



The school has established guidelines and procedures to regulate the organization of school transport to optimize its operation. The school transport team considers it important for all members of the educational community to know and comply with the regulations set out below. Thank you for your cooperation.

Bus Management Team.

SCHOOL

It will provide drivers and monitors with a list of the student users for each route.

- It will provide kindergarten students with an accreditation document identifying them as users of the vehicle and the route to which they have been assigned.
- The itinerary will be determined by the person responsible for school transport and approved by the school administration. Changes are permitted only if they benefit the majority or are required by law.
- The Centre decides to abolish or increase a stop under existing conditions.
- Bus routes are organized according to the number of users at each stop, so that some can vary from course to course.
- There is an incident logbook available at the school reception.
- The cost of the transport service is annual and is assessed for 10 months.
- Booking a bus seat means it must be for the entire course and the complete journey (round trip).
- As a rule, the possibility of using this service for only a specific time is not considered.
- If you wish to cancel your transport subscription from October onwards, you must notify us before the 20th of the preceding month via email to transporte@colegiourdaneta.com. Cancelling the transport service during the school year is detrimental to its organization and management. Therefore, cancellation will require payment of an additional amount equivalent to half a monthly fee as compensation, which will be charged in the invoice for the month in which the cancellation begins.
- All students will use the same bus, both on the way to and from the school.
- Changing buses will only be allowed for reasons of shared custody/change of address.



- Under no circumstances will a one-off change be allowed for reasons such as birthdays, sleeping over at a friend's house, working with classmates, or going to doctors, dentists, or gyms.
- For any need, question, query, suggestion... please write an email to: transporte@colegiourdaneta.com

FAMILIES

EVENT	ACTION GUIDELINES
<i>The bus arrives at the stop and the student they are supposed to pick up is not there.</i>	<ul style="list-style-type: none">• Ask the monitor about him.• Call the school requesting information, always leaving a contact number.• Once the situation is resolved, notify the parties involved.
<i>The bus is excessively delayed without a known reason.</i>	<ul style="list-style-type: none">• Call the school requesting information, always leaving a contact number.• The school (reception) will call the bus company and ask the monitor for information.• The school (reception) will call the family back.
<i>Student not using the return bus.</i>	<ul style="list-style-type: none">• Notify the monitor and the tutor (for preschool and primary school) via the agenda or platform.
<i>Request a change of bus.</i>	<ul style="list-style-type: none">• See the specific document at the end of this document.
<i>Request a change of stops within the same route.</i>	<ul style="list-style-type: none">• Notify the bus monitor.
<i>No one comes to pick up the student at the bus stop.</i>	<ul style="list-style-type: none">• Up to the 4th grade of Primary School, it is mandatory for a responsible adult to meet the student at the bus stop. <p><i>If no one is available to pick up the student, the student will return to the school with their monitor. During the journey, the monitor will</i></p>



	<p>call the school (reception) so that they can notify the family, and the student can be picked up at school.</p> <ul style="list-style-type: none">• 5th and 6th-grade students may remain unaccompanied at the bus stop with prior written authorization from their parents (O-BUS-F5 - Authorization to remain unaccompanied at the bus stop). This authorization is valid for one year. It must be given to the corresponding bus monitor.
<p>Loss of the document identifying the student as a user of the vehicle and route (Preschool and 1st year of Primary Education).</p>	<ul style="list-style-type: none">• Request a replacement from the corresponding teacher via email through the platform.

STUDENTS

- While the buses are parked at their designated spots within the school (from arrival to departure), balls are not allowed, and students may not play or run on the fields or the porch. Movement between playgrounds must be carried out through the designated areas.
- Upon leaving class, students must go directly to their assigned bus and, if permitted, board it. They must not get off again without first asking the monitor.
- If they are not allowed to board or the bus is not there, they must wait patiently at their assigned stop.
- Students must sit properly in the seat assigned by their monitor on the first day of the school year and not get up until they are ready to get off at their stop and the bus has come to a complete stop. This seat will remain the same for the entire school year unless the monitor deems it necessary to change it for specific reasons (dizziness, misbehavior, etc.).



- *Students must not stand or kneel, eat, drink, litter the bus, shout, or disturb other students. Their behavior must be entirely appropriate and polite.*
- *Students may read or review their assignments on the bus, but under no circumstances may they do homework or use a computer.*
- *For safety reasons, all bags such as backpacks, purses, etc., must be placed in the external luggage compartment (except on buses traveling long distances), except for fragile items. Balls not carried in a bag must also be placed in the external luggage compartment. Preschool, 1st, and 2nd-grade students will carry their backpacks on the bus.*
- *Students are responsible for their seats and their surroundings and must report any damage they find to the monitor.*
- *Comfort features such as curtains, ashtrays, reclining mechanisms, headrests, etc., must be treated with the utmost care.*
- *Safety equipment will only be used in case of emergency.*
- *Respect the driver and monitor as if they were the authority of the center.*
- *Students who have repeated incident reports will receive the corresponding sanction issued by the Head of Studies.*

MONITOR

- There are regulations for monitors that will be available to families who need them.
- They can request them by sending an email to transporte@colegiourdaneta.com

DRIVERS

- There are regulations for drivers that will be available to families who need them.
- They can request them by sending an email to transporte@colegiourdaneta.com



BUS CHANGE REGULATIONS

The School Transport Coordination teams consider it appropriate to define and specify bus change protocols, so that the establishments involved in these changes (families, monitors, teachers, drivers) can act in a coordinated manner and avoid errors, confusion, and urgent actions that cause misunderstandings.

In addition, in order to reduce the number of bus transfers, the Transport Coordination urges families to apply only in situations of extreme need.

REGULATIONS

- *We ask them not to ask for continuous or punctual bus transfers. If they are strictly necessary, they must be requested at least 48 hours in advance of the date indicated by email to transporte@colegiourdaneta.com In Infant and Primary Education in September, NO bus changes will be allowed.*
- *No changes shall be permitted or required on the same day.*
- *When a continuous change of bus is requested, the change will be made and maintained throughout the course.*
- *Only by shared custody or change of residence may the bus be changed.*
- *In order to be able to request a change of bus for reasons of joint custody/transfer of residence, the relevant documentation must be submitted to the Secretariat beforehand.*
- *In the case of shared custody, if the requested stops are less than 300 metres away, they shall not be granted if this involves a change of bus.*
- *Under no circumstances will it be allowed to make punctual changes for a birthday, go to sleep at a friend's house, work with classmates, go to doctors, dentists, gyms...*
- *The school will not be responsible for extracurricular hours.*

Loiu, March 2026