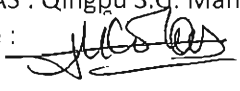

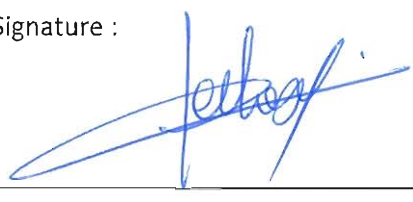


LFS BUS REGULATIONS

Version:	Validation on:	Written by:	LFS validation:
V1	11 th February, 2022	F. NICOLAS : Qingpu S.G. Manager Signature :  W. BONGA : Yangpu S.G. Manager Signature : 	D. PECHOUX : Directeur Exécutif Signature : 

This Bus Regulation V1 applies from February 11, 2022 and remains applicable until an updated version is implemented.

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Article 1. Definitions

- 1.1. **Schools:** the 2 main parties sharing the Bus Service:
 - Lycée Français de Shanghai (LFS) : included Lycée Français de Shanghai Qingpu Eurocampus (LFS QP) and Lycée Français de Shanghai, Yangpu Eurocampus (LFS YP),
 - Deutsche Schule Shanghai (DSS) : included Deutsche Schule Shanghai Qingpu Eurocampus (DSS QP) and Deutsche Schule Shanghai, Yangpu Eurocampus (DSS YP).
- 1.2. **Eurocampuses:** the two Eurocampuses shared between the French and German Schools:
 - In Qingpu Eurocampus: LFS QP and DSS QP
 - In Yangpu Eurocampus: LFS YP and DSS YP
- 1.3. **Bus Regulations:** the set of rules, regulating the Bus Service, that is common to the Schools, even if some of the rules could apply only to one School (e.g. LFS Financial Regulations do not apply to DSS). The present Bus Regulations are published for consultation online on LFS website (it is dated and versioned).
- 1.4. **Bus Service:** the bus optional transportation service put by the Schools at their registered families' disposal to take students to their Eurocampus in the morning, and take them back home after class, using shared vehicles LFS/DSS, working thanks to a network of Assembly Points.
- 1.5. **Assembly Points:** the designated points on bus lines, where the vehicles stop at pickup and drop-off times. Their location follows strict legal placement rules. They are supposed to be equally convenient to clusters of families, not to a single family.

Article 2. Disclaimer

Registration to the Bus Service necessarily implies the complete acceptance by the parents of the present Bus Regulations and indirectly the acceptance of the processes that they describe.

The full Lycée Français de Shanghai Financial Regulations remains fully valid and the parents are bound by these Financial Regulations. In case of contradiction or difference between the Lycée Français de Shanghai Financial Regulations and these LFS Bus Regulations, the LFS Bus Regulations prevail for the current school year.

The Bus Service is based on a practical and realistic approach, aimed at providing a convenient service to the Schools' community.

The Schools thus reserve the right to refuse to provide the Bus Service to the families that do not meet the basic requirements for using it, especially if they live especially far outside the Bus Network or when the creation of the Assembly Points they asked cannot meet basic safety requirements.

Constraints for creating the Assembly Points are listed in Article 7.

Similarly, the Schools reserve the right to refuse or cancel the Bus Service to any passenger(s) and/or families who do not comply with the present Bus Regulations, and/or endanger(s) the well-being or safety of other users.

Although the Schools commit to try to find the best solution to answer the needs of every family, there is no obligation for Schools to provide Bus Service which is optional.

Article 3. Bus Service description

The Schools provide shared transportation by bus to their registered students.
On each Eurocampus, there is a dedicated bus network that connects the Eurocampus to Assembly Points, corresponding to a selection of residential locations in Shanghai.
The transportation service is not a door-to-door service.

The Bus Service is optional, so it is up to parents to choose to apply for it or not.
The goal is to provide the most flexible and affordable service to the largest number of families, within a set of known constraints (e.g. laws and regulations, safety measures, parking space, etc.).
Bus service is ensured by a certified and qualified supplier.
Internally, this service is managed by one shared Bus Manager per Eurocampus (common employee of LFS/DSS on each Eurocampus). The Bus Manager to be contacted is that of the campus where students are enrolled.

When operating, local Chinese laws and traffic police decisions prevail on the Bus Service operations and the Schools have to follow the Chinese laws and regulations at all times.

Article 4. Pricing and payment

The Bus Service is a paid service.
Prices are revised every school year and are available online.
The financial conditions of the Bus Service are explained in the Lycée Français de Shanghai Financial Regulations.

Article 5. Registration and deregistration

Only Schools' registered students are allowed to use the Bus Service.
The Bus Service becomes available upon registration.
Registration necessarily requires a local address.

In the process of registration:

- A family requests the Service, either before or during the school year.
- The Bus Manager of the Eurocampus where student is enrolled proposes the closest Assembly Point from the declared address of the family.
- The family confirms or not their request for Bus Service.
- If the request is confirmed, the Bus Manager validates the registration and the starting date of the Service.

5.1. Registration procedure

Registration for the Bus Service can be done in 2 different ways, according to the time of request:

- Before the start of the school year:
 - o When registering for the next school year, by filling in the online bus form within the application process, before the deadline.
- During the school year, for the ongoing school year:
 - o By filling in the online form on the website of the LFS and sending the form in a scanned version to the Bus Manager.
 - o Note: registration during the school year does not imply an immediate start of service. Indeed, Chinese regulations apply and may delay the process (e.g. lines licensing by the traffic police). The



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Schools will not bear any costs related to any alternative mean of transportation chosen by the family pending completion of the process of the Bus Service registration.

5.2. Impossible temporary or selective registration

Registration to the Bus Service cannot be temporary (for one day or several months), unless otherwise agreed by the Schools. Only one case is to be submitted to School's approval and should be accepted: under exceptional circumstances of absence of the two parents from Shanghai.

Similarly, selective registration is not accepted (e.g. the Bus Service cannot be registered for only some days a week).

5.3. Deregistration

Deregistration can take place at any time, by notifying in written the Bus Manager. The family will have to specify the student's name and the expected ending date of the Bus Service.

Once deregistration is confirmed in written by Bus Manager, usage of the Bus Service is forbidden at the end date.

Financial conditions may apply: see Lycée Français de Shanghai Financial Regulations.

Article 6. Parental waiver for trips back home

By default, all LFS students of kindergarten and primary (from petite section to until CM2 included) must imperatively be accompanied by their parents or a designated adult guardian upon arrival at Assembly Points of the trip back home.

However, it is possible for parents to request that students (from CP included to CM2 included) can leave the bus alone without being accompanied by an adult (parent or dedicated responsible person), provided that both parents had signed the form of Parental Waiver for the Bus Service. This Parental Waiver form is available online on LFS website. Note that the service is valid only after confirmation by Bus Manager.

By signing it, and from the moment the LFS confirms the starting date of the service, the parents commit to take the whole responsibility in case of any incident or accident taking place after the bus drop-off of the students.

It remains absolutely necessary that kindergarten students are picked up by an adult (parent or dedicated responsible person) at the Assembly Points.

See below: Article 9 for details about the arrivals process.

Article 7. Bus Network rules

7.1. General principles of bus network constitution

During the process of Bus registration, as mentioned above, the Bus Managers centralize the addresses of the Schools (LFS and DSS) families and assign to each family an existing Assembly Point or a new Assembly Point (the closest to the family's address), should one need to be created.

In order to keep a realistic and optimum approach to the shared the Bus Service operations (for logistics and financial aspects), the number of Assembly Points per line is limited. Should the Bus Manager estimate that the addition of a new Assembly Point hinders the normal operation of a line and/or the well-being of its



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other users (e.g. by making the bus leave much earlier or making it impossible for the bus to arrive at destination on time in the morning), the Schools would have no obligation to add that new Assembly Point.

7.2. Assignment of a bus line and an Assembly Point

Once a line and an Assembly Point are assigned to a student, he/she cannot freely change it, unless in the following case of force majeure:

- if both parents are out of Shanghai, in that case only and if the student need to live in a third family. In order to change the bus line or the Assembly point, the family must submit a written responsibility waiver to school and inform the Bus Manager of his/her Eurocampus at least 2 working days in advance. The student using the service in this case of force majeure has to take the same bus as the student of that third family.
- In case of divorce, the school deputy headmaster and the Primary School headmaster can ask the Bus Manager to make some bus line adaptation for the concerned student (only if Schools have received the official documents concerning the divorce).

7.3. Bus map and bus times

The bus map (with bus lines and Assembly Points) and bus times are updated at the beginning of every school year (or whenever there is a change), based on the residence of the families of LFS and DSS.

The Bus Managers, on each Eurocampus, will work to keep the network as stable as possible on the long run, so that families can maintain their transportation arrangements from one year to another. However, the Schools do not commit to keep the bus map 100% similar every year.

The following documents are available on LFS web site:

- The bus map for each campus
- For the morning: the time and the address of each Assembly Point on each line
- For after school: the estimated duration of the trip back home that mainly occur at 12:30pm, 3pm and 5pm, depending on the campus.

Note: The number of lines is fewer at 5pm. The reference number of each line is different between the morning bus and the return afternoon/evening buses.

On regular bus trips, weekly bus schedules for both Eurocampus Qingpu and Yangpu will be updated at a later date, before back-to-school, according to each school's organization and will be communicate to parents on website, page of Bus Service.

7.4. Creation of Assembly Points

As agreed by the Euroboard (official decision committee for both Eurocampuses), the conditions that need to be met to create an Assembly Point are as follows. All conditions without exceptions have to be met to create an Assembly Point.

All the Assembly point are official and validated by authorities. If a new assembly point has to be created, processing time with the traffic police and the SHMEC (Shanghai Municipal Education Commission) is at their discretion as to the validation time and the acceptance or rejection of the request.

Conditions	Check
1 SAFETY: 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.)?	✓
2 LEGALITY: Is the Assembly Point legal (authorized temporary parking, no yellow lines, right to enter a residence, etc.)?	✓
3 PRACTICALITY A: Can the bus fit into the street (no low tree branches in narrow lanes, etc.)?	✓
4 PRACTICALITY B: Is the Assembly Point within the network, and does not imply a major detour or impact on a normal route?	✓
5 TIMING A: Does the Assembly Point enable the bus to arrive at school on time on the morning, <i>in normal weather conditions</i> ? Does it enable the bus to arrive on time for the next afternoon rotation, <i>in normal weather conditions</i> ?	✓
6 TIMING B: Can the Eurocampus of destination be reached within 70 minutes in the morning, <i>in normal weather conditions</i> ¹ ?	✓

7.5. Refusal to create an Assembly Point

LFS commit to explain every refusal to create an Assembly Point and/or to provide Bus Service, relying on the table above and the present Bus Regulations.

Article 8. Access to the Bus Service

8.1 Age of access

The Bus Service is available for all students who are registered at School and have reached 3 years old.

8.2 Access to Bus lines by categories of passengers

There are 3 categories of bus lines:

- Student lines: regular lines licensed for transporting students;
- Staff lines: regular lines licensed for transporting members of staff;
- Bus for school trips and competitions: extra lines running for single special events.

The Bus Service is available to the following passengers, according to the type of transportation:

Categories of passengers / accessibility to lines	Student lines:	Staff lines:	Buses for school trips and competitions:
Registered LFS/DSS students	YES	NO	YES
LFS/DSS staff (directly employed by the Schools)	YES	YES	YES
Parents (incl. parents helping for events or having meetings)	NO	NO	NO

¹ No guaranteed duration is given for return trips, given the variable conditions on the road.

Parents in their role of Board Members	NO	YES Under agreement signed with Schools	NO
Parents as members of Parents Association (BDA for LFS, e. g.)	NO	YES Under agreement signed with Schools	NO
Parent representatives	NO	YES Under agreement signed with Schools	NO
Parents accompanying school trips	NO	NO	YES Under identification condition
Parents as coaches of extra-curricular activities, accompanying competitions at night and/or in weekend days	NO	NO	YES Under identification condition
Coaches of suppliers of extra-curricular activities, accompanying competitions at night and/or in weekend days	NO	NO	YES If they have a contract signed with the school + a proof that the employer took a public liability for the employee
Parents of pupil(s) below 3 years old	YES (for DSS only)	NO	NO
School helpers hired by parents	NO	NO	NO
Parent volunteers (for canteen and extra-curricular activities)	NO	YES Under agreement signed with Schools	NO
Educational volunteers	NO	YES Under agreement signed with Schools	NO
Punctual external guests (for conferences, trainings, etc. For Schools' exchanges Bus Managers to manage.	NO	NO	NO
Subcontractors paid by the Schools (educational extra-curricular activities)	NO	YES: to have a contract signed with LFS/DSS + to have a proof that the employer took a public liability for the employee	YES: to have a contract signed with LFS/DSS + to have a proof that the employer took a public liability for the employee
Suppliers (non educational)	NO	NO	NO

Article 9. Organization of regular trips on student lines

9.1. Morning trips: departure time and responsibility

Families commit to be punctual at their morning Assembly Point. Drivers can absolutely not wait for late students.

Should any conflict arise about the time of departure of the bus, the internal bus monitoring software and/or the traffic police GPS would provide evidence.

Students are under the sole responsibility of their parents until they are on the school bus.

9.2. Return trips

9.3.1 Process of assembly at school

At return, students are assembled according to their class level.

Class level:	Location of assembly:	Adult supervision:
Kindergarten	Classrooms	Counted by kindergarten attendants Led to the buses by bus attendants
Primary	Courtyard	Counted by bus attendants Led to the buses by bus attendants
Middle school	NA	Cards swiped onboard by bus attendants
High school	NA	Cards swiped onboard by bus attendants

9.3.2 Special cases: pollution, weather or external activity

- Severe pollution and extreme adverse weather: In case of severe pollution (from red flag and above) or extreme adverse weather conditions, exit is to take place inside the premises, following the existing process.
- Parents who come exceptionally to pick up students at school must notify the Bus Manager of the Eurocampus of enrolment with an early notice of at **least 3 hours** during working hours from Monday to Friday, from 8am to 5pm.
- Exit of the School's grounds: if a student leaves the Schools' grounds after class (to take part in an activity outside, e. g.) and does not use the bus line he/she is registered to, that student will not be accepted to come back to LFS and will not be accepted to take a later bus that day.

9.3.3 Return times

The Schools do not strictly commit on return times, due to highly varying factors that affects the estimated calculation (weather, traffic, time of the year, etc.).

An indicative chart mentioning the estimated time for return trips per line is available online on LFS website.

The Schools provide free of charge an application to monitor the location of each bus. For more details, see Article 12.

9.3.4 Order of buses at departure from Schools

The order of buses is set by the Bus Manager for the school year.
Buses travelling far are placed first in line.

Other buses, to be fair, are placed alternatively:

- In an increasing-decreasing order one year.
- In a decreasing-increasing order the following year.

9.3.5 Drop-off

9.3.5.1 General rules

There are different rules for drop-off, according to the class level of the students.

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Class level:	Can get off alone?
Kindergarten	NO
Primary	NO Unless there is a valid Parental Waiver received and accepted by LFS
Middle school	YES
High school	YES

9.3.5.2 Special rules for kindergartners and primary students without parental waiver

Kindergarten and primary students without parental waiver are not allowed to leave the bus unaccompanied under any circumstances. An identified adult must always be there for picking up pupils.

If the designed adult is not present at the Assembly Point to pick up the student (of kindergarten or primary) without any Parental Waiver:

- The student is automatically brought back to his/her Eurocampus for safety reasons and parents should arrange the pick-up.
- LFS does not take responsibility towards parents for costs involved by the pick-up at any Eurocampus, or for any incident occurring to them on the way to there.

LFS reserves the right to cancel the Bus Service to parents who repeatedly fail to pick up students without Parental Waiver at arrival. Special Financial conditions may also apply. For more details, see: Lycée Français de Shanghai Financial Regulations.

Article 10. Safety and discipline

10.1 Seatbelt policy

Onboard, students must use safety belts. They have to keep fastened at all times.

Refusing to wear a seat belt or unfastening it during bus operations will result in disciplinary action.

As a consequence, changing seats is strictly forbidden during bus operations (this includes short stops).

10.2 Use of camera
















Upon the request of the Shanghai Municipal Road Transport Administrative Bureau, the on-board video surveillance system (cameras) is installed and activated on each bus, in order to reinforce the safety on board on the school buses, by filming the road (dashcam), the interior of the bus as well as all the passengers (students, staff, bus attendant and drivers) during the trips. The videos of the bus are stored (images and sounds) for 1 month on a hard disk in the bus and on a server of the service provider. These videos are only accessible to schools and the police on request, provided by the bus service provider.

10.3 Other basic safety rules

For their own safety, as well as comfort, pupils are to follow the following rules when onboard:

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	<p>Pour ma sécurité et celle de tous, j'attache ma ceinture de sécurité ; je me fais aider si je n'y arrive pas.</p> <p><i>For my own safety and that of others, I fasten my seat belt ; I ask for help if I cannot do it by myself.</i></p>		<p>J'obéis aux consignes de la surveillante de bus et du chauffeur.</p> <p><i>I obey the instructions of the bus attendant and the driver.</i></p>
	<p>Je dois rester assis et attaché jusqu'à l'arrêt définitif du bus.</p> <p><i>I remain seated with my seat belt on until the bus has come to a complete stop.</i></p>		<p>Je ne dégrade pas le matériel du bus. Je garde le bus propre et ne laisse aucun déchet sur place.</p> <p><i>I keep the bus tidy and do not leave any waste at my seat.</i></p>
	<p>Si je suis un élève de la maternelle, j'utilise les rehausseurs.</p> <p><i>If I am a kindergarten pupil, I use the booster seats.</i></p>		<p>Je peux boire dans le bus si la bouteille se referme mais je ne peux pas manger.</p> <p><i>I can drink on the bus if the bottle is closed, but I cannot eat on it.</i></p>
	<p>Je respecte l'horaire de départ du bus.</p> <p><i>I respect the departure time of the bus.</i></p>		<p>Je parle calmement et respecte les autres usagers.</p> <p><i>I speak calmly and respect other passengers.</i></p>
	<p>Je vérifie mon numéro de bus avant de monter.</p> <p><i>I check my bus number before getting on the bus.</i></p>		<p>Je suis poli(e) envers le chauffeur et la surveillante de bus.</p> <p><i>I am polite to the driver and the bus attendant.</i></p>
	<p>Je peux monter et descendre du bus uniquement aux arrêts officiels.</p> <p><i>I can get on and get off the bus only at formal assembly points.</i></p>		<p>En cas d'accident, je garde mon calme et je me conforme aux instructions de la surveillante et du chauffeur.</p> <p><i>When there is an accident, I remain calm and comply with the instructions of the bus attendant and the driver.</i></p>
	<p>Je rejoins la surveillante dans la cour et la suit pour rejoindre le bus.</p> <p><i>I meet the bus attendant in the courtyard and follow her to get on the bus.</i></p>		<p>Je dois prévenir le responsable du service de bus en cas d'absence prévue sur un trajet.</p> <p><i>I must inform the Bus Manager of any foreseen absences on a trip.</i></p>
	<p>Je sais que le non-respect de ces règles est sanctionné par 2 avertissements écrits avant une exclusion provisoire plus une exclusion définitive.</p> <p><i>I know that the non-compliance with these rules will be punished by 2 written warnings, followed by a temporary exclusion then a final exclusion</i></p>		

Failure to respect these rules may result in disciplinary action (see below: Paragraph 10.5).

10.4 Supervision onboard

10.4.1 Duties of attendants

Attendants assist students onboard and make sure that safety rules are followed, along with the drivers.

Attendants and drivers are fully entitled to take action to safeguard safety and/or report any fact requesting disciplinary process. Disciplinary process is handled by the LFS.

Both driver and attendant are hired by the transportation supplier.

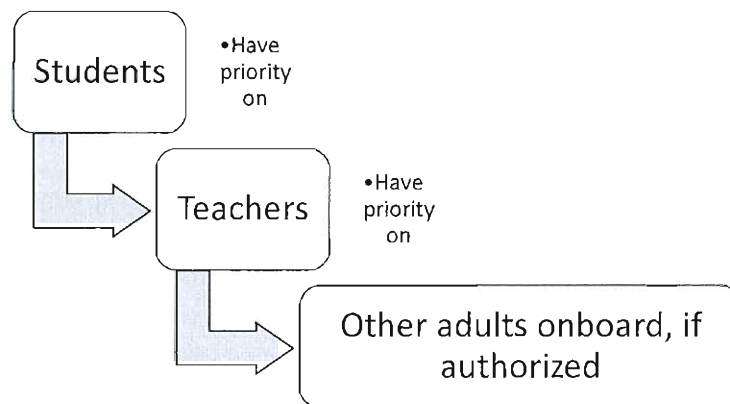
10.4.2 Repartition of attendants on trips

Trips	Systematic presence of an attendant
Regular morning trips	YES
Regular return trips until 5:05pm	YES
Regular trips after 5:05pm	NO
Extra trips (e.g. weekend sports activities)	NO

10.5 Seating policy

Onboard, the attendant and driver have authority to replace passengers according to the seating policy.

10.5.1 Priority



Absolute seating priority is given to students. Authorized adults (e.g. staff members) **MUST** yield their seats and even get off, should there be a shortage of seats at any given point of time.

10.5.2 Seating plan for kindergartners

- Kindergarten students must have a booster seat provided by LFS. Parents of kindergarten students cannot refuse it.
 However, parents from CP children can exceptionally request that their children are assigned a booster seat. This demand must be done in written to the Bus Manager.
- As much as possible, kindergarten students must be seated in the front zone of the bus.

10.5.3 Seating plan

In order to improve security, buses have seating plans according to their sizes.

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Size of the bus	Authorized seats
Small (from 17 to 21 seats)	All except: Seats facing the corridor Front seats
Medium (from 34 to 35 seats)	All except: Seats facing the corridor Front seats
Large (from 46 to 50 seats)	All except: Seats facing the corridor Seats behind the stairs in the middle Front seats

10.6 Disciplinary process

Should any disciplinary problem arise requesting corrective action, the following process will be observed:

It works in 4 steps:

- 1) 1st report: oral warning to the pupil, with notification to the parents.
- 2) Written warning to the parents.
- 3) Written temporary exclusion of the Bus Service notified to the parents.
- 4) Written permanent exclusion of the Bus Service notified to the parents.

Should the 4th step be reached without prior improvement of attitude, the deregistration of the student should immediately occur and financial conditions may apply for this deregistration. For more details, see Lycée Français de Shanghai Financial Regulations.

Article 11. Emergencies

The Bus Manager is the first contact in case of an accident/breakdown.

Should an emergency arise on board, students and staff **MUST** follow the instructions of the driver and attendant at all times.

Students are in no way allowed to leave the bus by themselves in case of a breakdown.

The Bus Manager informs the parents as soon as possible.

Article 12. Monitoring application and attendant discussion

12.1. Monitoring application

The Schools make available a cellphone application (Transun Monitoring Application), that enables them to follow the bus of their registered student at all times. The links to download it and instructions manuals are available online on LFS website.

The cellphone application works through swiping of the students' generic access/meal cards.

Usage of this application is not mandatory, but it is mandatory that students comply with the request of the bus attendants and swipe the card when getting on the bus.

12.2. Attendant discussion

The Bus Manager is the dedicated channel of communication with the bus team.

Communication between the parents and the attendant is however possible:

- During times of operation, through Transun App, for emergency cases only.
- When meeting in personal at the Assembly Point, for feedback about the behavior of children, or any special events that may have happened during a trip.

Communication with the attendant must strictly respect the following conditions:

- It must **not** be for convenience or personal privilege (e.g. asking to wait on one late child).
- It must concern only professional matters.
- It must be respectful.

Should a family wish to complain about an attendant, the only dedicated channel is through the Bus Manager, and in no case by remonstrating the attendant.

Article 13. Bus Committee

For dialogue purposes, each Eurocampus has a “joint French-German Transportation committee”, where representatives of the management, staff, parents and students sit.

The framework rules of the Bus Committee apply, when meeting:

“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 School Boards/administration.

The role of the members is to make proposals, bring up general issues, and transmit information to users. Members are to set aside any personal conflict of interest during the Committee.

