



Primary School Bus Service Information & Conditions

Our bus service is for **Primary School students only**, and covers certain areas of Tirana city. Bus routes are not published for security reasons.

We do not offer door-to-door service; children are picked up and dropped off at designated points as close as possible to their homes. The exact location of these points changes annually according to the locations of requesting families. The bus route will be finalized and communicated to parents during the first week of September. While every effort is made to keep to the scheduled times, the bus service is subject to traffic conditions, and therefore the times cannot be guaranteed. We aim to keep travel time to a minimum. Should the bus be late on any given day, please be patient and wait with your child in the morning until the bus arrives and wait at the bus stop to greet your child after school.

Please note that:

1. Requests can only be processed when your child is fully registered at the school for 2011-12, and you have confirmed your up-to-date Tirana address. Application for the bus service should be made at the time of registration or before the beginning of the school year. However, if space is available, families may apply for this service during the school year.
2. The monthly fees for the bus service are **€50 per student** and must be paid in advance.
3. In the event that for any reason the student leaves the School before the end of the academic year, the School shall not be liable for the refund of any part of the bus service fees.

If you would like to request bus service, please complete the form attached and return it to the School Office, families who have requested the bus service will be contacted in early September regarding the bus schedule and route. For any questions concerning the bus service, please contact us at worldacademyoftirana@gmail.com

Bus Guidelines:

- Children should be on time for pick-up in order to respect the school schedule and the other bus riders.
- Children should be in the company of an adult while waiting for the morning bus.
- Children must be met at the bus stop in the afternoon by a parent/guardian.
- In the event that the parent/guardian is not at the bus stop in the afternoon, the student will not get off the bus. The bus driver will finish the route and return to the school with the student, who will wait there to be picked up.
- In the interest of safety, all students must be seated facing forward and wearing seat belts while the bus is moving.
- Food and drink are prohibited on the bus.
- All expected behaviors outlined in the student code of conduct apply to bus riders.
- Children who are not respectful and do not follow bus rules will be warned first and will if necessary have a meeting with the Principal.
- Children who visit the Principal three times due to inappropriate behavior on the bus will no longer be permitted to travel on The Academy school bus.



Request for Bus Service - 2011-2012

ALL INTERESTED FAMILIES: Please return this form to the **School Office**.

Please check appropriate box: New Family Returning Family

Students (s):

Name: _____ **Grade in 2011-12:** _____ **Entry Date:** _____

Name: _____ **Grade in 2011-12:** _____ **Entry Date:** _____

Name: _____ **Grade in 2011-12:** _____ **Entry Date:** _____

Name: _____ **Grade in 2011-12:** _____ **Entry Date:** _____

Name and contact details of Parent(s) or Legal Guardian(s):

Name:

Address:

Home telephone: _____ Mobile telephone: _____

E-mail:

Information regarding the payment of bus service, if not paid by the parent:

Company:

Contact name:

Address:

Reference:

Telephone: _____ E-mail: _____

By checking this box, I confirm that I have read the information overleaf regarding the School's bus service, and agree to the conditions of the School's bus service described therein.

"Signature" of Parent *(if filling this form out electronically, please type your name):*

Date: _____