



**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](mailto: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*