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Meeting minutes

1. Time: Dec. 02, 2021, 09:00am to 10:15am


2. Present:
 - LFS:
 - Mr. Pechoux, CEO
 - Ms. Nicolas, Support Services Manager
 - Ms. Ma, Support Services Assistant (reporting)
 - Mr. Kurdziel, Director of Primary School
 - Mr. Thomas, Dean of Students of Secondary School
 - Ms. Orsa, Vie Scolaire of Primary School
 - Mr. Gaboriau, Staff Representative
 - Mr. Drouin, Parent Representative
 - Mr. Danion, Parent Representative
 - Ms. Asty, Students Representative

 - DSS:
 - Mr. Baars, Head of Administration
 - Ms. Menold, Administration
 - Ms. Kaiser, Parents Representative
 - Ms. Schmidt, Parents Representative
 - DSS Students Representative

 - Common team:
 - Mr. Qu, Bus Manager for Eurocampus

3. Absents excused:
 - LFS:
 - Mr. Du Fayet De La Tour, Vice Headmaster
 - Mr. Goyon, Students Representative
 - Mr. Duan, Students Representative
 - Mr. Debar, Students Representative
 - Mr. Gauthier, Students Representative
 - Ms. Pechoux, Students Representative

4. Agenda:
 - 1) Roundtable members presentation
 - 2) Committee framework
 - 3) Main indicators of the bus service
 - 4) Incidents reported by bus assistants
 - 5) 27 new buses
 - 6) Action plan
 - 7) Q&A

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5. Development:


1) Roundtable members presentation

LFS Transportation Committee is composed as follows:

2021-2022 QINGPU TRANSPORTATION COMMITTEE		
ROLE	APPOINTED MEMBER	ALTERNATE MEMBER
Representatives of the Administration		
CEO	M. David PECHOUX	
Support Services Manager	Mme Floriane NICOLAS	
Deputy Headmaster	M. Fabien DU FAYET DE LA TOUR	
Head of Primary School	M. Jean KURDZIEL	
Bus Manager	M. James QU	
Dean of Students of Secondary School	M. Thomas YVON	
Vie Scolaire of Primary School	Mme. Cintia ORSA	
Staff representatives		
Staff representatives <i>(not necessarily member of the School Council)</i> 1 Primary School 1 Secondary School 1 Administration	M. Benoit GABORIAU	
Parent and student representatives		
Parent representatives <i>(not necessarily members of School Council, 1 person per level if possible)</i> 4 seats	M. Cyril DROUIN M. Emmanuel DANION	
Student representatives <i>(not necessarily members of School Council)</i> 3 seats	Théodore GOYON (4A) Theodore DEBAR (6D) Jennifer ASTY (CM2c)	Suren DUAN (4A) Tristan GAUTHIER (6B) Jude PÉCHOUX (CM1a)
Representative of the service provide Donghu		
Representative of Donghu 1 seat	Manager Donghu	

2) Committee framework

The basic rules described in the slide are explained by Mrs. Nicolas and Mr. Baars.

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2. COMMITTEE FRAMEWORK

The Committee meets to inform its members of the **works in progress**, and **answer their questions**, as to promote a **healthy relationship** and **improve the general quality of service**.

The Committee is not qualified to take decisions with a financial impact. Accordingly, these decisions are to be handled by the respective Boards.

The role of the members is to pass on the information to the users and provide feedback from them.

Members are to set aside any personal conflict of interest during the Committee.



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3) Main indicators of the bus service

Compared with last year, we indeed have less students registered at school this year and therefore less students registered for the bus service.

However, the total number of bus lines does not change and bus stops have increased. In general, the average filling rate of the buses is lower than last year.


3. MAIN INDICATORS OF THE BUS SERVICE

Indicators	Key figures 2021-2022*	Key figures 2020-2021*
Number of students taking the bus (LFS + DSS)	955	1033
Number of buses	50	50
Number of bus lines in the morning	46	46
Number of bus lines after 5pm	20	20
Number of lines to go to subway station Xujing Dong and Jiuting	2	2
Number of staff bus lines	4	4
Number of bus assembly points in the morning	140	125
Filling rate (with security seats)	68%	78%
Number of KM performed per day by all lines	1734km	1870Km

* Datas taken in November



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Because of the constructions on the roads nearby the school, the punctuality of the buses was a little bit impacted at the beginning of the school year. In general, the buses arrived on time over the last period.

In terms of the incidents happened since September, it is mainly about the technical issues. The bus fleet will make force to reduce and eliminate these failures.

3. MAIN INDICATORS OF THE BUS SERVICE



PUNCTUALITY REPORT

September	October	November	Average
98.75%	99.12%	97.60%	98.75%

Main causes:

- 1/ Construction on the roads near the School at the beginning of the year
- 2/ Traffic jam on the Gaojia, raining days

TECHNICAL INCIDENT REPORT

	September	October	November	TOTAL
Accident	0	0	0	0
Light accident (scratches)	0	0	0	0
Technical failure	1	0	2	3
Others (abnormal incident)	0	1	0	1



4) Incidents reported by bus assistants

Mrs. Nicolas explained the sanction procedure (see the slide below) to students who do not respect the bus discipline. Once the bus assistants see any bad behavior of the students, they will mark on Transun and an alert will be sent automatically to the Vie Scolaire departments by email (noting the student name, bus line, and type of bad behavior). Then LFS will investigate in the cases, and have a talk with students, bus assistants or drivers, or even the parents, if needed.

Mrs. Orsa highlighted that as Vie Scolaire of Primary School receives many notifications of such problem every day, they do not have enough time to finish the investigation for each case in time. The Bus Service will study the possibility of noting down more details or information in Transun of bad behaviors.

Besides, the Vie Scolaire found that it is very difficult for little kids to well keep their masks until they take the return trip by bus. If the students lost their mask, they have to go to the infirmary to get the mask, which may cause that they run late for the bus. Therefore, schools proposed to put a mask box nearby the school gates, so that students could get more easily a back-up mask if they lost their own in the day.

4. INCIDENTS REPORTED BY BUS ASSISTANTS



On LFS Side, we have a clear process together with the Vie Scolaire.

1/ LFS Vie Scolaire/CPE receive the warning messages from Bus Assistant, and will orally speak to the concerned students, Support Services can help to check with the Bus Assistant as well.

Process is applied as follow*

1 – Oral warning 1

2 – Oral warning 2 + Email to parents

3 – Written warning 1 (Pronote / Cahier)

4 – Written warning 2 (Pronote / Cahier)

5 – Temporary exclusion from the bus (3 days)

6 – Definitive exclusion from the bus

2/ LFS Support Services will send to Vie Scolaire a monthly review on the warnings sent

* Process will be applied depending on the incident recorded



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5) 27 new buses

Since the beginning of this school year, 27 school buses, which have reached 5 years old in the last school year, have been replaced by the new buses. The new vehicles are produced by a famous automotive manufactory and have a better performance in terms of the inner space, the capacity, the safety and the comfortableness of the seats.

5. 27 NEW BUS



Brand: YUTONG

Capacity: 4 types of capacity

- ① Using the industry's unique diamond closed ring structure and front wall collision energy-absorbing structure.
- ② Flame-retardant tinned copper wire, imported waterproof connectors, etc.
- ③ The tire adopts nitrogen filling process, and the tire pressure is more stable.
- ④ Using a new type of pipe network fire extinguishing bomb, which has better fire extinguishing performance and is safer and more reliable.

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5. 27 NEW BUS



Environmental protection:

① The floor leather adopts hot-melt glue attaching technology, and the material is edible starch. The material selection and environmental protection inspection are strictly checked.

Comfort:

① The seat adopts anti-aircraft seat technology, which improves comfort significantly.

② Increase the seat spacing, and the ride comfort has been significantly improved.

6) Action plan


Mrs. Nicolas presented the actions planned and taken by the LFS to improve the bus service over this school year.

To smooth the communication between parents and school, LFS has engaged more time to reply to parents' emails as soon as possible since last year and plans to update the FAQ on the website, including especially the most asked questions by parents concerning the bus service. Besides, schools are working with Transun to make the App more reliable and efficient.

In terms of the discipline issues, the sanction procedures have been put into place with Vie Scolaire. From next year, schools will also arrange the bus safety trainings for students and reinforce the regular meetings with bus fleet. Meanwhile, Yangpu is going through a "student tutor project" which aims to smooth the communication between bus assistants and the kids. Tutor students, normally the older kids, need to have some trainings from school. Qingpu campus will decide whether to carry out the same system or not, based on the feedbacks and experiences from Yangpu.

As to the cleanness and safety, schools conduct the regular audits and inspections to improve the bus service.

Finally for the bus route, schools explained that the bus routes should be validated by the local authorities (Police and Education Bureau) and need to go through many processes. This fact, which is explained in the Bus Regulations of schools, will be included in the FAQ next year.

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6. WORK IN PROGRESS - ACTION PLAN (LFS)

#	ITEM	DETAILS	STATUS
1	Communication	Improve communication Bus Department and parents: define model of answers - for specific cases: involve the committee parents in the discussion to be the relais	Done and communication improved
		Establish a FAQ (FR/EN/CN) with the main questions: Parents Waiver, how to create stops, change lines....?	On-going (for LFS). FAQ will be published for January 2022
		Improve TRANSUN app: improve the reliability of the Datas and training reinforcement with Bus Assistants	Weekly training with Bus assistants are regularly done. LFS & DSS Support teams will work with Transun software development (link between the different educational platform, develop the map tool, the students schedule)
2	Discipline	Arrange workshop with students / pedagogic team: main topics will include communication, respect inside the bus, hygiene and security.	LFS is working on a video/photo presentation to be projected in each class in January 2022. A visit to the bus with the security processes will be arranged as well.
		Draft & clarify the warning and sanctions process (to work with Vie Scolaire)	Done
		Arrange regular trainings for Bus Drivers & Bus Assistants: bus rules, discipline, communication, cleaning, security (seat belt , mask, fast driving) and responsibility	On-going process, regular trainings are done every Friday by DONGHU team. 2022 Project to work on small team training with Donghu drivers and bus assistants, focusing on new staff and Transun application
3	Cleaning	Promote student tutor mechanism: volunteer campaign	Test in Yangpu
		Improve the bus cleaning: regular inspection to conduct (Support services) and trimestrial evaluation	Done and on-going (trimestrial KPI/audit/regular inspection)
4	Safety	Regular inspection: on the seat belt, tires, lighting conditions Monthly checking and verification of the vehicule maintenance and reports	Done with monthly maintenance reports and procedures verification during KPI audit
5	Route	Change on routes and process to be clarified in a FAQ by explaining the administrative and authorities process	On-going (for LFS). FAQ will be published for January 2022

6. Q&A:

a. **Parents representatives:** **Is it possible to relax the rules to allow the eating in the bus under certain conditions?**

LFS: We cannot allow the students to eat in the bus:
- cleaning matters
- responsibility of the exchange between the kids
- security matters

b. **Parents representatives:** **Can we have access to the reports sent by the bus ayis to Vie Scolaires?**

LFS: Reports are only sent internally to Vie Scolaire. We cannot send it directly to parents, as we need first to conduct internal investigation.

c. **Parents representatives:** **Can parents apply for a parking ticket?**


DSS: Parking tickets are only necessary for frequently long term parking staff. Parents shall use the school parking lot only for short-term parking (take students to/from school).

d. **Student representatives:** **Can buses that have the longer route leave earlier (i.e. first in line)?**

DSS: There exists indeed the rotation system for the buses. The buses that go the farrest distance leave at first. All the rest buses leave in 2 departures and will take turn from one school year to another, for fairness reason.

e. **Staff representatives:** **Can somebody inform the Vie Scolaire if all the buses have arrived?**

LFS: The Bus Manager will inform the VS if any bus arrives late after 8am.

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7. Next meeting:

The **tentative** proposed date for the next meeting is: Mar. 30, 2022, at 9:00am,