 <b>BUS</b>	<b>Minutes</b>		Page 1/7
	Reference CT.QP.19-20.1	Version v.1	Date Dec. 12, 2019
	<b>Transportation committee - Qingpu</b>		

## Meeting minutes

1. Time: Dec. 12, 2019, 9:45am to 11am
2. Present:
  - LFS:
    - Ms. Masson-Dellys, COO
    - Ms. Macaux, Director of Primary School
    - Mr. Lanzi, Education Counsellor
    - Ms. Moreau, Staff Representative
    - Ms. Orsa, Staff Representative
    - Ms. Debar, Parents Representative
    - Ms. Zehnder, Parents Representative
    - Mr. Beaurain, Students Representative
    - Mr. Egasse, Students Representative
    - Mr. Fröhlig, Support Services Manager (reporting)
  - Transportation team:
    - Mr. Qu, Bus Manager for Eurocampus
    - Mr. Yan, Site Manager, Donghu
    - Mr. Huang, Site Manager, Donghu
    - Ms. Zhang, Supervisor Team Manager, Donghu
3. Absents excused:
  - LFS:
    - Mr. Péchoux, CEO
    - Mr. Du Fayet De La Tour, Vice Headmaster
    - Ms. Valerio, Parents Representative
    - Mr. Drouin, Parents Representative
  - DSS:
    - Mr. Stöveken, Head of Administration
    - Ms. Kaiser, Parents Representative

Note: exceptionally, this committee was held without DSS.

#### 4. Agenda:

### AGENDA:

1. Who are we working with?
2. Why that choice?
3. Building the network
4. Punctuality statistics and incident report
5. Safety trainings
6. Upcoming
7. Q&A

### 5. Development:

#### 1) Presentation of Donghu and the school transportation service:

### WHO ARE WE WORKING WITH?



**Donghu Bus Company**, one of the biggest state-owned companies in China, provides a fleet servicing **47 lines** for the Eurocampus, plus **4 staff lines** on regular trips and school outings, for LFS and DSS.

In addition:

- The partnership with Donghu was renewed for the Qingpu campus.
- Donghu was chosen to run the new Yangpu campus.

### OUR JOB IN FIGURES:


Number of passengers carried per day:	Students LFS : 726 + Students DSS : 464 Staff : 350 env. Total : 1540 passengers
Number of lines:	47 regular students lines 4 staff lines
Estimation of daily kilometers run by the fleet	Ca. 2000Km
Number of weekly trips (Mon.-Fri) for school, staff and ASC, except outings	922 trips/weeks
Average number of yearly trips, with outings and special trips, incl. evening and weekends	922 weekly trips + ca. 10 outings/weeks x 38 weeks (LFS/DSS) = ca. 35644 trips/year

2) Explanation of the choice of Donghu:

<b>WHY THAT CHOICE?</b>			
	<b>Donghu</b>	<b>Competitor A</b>	<b>Competitor B</b>
Ability to deliver the requested service (size and condition of fleet)	<b>Positive</b> Large fleet Buses always under 5 years	<b>Positive</b> Large fleet Buses can be 8 years old	<b>Unable</b> Middle size fleet Buses are ca. 3 years old
Reputation	<b>Good</b> 10 years with Eurocampus (positive feedback) Govnt recommendation	<b>Good</b> Major player with intl schools Good to average feedback in intl schools Negative feedback at DSS Pudong	<b>Average</b> Few references in education No international school
Profile and estimated strength (licensing process)	State-owned enterprise Strong government relationships	Private-owned family company Strong presence on market	Partly private-owned, former army company Claims a special process for licensing
Green effort (electric buses, air filters)	<b>Good</b> Commitment for progressive electric buses during contract Particles air filters as a commitment	<b>Good</b> Large fleet of electric buses No onboard air filters (deems them useless)	<b>Average</b> Smaller fleet of electric buses Can provide onboard portable air filters
Adequation of security equipment and processes	Standard equipment Can provide cameras and monitoring app Emergency processes created with Schools	Standard equipment, no cameras Monitoring app General emergency processes Maintenance feedback negative from DSS PG	Standard equipment Can provide cameras and monitoring t app May need work with Schools to get to standard emergency processes

### NEW VEHICLES IN 2019:

- Fleet renewed, to always remain under 5 years old: most of the fleet is either brand new or 1 year old
- Belt alarms getting as a new standard
- Particles filters as a commitment
- New cleaner seats (no fabric anymore)
- Addition of attendants on bigger buses

	<h1>BUS</h1>	<b>Minutes</b>		Page 4/7
		Reference CT.QP.19-20.1	Version v.1	Date Dec. 12, 2019
		<b>Transportation committee - Qingpu</b>		

3) Presentation of the cooperation with DSS:

BUILDING THE NETWORK:

Project: a need for reviewing common rules for LFS and DSS.

The rules to place an assembly point for the bus	Check
<b>SAFETY:</b> Does the Assembly Point meet basic security requirements (no scooter lane to cross, no need to further cross a road , no need to cross many lanes to go the Assembly Point, etc.)?	✓
<b>LEGALITY:</b> Is the Assembly Point legal (authorized temporary parking, no yellow lines , right to enter a residence, etc.)?	✓
<b>PRACTICALITY:</b> Can the bus fit into the street (no low tree branches in narrow lanes, etc.)?	✓
<b>PRACTICALITY:</b> Is the Assembly Point within the network, and does not imply a major detour or impact on a normal route?	✓
<b>TIMING:</b> Does the Assembly Point enable the bus to arrive at school on time on the morning, <i>in the worst weather conditions</i> ? Does it enable the bus to arrive on time for the next afternoon rotation, <i>in the worst weather conditions</i> ?	✓
<b>TIMING:</b> Can the Eurocampus of registration be reached within 70 minutes on the morning, <i>in the worst weather conditions</i> ?	✓

4) Presentation of the punctuality statistics and incident report:

PUNCTUALITY STATISTICS AND INCIDENT REPORT:



Month	Number of trips (morning only)	% of arrival on time
Sep. 2019	747	97.99%
Oct. 2019	766	99.09%
Nov. 2019	738	99.32%
Dec. 2019	304	99.32%

Source: Transun Bus Monitoring System

	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019
Accidents	0	0	0	0
Light accidents (scratches)	1	0	1	0
Technical failures	0	0	0	0
Other	2	0	1	0

5) Presentation of the safety trainings:

SAFETY TRAININGS





Overview:

After the pilot project in May 2017, ALL LFS primary pupils trained to safety rules and emergency evacuation, by the LFS Support Services team and the Bus Manager	Shorts sequences of 30-40 minutes, incl. class time and an on-site evacuation drill
The trainings aimed at answering the following needs:	
Need for more day-to-day safety through self-awareness of pupils	Need for increased discipline through education
Need for a better knowledge of evacuation procedures	Need for a better understanding of attendants and drivers jobs

SAFETY TRAININGS

Who?	What?	Status	Next step?
Drivers and attendants	Monthly security training for drivers and bus attendants, Weekly meeting among drivers, case study	Ongoing	Go on and increase performance assessment
LFS students	Safety training with evacuation drill to ALL LFS students	Upcoming	To be done on January

 <b>BUS</b>	<b>Minutes</b>		Page 6/7
	Reference CT.QP.19-20.1	Version v.1	Date Dec. 12, 2019
	<b>Transportation committee - Qingpu</b>		

6) Presentation of the upcoming actions:


UPCOMING:

- A. A continuous effort to improve the communication with families
- B. Adding flexibility: the discharge for getting off alone
- C. Forecast: transportation rules to accept at registration

6. Q&A:

- a. Parents representatives:** **How can we share the information with other parents?**  
**LFS:** There is an address on the school's webpage for the representatives.  
The Schools will check the options for improving the communication.
- b. Parents representatives:** **The 6:45pm bus happened to be very full in the last days. How comes?**  
**LFS:** The 6:45pm bus is normally reserved to LFS ASC students only.  
Some school conferences and events took place in the evenings at school.  
We will communicate internally to get more information, and make sure that special lines are put in place, whenever there are special occasions.
- c. Parents representatives:** **The cleanliness of some buses need to be improved. What can be done?**  
**Can we improve some points regarding cleanliness, especially smells and add rubbish bins with lids?**  
**LFS:** Yes. We are preparing a more regularized auditing process to improve.  
This process will be put in place ASAP and presented at the next transportation committee.  
In the meanwhile, we will also request the supplier to add rubbish bins with lids.
- d. Parents representatives:** **Can parents take the students bus?**



	<h1>BUS</h1>	<b>Minutes</b>		Page 7/7
		Reference CT.QP.19-20.1	Version v.1	Date Dec. 12, 2019
		<b>Transportation committee - Qingpu</b>		

**LFS:** In theory no, per regulation.  
The situation needs to be improved in Qingpu: the Schools will communicate accordingly with the parents at the beginning of 2020.  
Parents with the right to take the school bus will be redirected to staff buses, if necessary.

**e. Parents representatives: done?** **The heat is usually not right onboard: too hot or too cold. What can be done?**

**LFS:** It is decided that 21°C is the standard for all buses.

**f. Parents representatives: How comes that some attendants give candies and/or food to children?**  
**LFS:** This is not a normal practice. We have formally requested the supplier's team to stop.  
On another hand, it is understood that children must learn to respect the attendants and other passengers. In that respect, it is expected by the parents present that attendants are less tolerant and show a higher level of discipline.

7. Next meeting:

The tentative proposed date for the next meeting is: Feb. 20, 2020, at 8:15am