be transferred route if the School deemed necessary for better functioning of the service and the good of general interest.

In this case, those responsible for the student will be communicated with due anticipation. The extension of the routes will be made according to the number of requests that exist. Requests for route modification will not be accepted for personal reasons.

o Behavior: Because school transportation is an extension of the activity that is carried out in the school, all the rules of the same will be applied, both by the behavior and damage that may be caused to the vehicles.