



Transportation Request Form 校车申请表

Student Name 学生名字 _____
(last, first 姓名, 名字)
Grade 班级 _____
Start Date 开学日 _____

My child will **not** need WISS transportation. 我孩子不需要学校校车服务。

Parent Signature 家长签名 _____

My child will need WISS transportation. 我孩子需要学校校车服务。

Siblings? 兄弟姐妹? _____ Grade(s) 班级 _____

_____ Grade(s) 班级 _____

Home Phone 电话 _____

Mobile (mother) 手机 (母亲) _____ Office Phone 办公室电话 _____

Mobile (father) 手机号码 (父亲) _____ Office Phone 办公室电话 _____

Other caregiver's name 其他接送人姓名 _____ Relationship 关系 _____ Mobile 手机 _____

Pick Up/Drop off Address 接/送地点: _____

Type of Service 服务需要: Round trip 来回程 To school Only 上学校车 To home only 放学校车

Closest Main Road 最近的主要街道: _____

Closest Landmark 最近的地标 _____

Special Notes 特别要求: _____

FOR OFFICE USE ONLY

Date Received _____ Start Date _____ Bus Number _____ Driver _____

Monitor _____ Bus Mobile Phone Number _____

Pick-up Time _____ Drop Off Time _____

Exact Pick-Up/Drop Off Location _____

Class Teacher's Signature _____

Arranged by _____ Date _____

Notes: _____



Please Note the following Conditions **请注意下面的条款:**

- This is an optional service provided by a bus company to parents. While WISS helps to facilitate the arrangements, the WISS board, administration, and staff are not subject to any liability whatsoever arising from the family's use of the bus service. This service does not include school activities which run beyond normal school hour.*

接送服务由巴士公司提供，家长可自选。上海西华国际学校帮助家长安排接送服务，学校董事会、行政职员不承担任何使用巴士服务所发生的事故责任。这项服务不包括正常上课时间外的校车服务。
- Transportation plans, especially when students are added late, take at least three working days to complete. During the early stages of the year, adjustments will be made, including changes from original bus routes, in order to improve service. This form should be submitted at least 5 working days prior to the date you would like service to start.*

校车接送安排，特别对于插班生，至少需要三个工作日完成校车安排。在学期初期，为改善校车服务，路线将有一定调整。学生须在乘坐校车前五个工作日递交表格。
- Transportation will be provided to students living within a reasonable distance of the school. For students who live beyond a reasonable distance the transportation coordinator will try to arrange a pick up drop off point where the parent can meet the bus.*

校车服务仅提供给居住在学校合理距离范围内的学生。对于居住在学校合理距离范围外的学生，校车管理员将为学生和家长安排一个校车接送站。
- For all pickups, drivers will wait two minutes for students and then depart in order to get to school on time. For drop-offs, especially at central locations, it is the parents' responsibility to be there to meet the student or to train the student in how to get home on his/her own.*

为保证按时到达学校，对于上学学生，校车司机只等待2分钟。对于放学学生，特别在市中心的校车站，家长有义务在车站接取学生或教会学生如何自己回家。
- Delays may occur because of traffic and other natural hindrances, but this does not constitute WISS' or the transport company's failure to fulfill its obligation.*

对于因为自然原因或交通问题而造成的校车延误不在上海西华国际学校或巴士公司的责任范围内。
- The school and transport company will arrange routes that do not require the child's departing the house at an unreasonable hour. The order of pick up will be determined by the best interests of all students on the route.*

学校校车服务安排路线不需要学生很早出门。接送顺序是由学生的各自情况而作出的最佳选择。
- Only students for whom a contract of services has been issued may ride the bus.*

只有与上海西华国际学校签订合同的学生才有权利乘坐校车。
- WISS must be notified in writing of any changes to the normal transport routine. If parents wish to alter pick up or drop off for a special occasion or activity, they must notify the school office in writing 24 hours in advance. When a student is to be absent, parents should contact the bus monitor or bus coordinator as soon as possible.*

上海西华国际学校将书面通知家长任何正常校车路线的变更。如果家长因为特别原因需要改变校车接送，需要书面形式24小时前通知学校。如果学生缺席，家长须尽早联系通知跟车老师或校车负责人。
- Failure to comply with bus rules may result in disciplinary action, and in serious or repeated cases of misbehaviour, with the student's bus service being terminated.*

对于违反校车乘坐纪律的学生且严重经常品行不端的学生，将被取消校车接送服务。在此类情况下，校车费不予退还。

I have read and will comply with the above conditions and regulations. I also take full responsibility for advance payment of the bus fees.

我已经阅读并承认遵守上述的规章和条款。我同样愿意支付所有的校车费用。

Parent Signature 家长签名: _____

Date 日期: _____

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