



King's College School  
*The British School of Madrid*

La Moraleja



Tel. (+34) 916 585 540  
Info.lamoraleja@kingscollege.es  
Paseo de Alcobendas 5, 28109 La Moraleja,

## Bus Routes Policy - King's College School

### General Information

- a. If your child will not use the school bus in the morning, afternoon, or on any journey; Parents should inform the tutor via email, the route monitors (through the BATONROUTE application) and the admin staff: Paz Gonzalez, and Valentina Morales at: [paz.gonzalez@kingsgroup.org](mailto:paz.gonzalez@kingsgroup.org); [valentina.morales@kingsgroup.org](mailto:valentina.morales@kingsgroup.org) before 2:30 p.m.
- b. Pupils are not allowed to change their normal route except in cases of real emergency, such as a doctor's appointment or family emergencies. Please do not use this service to send your child to another student's home, to a birthday party or any other social event.
- c. The use of phones and computers are forbidden during the school bus service.
- d. Pupils who do not normally use the bus may do so if parents request it in writing and only in case of necessity. There will be a charge for this service. Parents should always inform in advance to check the availability of the bus routes.
- e. It is not possible for the buses to wait for pupils in the mornings, especially in areas where the bus may cause some sort of traffic disruption. Therefore, we recommend you arrive at the bus stop a few minutes in advance.
- f. It is forbidden to eat or drink on the bus.

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### Specific information

#### Parents:

If parents arrive late to the bus stop to pick up their child, the bus will wait a maximum of 5 minutes if the traffic conditions allow it to. The bus needs to continue its normal route and parents will have to collect their child at the last stop. Parents will support the school in maintaining high expectations for good behavior on the bus by reminding their child to follow the general behavior guidelines established by the school. Bus monitors will not discuss with parents any issues regarding their child's misbehavior on the buses. All incidents of misbehavior will be dealt with by the child's class teacher / form tutor in school.

#### Pupils:

If a child is not demonstrating the behavior that is expected on the bus, they will be given a verbal warning first. Examples of these kinds of behaviors are:

- Not wearing a seatbelt when asked.
- Addressing the bus monitor in an inappropriate manner.
- Standing up while the bus is in motion or bothering other pupils.
- Eating and shouting.

If the behavior of the pupil doesn't follow the general rules, the pupil will be asked to move seats on the bus. The student's name will be passed on to their class teacher / form tutor who will record a cause for concern and if the behavior continues the tutor will record the cause for an appropriate sanction.

If inappropriate behaviour continues the pupil may not be allowed to continue using the school bus.

#### Authorisation to get off alone:

Pupils from Year 7 to Year 11, require written authorisation to be able to get off the bus alone. You can find a copy of the form on our website. Younger pupils must be collected by an adult or be accompanied by an authorised sibling.

#### Seat Belts:

School buses are equipped with seat belts. Please remind your child that he/she must wear it correctly. Pupils should remain seated throughout the trip.

#### COVID:

Children aged 6 years-old or above must wear facemasks, and it is recommended that younger ones should wear them too.

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#### General Behaviour on the bus:

Pupils should always follow the bus monitor's instructions and pupils should follow the general behaviour guidelines established by the school. When travelling on the school buses pupils are expected to abide by the general behavior guidelines established by King's College School and demonstrate the Core Values; - wearing seatbelts and addressing the bus monitors in a polite and respectable manner speaking to friends in an appropriate volume in an enclosed space. Follow safety instructions given by the bus monitor.

The school transport service has an integrated geolocation system through the application BATONROUTE which allows parents to know the status of the routes in real time and sends alerts and notifications to parents in the same way.

If you should have any questions in relation to bus routes, please contact Paz González at [paz.gonzalez@kingsgroup.org](mailto:paz.gonzalez@kingsgroup.org) or Valentina Morales at [valentina.morales@kingsgroup.org](mailto:valentina.morales@kingsgroup.org)

For more information about our data protection policy, please see the following link:  
<https://www.madrid-lamoraleja.kingscollegeschools.org/privacy-notice>