
 BUS	Minutes of meeting		Page 1/12
	Reference TC.QP.22-23.02	Version v.1	Date Mar. 30, 2023
	Transportation Committee - Qingpu		

Meeting minutes

1. Time: Mar. 30, 2023, 09:00am to 10:15am
2. Present:
- LFS:
 - Ms. Livia RAFIDISON, CEO/COO
 - Mr. Willy BONGA, Support Services Manager (reporting)
 - Ms. Qian MA, Support Services Assistant
 - Ms. Anne PENDA, CPE of Secondary School
 - Ms. Kathy Bing Ying XIA, Vie Scolaire of Primary School
 - Mr. Emmanuel DANION, Parent Representative
 - Mr. Jerry SU, Student Representative
 - DSS:
 - Mr. Jurgen Lesch, Head of Administration
 - Mr. Christophe Waldhuber, Cocu
 - Ms. Iris Kaiser, Parent Representative
 - Common team:
 - Mr. James QU, Bus Manager for Eurocampus
 - Mr. Xie ZUO, Donghu's onsite Manager
 - Ms. Tingting MIAO, Donghu's ayi manager
3. Absents excused:
- LFS:
 - Mr. Cyril DROUIN, Parent Representative
 - Mr. Bin LI, Parent Representative
 - Mr. Jean KURDZIEL, Director of Primary School
 - Ms. Emmanuelle BLANC-TORES, Deputy Headmaster
 - Mr. Gabriel BRINDLES, Staff Representative
 - Mr. Loick Ly CLERGUE, Student Representative
 - Ms. Amélie CHAMBRON, Student Representative
 - Ms. Emy VISASOUK, Student Representative
 - DSS:
 - Ms. Annika Hoffmann, Student Administration
 - Mr. Jan Van Loon, Parent Representative
 - Ms. Mady Jahnz, Student Representative
 - Ms. Naomi Paeslack, Student Representative
4. Agenda:
- 1) Committee regulations
 - 2) Roundtable members presentation
 - 3) Bus organization
 - 4) Main indicators of the bus service
 - 5) Operational indicators of the QP bus service
 - 6) Incidents reported by bus assistants
 - 7) Training on safety & behaviors for bus assistants & drivers
 - 8) Training on safety & behaviors for students (all primary school)
 - 9) Q&A

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5. Development:

1) Committee regulations:

The basic rules described in the slide are explained by Mrs. Bonga.

1. COMMITTEE REGULATIONS – BASIC RULES

GOAL

Committees are dedicated to handle regular questions related to the topics of Bus.
Generally, Committees promote a mutual, healthy and transparent relationship between Schools, parents, staff and student representatives, as to improve the general service quality, within its existing constraints, by sharing information about works, projects in progress, and answering questions about areas of concern.

LIMITS OF SCOPE

Committee Members are not a decision-making body, but a consulting body.
Decisions will be made by schools' services, principal and boards.
Committee Members shall set aside any personal conflict of interest during Committees.



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1. COMMITTEE REGULATIONS – BASIC RULES

COMPOSITION OF COMMITTEES

Committees are joint Committees of both LFS and DSS schools.

TIME FRAME

Joint LFS/DSS Committees are in-person Committees and take place at least twice per school year, on the Schools' initiative.
When events require it, Schools can call for extraordinary Committees with 3 days of forewarning. They can be in-person or online Committees.
Dialogue and feedback to the Schools are possible all along the school year, as well as informal Committees involving LFS only or DSS only.



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2) Roundtable members presentation

The committee members of LFS and DSS schools are as follow

2. TRANSPORT COMMITTEE - QINGPU

LFS		DSS	
Administration		Administration	
CEO/COO	Ms Livia RAFIDISON	Head of Administration	Jurgen Lesch
Support Service Manager	Mr. Willy BONGA	Cocu	Christophe Waldhuber
Deputy Headmaster	Ms. Emmanuelle BLANC-TORES	Student Administration	Annika Hoffmann
Headmaster of Primary School	Mr. Jean KURDZIEL	Parent Representatives	Iris Kaiser
CPE / Assistant of Vie Scolaire Secondaire	Ms Anne PENDA		Jan Van Loon
CPE / Assistant of Vie Scolaire Primaire	Ms Kathy Bing Ying XIA	Student Representatives	Mady Jahnz
Staff Representatives	Mr. Gabriel BRINDLES		Naomi Paeslack
	Mr. Cyril DROUIN	DSS / LFS COMMON	
Parent Representatives	Mr. Emmanuel DANION	Bus Manager	Mr. James QU
	Mr. Bin LI	Donghu On-site Manager	Mr. Xie ZUO
	Ms. Amélie CHAMBRON (CM1B)	Donghu Ayi Manager	Ms. Tingting MIAO
Student Representatives	Ms. Emy VISASOUK (CM1A)		
	Mr. Loick Ly CLERGUE (2QA)		

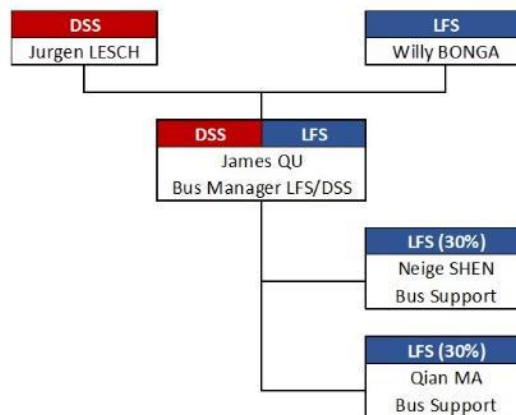


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3) Bus organization

3. BUS ORGANIZATION

I Bus Manager Reporting line



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4) Main indicators of the bus service

Schools compared the figures of Nov.2022 and Mar. 2023 with that of year 2021-22. We could observe clearly that the filling rate has increased because of the growth of the student numbers and the combination of the bus lines. From September 2022 until now, we have decreased 5 student buses.

4. MAIN INDICATORS OF THE BUS SERVICE

Indicators	Key figures 2022-2023*	Key figures 2021-2022*	Change
Number of students taking the bus (LFS + DSS)	789	955	-17.38%
Number of buses	46	50	-8.00%
Number of student bus lines in the morning	42	46	-8.70%
Number of student bus lines after 5pm	20	20	0.00%
Number of lines to go to subway station Xujing Dong and Jiuting	2	2	0.00%
Number of staff bus lines	4	4	0.00%
Number of bus assembly points in the morning	140	140	0.00%
Filling rate	62.27%	68%	-8.43%
Number of KM performed per day by all lines	1734m	1734km	-8.02%

* Datas taken in November 2022

4. MAIN INDICATORS OF THE BUS SERVICE

Indicators	Key figures 2022-2023*	Key figures 2021-2022*	Change
Number of students taking the bus (LFS + DSS)	814	955	-14.76%
Number of buses	45	50	-8.00%
Number of student bus lines in the morning	41	46	-8.70%
Number of student bus lines after 5pm	20	20	0.00%
Number of lines to go to subway station Xujing Dong and Jiuting	2	2	0.00%
Number of staff bus lines	4	4	0.00%
Number of bus assembly points in the morning	140	140	0.00%
Filling rate	66.50%	68%	-2.21%
Number of KM performed per day by all lines	1595m	1734km	-8.02%

* Datas taken in March 2023

5) Operational indicators of the QP bus service

Since December 2022, we have encountered 3 break-down and 1 abnormal incident (breakage of bus window)

5. OPERATIONAL INDICATORS OF THE BUS SERVICE

PUNCTUALITY REPORT (Dec 2022 – Mar 2023)

	Number of trips (morning)	Punctuality rate
Dec 2022	498	98.95%
Jan 2023	658	99.68%
Feb 2023	852	99.63%
Mar 2023	931	99.09%

TECHNICAL INCIDENT REPORT (Dec 2022 – Mar 2023)

	December	January	February	March	TOTAL
Accident	0	0	0	0	0
Light accident (scratches)	0	0	0	0	0
Technical failure	1	0	1	1	3
Others (abnormal incident)	0	0	0	1	1

6) Incidents reported by bus assistants

Schools found that most of the problems reported by bus ayis concerns the non-use of the seatbelt and reminded that all passengers must fasten their seatbelt during the whole trip. Teachers also advise that the bus shall not move as long as any passenger does not fasten his/her seatbelt.

6. Incidents reported by bus assistants

Date	Bus No.	Ride Type	Student Name	School	Bad Behavior	Date	Bus No.	Ride Type	Student Name	School	Bad Behavior
2023-03-28	26	Pick-up		DSS	do not fasten the seat belt	2023-03-14	112	Drop-off		LFS	move
2023-03-27	105	Drop-off		LFS	do not fasten the seat belt	2023-03-14	111	Drop-off		DSS	shout with high voice
2023-03-27	102	Drop-off		LFS	do not fasten the seat belt	2023-03-14	44	Drop-off		LFS	shout with high voice
2023-03-27	105	Drop-off		LFS	do not fasten the seat belt	2023-03-13	26	Drop-off		DSS	do not wear the mask
2023-03-27	105	Drop-off		LFS	do not fasten the seat belt	2023-03-13	26	Drop-off		DSS	shout with high voice
2023-03-27	105	Drop-off		LFS	do not fasten the seat belt	2023-03-13	1	Pick-up		LFS	do not fasten the seat belt
2023-03-27	105	Drop-off		LFS	do not fasten the seat belt	2023-03-08	111	Drop-off		DSS	fight
2023-03-27	50	Pick-up		LFS	move	2023-03-08	111	Drop-off		DSS	move
2023-03-27	50	Pick-up		LFS	do not fasten the seat belt	2023-03-08	111	Drop-off		DSS	do not fasten the seat belt
2023-03-27	50	Pick-up		LFS	move	2023-03-08	111	Drop-off		DSS	stand up
2023-03-27	50	Pick-up		LFS	do not fasten the seat belt	2023-03-03	3	Drop-off		DSS	do not join ayi before departure
2023-03-24	16	Pick-up		LFS	shout with high voice	2023-03-02	3	Drop-off		DSS	move
2023-03-24	16	Pick-up		LFS	move	2023-03-02	3	Drop-off		DSS	move
2023-03-24	16	Pick-up		LFS	do not fasten the seat belt	2023-03-02	3	Drop-off		DSS	do not fasten the seat belt
2023-03-24	50	Pick-up		LFS	eat	2023-03-02	50	Pick-up		LFS	eat
2023-03-23	43	Drop-off		LFS	move	2023-03-01	50	Drop-off		LFS	eat
2023-03-23	43	Drop-off		LFS	do not fasten the seat belt	2023-03-01	24	Pick-up		DSS	move
2023-03-20	105	Drop-off		LFS	do not fasten the seat belt	2023-02-28	3	Drop-off		DSS	move
2023-03-20	105	Drop-off		LFS	stand up	2023-02-28	3	Drop-off		LFS	move
2023-03-20	105	Drop-off		LFS	do not fasten the seat belt	2023-02-27	119	Drop-off		LFS	quarrel
2023-03-20	105	Drop-off		LFS	stand up	2023-02-27	3	Drop-off		DSS	move
2023-03-20	105	Drop-off		LFS	shout with high voice	2023-02-27	16	Pick-up		LFS	do not fasten the seat belt
2023-03-20	105	Drop-off		LFS	shout with high voice	2023-02-27	16	Pick-up		LFS	stand up
2023-03-20	26	Drop-off		DSS	move	2023-02-27	2	Pick-up		DSS	shout with high voice
2023-03-20	26	Drop-off		DSS	do not fasten the seat belt	2023-02-24	44	Drop-off		LFS	move
2023-03-20	26	Drop-off		DSS	stand up	2023-02-24	3	Drop-off		DSS	move
2023-03-20	26	Drop-off		DSS	shout with high voice	2023-02-24	3	Drop-off		DSS	do not join ayi before departure
2023-03-15	18	Pick-up		LFS	shout with high voice	2023-02-24	44	Drop-off		LFS	move
2023-03-15	18	Pick-up		LFS	shout with high voice	2023-02-24	47	Drop-off		DSS	do not fasten the seat belt

6. Incidents reported by bus assistants



Date	Bus No.	Ride Type	Student Name	School	Bad Behavior	Date	Bus No.	Ride Type	Student Name	School	Bad Behavior
2023-02-24	47	Drop-off		DSS	move	2023-02-20	5	Drop-off		LFS	do not fasten the seat belt
2023-02-24	47	Drop-off		DSS	do not fasten the seat belt	2023-02-20	6	Drop-off		LFS	fight
2023-02-24	33	Pick-up		LFS	do not fasten the seat belt	2023-02-20	50	Drop-off		LFS	do not join a/yi before departure
2023-02-24	50	Pick-up		LFS	do not fasten the seat belt	2023-02-17	105	Drop-off		LFS	shout with high voice
2023-02-23	16	Drop-off		LFS	move	2023-02-17	49	Drop-off		DSS	eat
2023-02-23	16	Drop-off		LFS	do not fasten the seat belt	2023-02-17	49	Drop-off		DSS	eat
2023-02-23	16	Drop-off		LFS	stand up	2023-02-17	26	Drop-off		DSS	fight
2023-02-23	50	Pick-up		LFS	fight	2023-02-17	26	Drop-off		DSS	do not fasten the seat belt
2023-02-23	50	Pick-up		LFS	fight	2023-02-17	26	Drop-off		DSS	stand up
2023-02-22	111	Drop-off		DSS	do not fasten the seat belt	2023-02-17	26	Drop-off		DSS	shout with high voice
2023-02-22	111	Drop-off		DSS	stand up	2023-02-17	26	Drop-off		DSS	get off the bus and run around after getting on it
2023-02-22	26	Drop-off		DSS	fight	2023-02-17	50	Drop-off		LFS	do not join a/yi before departure
2023-02-22	26	Drop-off		DSS	do not fasten the seat belt	2023-02-17	50	Drop-off		LFS	do not join a/yi before departure
2023-02-22	50	Drop-off		LFS	eat	2023-02-17	2	Pick-up		DSS	shout with high voice
2023-02-22	50	Drop-off		LFS	do not fasten the seat belt	2023-02-17	2	Pick-up		LFS	shout with high voice
2023-02-21	44	Drop-off		LFS	shout with high voice	2023-02-17	50	Pick-up		LFS	eat
2023-02-21	44	Drop-off		LFS	shout with high voice	2023-02-16	50	Drop-off		LFS	eat
2023-02-21	16	Drop-off		LFS	shout with high voice	2023-02-16	50	Drop-off		LFS	play with dangerous or sharp item
2023-02-21	16	Drop-off		LFS	shout with high voice	2023-02-16	50	Drop-off		LFS	do not fasten the seat belt
2023-02-21	3	Drop-off		DSS	move	2023-02-16	16	Pick-up		LFS	stand up
2023-02-21	50	Pick-up		LFS	eat	2023-02-15	50	Drop-off		LFS	do not fasten the seat belt
2023-02-20	105	Drop-off		LFS	stand up	2023-02-15	50	Drop-off		LFS	do not fasten the seat belt
2023-02-20	105	Drop-off		LFS	shout with high voice	2023-02-15	50	Drop-off		LFS	shout with high voice
2023-02-20	105	Drop-off		LFS	shout with high voice	2023-02-15	50	Drop-off		LFS	shout with high voice
2023-02-20	3	Drop-off		DSS	move	2023-02-15	50	Drop-off		LFS	do not join a/yi before departure
2023-02-20	5	Drop-off		LFS	move	2023-02-15	5	Pick-up		LFS	move
2023-02-20	5	Drop-off		LFS	do not fasten the seat belt	2023-02-15	5	Pick-up		DSS	move
2023-02-20	5	Drop-off		LFS	move	2023-02-14	6	Drop-off		LFS	stand up

6. Incidents reported by bus assistants



Date	Bus No.	Ride Type	Student Name	School	Bad Behavior	Date	Bus No.	Ride Type	Student Name	School	Bad Behavior
2023-02-14	47	Drop-off		LFS	eat	2023-02-10	5	Pick-up		DSS	do not fasten the seat belt
2023-02-14	47	Drop-off		LFS	do not fasten the seat belt	2023-02-10	5	Pick-up		LFS	stand up
2023-02-14	47	Drop-off		LFS	shout with high voice	2023-02-10	5	Pick-up		LFS	move
2023-02-14	47	Drop-off		DSS	do not fasten the seat belt	2023-02-10	5	Pick-up		LFS	move
2023-02-14	47	Drop-off		DSS	stand up	2023-02-09	2	Drop-off		LFS	shout with high voice
2023-02-14	47	Drop-off		DSS	shout with high voice	2023-02-09	2	Drop-off		DSS	shout with high voice
2023-02-14	47	Drop-off		LFS	move	2023-02-09	32	Drop-off		LFS	shout with high voice
2023-02-14	47	Drop-off		LFS	do not fasten the seat belt	2023-02-08	120	Drop-off		LFS	shout with high voice
2023-02-14	33	Drop-off		LFS	move	2023-02-08	47	Drop-off		DSS	do not fasten the seat belt
2023-02-14	50	Drop-off		LFS	do not join a/yi before departure	2023-02-08	47	Drop-off		DSS	do not fasten the seat belt
2023-02-14	50	Pick-up		LFS	move	2023-02-08	3	Drop-off		LFS	parents late for picking up the kid
2023-02-14	50	Pick-up		LFS	do not fasten the seat belt	2023-02-08	50	Drop-off		LFS	stand up
2023-02-13	105	Drop-off		LFS	move	2023-02-08	50	Drop-off		LFS	shout with high voice
2023-02-13	105	Drop-off		LFS	do not fasten the seat belt	2023-02-08	5	Drop-off		LFS	move
2023-02-13	5	Drop-off		LFS	do not fasten the seat belt	2023-02-08	5	Drop-off		LFS	stand up
2023-02-13	5	Drop-off		LFS	stand up	2023-02-08	5	Drop-off		LFS	stand up
2023-02-13	5	Drop-off		LFS	shout with high voice	2023-02-08	47	Drop-off		LFS	move
2023-02-13	5	Pick-up		LFS	stand up	2023-02-08	47	Drop-off		LFS	do not fasten the seat belt
2023-02-13	5	Pick-up		LFS	stand up	2023-02-08	47	Drop-off		LFS	shout with high voice
2023-02-13	5	Pick-up		LFS	do not fasten the seat belt	2023-02-08	47	Drop-off		LFS	get off the bus and run around after getting on it
2023-02-13	5	Pick-up		LFS	stand up	2023-02-08	47	Drop-off		LFS	move
2023-02-10	105	Drop-off		LFS	shout with high voice	2023-02-08	5	Drop-off		LFS	move
2023-02-10	16	Drop-off		LFS	do not fasten the seat belt	2023-02-08	5	Drop-off		LFS	move
2023-02-10	16	Drop-off		LFS	stand up	2023-02-06	3	Drop-off		DSS	move
2023-02-10	3	Drop-off		DSS	move	2023-02-06	50	Pick-up		LFS	do not fasten the seat belt
2023-02-10	3	Drop-off		DSS	do not fasten the seat belt	2023-02-03	49	Drop-off		DSS	eat
2023-02-10	5	Drop-off		LFS	eat	2023-02-03	50	Drop-off		LFS	do not fasten the seat belt
2023-02-10	5	Drop-off		DSS	move	2023-02-03	50	Drop-off		LFS	stand up
2023-02-10	5	Drop-off		LFS	move						

6. Incidents reported by bus assistants

Date	Bus No.	Ride Type	Student Name	School	Bad Behavior	Date	Bus No.	Ride Type	Student Name	School	Bad Behavior
2023-02-03	50	Drop-off	[blurred]	LFS	play with dangerous or sharp item	2023-01-13	3	Drop-off	[blurred]	DSS	move
2023-02-03	50	Drop-off	[blurred]	LFS	do not fasten the seat belt	2023-01-13	26	Drop-off	[blurred]	DSS	do not wear the mask
2023-02-02	47	Drop-off	[blurred]	LFS	move	2023-01-13	3	Drop-off	[blurred]	DSS	do not join ayi before departure
2023-02-02	47	Drop-off	[blurred]	LFS	stand up	2023-01-11	34	Drop-off	[blurred]	LFS	do not fasten the seat belt
2023-02-02	47	Drop-off	[blurred]	LFS	shout with high voice	2023-01-11	2	Drop-off	[blurred]	DSS	shout with high voice
2023-02-02	47	Drop-off	[blurred]	DSS	move	2023-01-11	2	Drop-off	[blurred]	LFS	shout with high voice
2023-02-02	47	Drop-off	[blurred]	DSS	do not fasten the seat belt	2023-01-11	3	Drop-off	[blurred]	DSS	do not join ayi before departure
2023-02-02	47	Drop-off	[blurred]	DSS	stand up	2023-01-11	26	Drop-off	[blurred]	DSS	do not wear the mask
2023-02-02	47	Drop-off	[blurred]	LFS	move	2023-01-10	26	Drop-off	[blurred]	DSS	do not wear the mask
2023-02-02	47	Drop-off	[blurred]	LFS	do not fasten the seat belt	2023-01-06	16	Drop-off	[blurred]	LFS	stand up
2023-02-02	47	Drop-off	[blurred]	LFS	stand up	2023-01-06	16	Drop-off	[blurred]	LFS	do not fasten the seat belt
2023-02-02	47	Drop-off	[blurred]	LFS	shout with high voice	2023-01-06	16	Drop-off	[blurred]	LFS	stand up
2023-02-02	47	Drop-off	[blurred]	LFS	move	2023-01-06	16	Drop-off	[blurred]	LFS	do not fasten the seat belt
2023-02-02	47	Drop-off	[blurred]	LFS	do not fasten the seat belt	2023-01-04	16	Drop-off	[blurred]	LFS	stand up
2023-02-02	50	Drop-off	[blurred]	LFS	eat	2023-01-04	1	Pick-up	[blurred]	LFS	do not wear the mask
2023-02-01	16	Drop-off	[blurred]	LFS	do not fasten the seat belt	2022-12-14	2	Drop-off	[blurred]	LFS	shout with high voice
2023-02-01	16	Drop-off	[blurred]	LFS	stand up	2022-12-14	2	Drop-off	[blurred]	DSS	shout with high voice
2023-02-01	3	Drop-off	[blurred]	DSS	do not join ayi before departure	2022-12-13	32	Drop-off	[blurred]	LFS	fight
2023-01-18	26	Drop-off	[blurred]	DSS	do not wear the mask	2022-12-13	32	Drop-off	[blurred]	LFS	fight
2023-01-17	2	Drop-off	[blurred]	LFS	shout with high voice	2022-12-12	36	Drop-off	[blurred]	LFS	do not wear the mask
2023-01-16	50	Drop-off	[blurred]	LFS	do not fasten the seat belt	2022-12-12	2	Pick-up	[blurred]	DSS	shout with high voice
2023-01-16	50	Drop-off	[blurred]	LFS	stand up	2022-12-09	105	Drop-off	[blurred]	LFS	fight
2023-01-16	50	Drop-off	[blurred]	LFS	shout with high voice	2022-12-09	105	Drop-off	[blurred]	LFS	fight
2023-01-16	26	Pick-up	[blurred]	DSS	do not wear the mask	2022-12-09	34	Drop-off	[blurred]	DSS	do not fasten the seat belt
2023-01-13	16	Drop-off	[blurred]	LFS	do not fasten the seat belt	2022-12-09	26	Drop-off	[blurred]	DSS	do not wear the mask
2023-01-13	16	Drop-off	[blurred]	LFS	stand up	2022-12-09	26	Drop-off	[blurred]	DSS	do not fasten the seat belt
2023-01-13	16	Drop-off	[blurred]	LFS	do not fasten the seat belt	2022-12-09	16	Pick-up	[blurred]	LFS	quarrel
2023-01-13	16	Drop-off	[blurred]	LFS	stand up	2022-12-09	16	Pick-up	[blurred]	LFS	shout with high voice

6. Incidents reported by bus assistants

Date	Bus No.	Ride Type	Student Name	School	Bad Behavior	Date	Bus No.	Ride Type	Student Name	School	Bad Behavior
2022-12-08	32	Drop-off	[blurred]	LFS	do not wear the mask	2022-12-06	27	Pick-up	[blurred]	DSS	move
2022-12-08	32	Drop-off	[blurred]	LFS	do not fasten the seat belt	2022-12-06	27	Pick-up	[blurred]	DSS	do not fasten the seat belt
2022-12-08	32	Drop-off	[blurred]	LFS	shout with high voice	2022-12-06	27	Pick-up	[blurred]	DSS	stand up
2022-12-08	26	Pick-up	[blurred]	DSS	do not fasten the seat belt	2022-12-05	105	Drop-off	[blurred]	LFS	do not wear the mask
2022-12-08	26	Pick-up	[blurred]	DSS	stand up	2022-12-05	105	Drop-off	[blurred]	LFS	do not wear the mask
2022-12-07	50	Drop-off	[blurred]	LFS	eat	2022-12-05	105	Drop-off	[blurred]	LFS	do not wear the mask
2022-12-07	50	Drop-off	[blurred]	LFS	do not join ayi before departure	2022-12-05	44	Drop-off	[blurred]	LFS	do not wear the mask
2022-12-07	50	Drop-off	[blurred]	LFS	eat	2022-12-05	18	Drop-off	[blurred]	DSS	do not wear the mask
2022-12-07	11	Drop-off	[blurred]	DSS	do not wear the mask	2022-12-05	18	Drop-off	[blurred]	DSS	do not wear the mask
2022-12-07	18	Drop-off	[blurred]	DSS	do not wear the mask	2022-12-05	16	Pick-up	[blurred]	LFS	do not wear the mask
2022-12-07	32	Drop-off	[blurred]	LFS	do not wear the mask	2022-12-05	26	Pick-up	[blurred]	DSS	do not wear the mask
2022-12-07	18	Drop-off	[blurred]	DSS	do not wear the mask	2022-12-05	26	Pick-up	[blurred]	DSS	do not fasten the seat belt
2022-12-07	26	Drop-off	[blurred]	DSS	do not wear the mask	2022-12-05	18	Pick-up	[blurred]	DSS	eat
2022-12-07	26	Drop-off	[blurred]	DSS	do not fasten the seat belt	2022-12-05	16	Pick-up	[blurred]	LFS	do not wear the mask
2022-12-07	31	Pick-up	[blurred]	DSS	do not wear the mask	2022-12-02	112	Drop-off	[blurred]	LFS	shout with high voice
2022-12-07	50	Pick-up	[blurred]	LFS	eat	2022-12-02	112	Drop-off	[blurred]	DSS	shout with high voice
2022-12-06	112	Drop-off	[blurred]	DSS	do not wear the mask	2022-12-02	105	Drop-off	[blurred]	LFS	do not wear the mask
2022-12-06	112	Drop-off	[blurred]	DSS	shout with high voice	2022-12-02	110	Drop-off	[blurred]	LFS	do not wear the mask
2022-12-06	112	Drop-off	[blurred]	DSS	do not wear the mask	2022-12-02	44	Drop-off	[blurred]	LFS	move
2022-12-06	112	Drop-off	[blurred]	DSS	shout with high voice	2022-12-02	50	Drop-off	[blurred]	LFS	do not wear the mask
2022-12-06	106	Drop-off	[blurred]	DSS	do not wear the mask	2022-12-02	50	Drop-off	[blurred]	LFS	shout with high voice
2022-12-06	106	Drop-off	[blurred]	DSS	do not fasten the seat belt	2022-12-02	18	Drop-off	[blurred]	LFS	do not join ayi before departure
2022-12-06	106	Drop-off	[blurred]	DSS	shout with high voice	2022-12-02	18	Drop-off	[blurred]	DSS	do not wear the mask
2022-12-06	18	Drop-off	[blurred]	LFS	move	2022-12-02	36	Drop-off	[blurred]	DSS	shout with high voice
2022-12-06	27	Pick-up	[blurred]	DSS	stand up	2022-12-02	36	Drop-off	[blurred]	DSS	shout with high voice
2022-12-06	27	Pick-up	[blurred]	DSS	shout with high voice	2022-12-02	50	Drop-off	[blurred]	LFS	do not wear the mask
2022-12-06	27	Pick-up	[blurred]	DSS	play with dangerous or sharp item	2022-12-02	27	Drop-off	[blurred]	DSS	quarrel
2022-12-06	18	Pick-up	[blurred]	DSS	eat	2022-12-02	27	Drop-off	[blurred]	DSS	move
2022-12-06	18	Pick-up	[blurred]	DSS	eat	2022-12-02	27	Drop-off	[blurred]	DSS	do not fasten the seat belt

6. Incidents reported by bus assistants

Date	Bus No.	Ride Type	Student Name	School	Bad Behavior
2022-12-02	27	Drop-off	[blurred]	DSS	stand up
2022-12-02	27	Drop-off	[blurred]	DSS	do not join ayi before departure
2022-12-02	28	Drop-off	[blurred]	DSS	do not wear the mask
2022-12-02	26	Drop-off	[blurred]	DSS	do not wear the mask
2022-12-02	26	Drop-off	[blurred]	DSS	do not wear the mask
2022-12-02	43	Drop-off	[blurred]	LFS	parents late for picking up the kid
2022-12-02	28	Pick-up	[blurred]	DSS	do not wear the mask
2022-12-02	50	Pick-up	[blurred]	LFS	play with dangerous or sharp item
2022-12-01	105	Drop-off	[blurred]	LFS	do not wear the mask
2022-12-01	50	Drop-off	[blurred]	LFS	quarrel
2022-12-01	16	Drop-off	[blurred]	LFS	stand up
2022-12-01	16	Drop-off	[blurred]	LFS	stand up
2022-12-01	16	Drop-off	[blurred]	LFS	shout with high voice
2022-12-01	50	Pick-up	[blurred]	LFS	do not wear the mask
2022-12-01	50	Pick-up	[blurred]	LFS	stand up
2022-12-01	31	Pick-up	[blurred]	DSS	do not wear the mask
2022-12-01	26	Pick-up	[blurred]	DSS	do not wear the mask

All passengers must fasten the seatbelt during the whole trip until the vehicle stops completely



By comparing the statistics from 2021 until Mar. 2023, it is found that the average monthly quantity of incidents reported is decreasing, which may be caused by firstly the cancelation of the compulsory rule of mask-wearing (taking majority part of all bad behaviors reported during COVID period) and the improvement of student behaviors which is observed by the Bus Manager.

6. Incidents reported by bus assistants

The situation in 2021 was the following

- Number of incidents reported per month (average): 137

Current situation in 2022

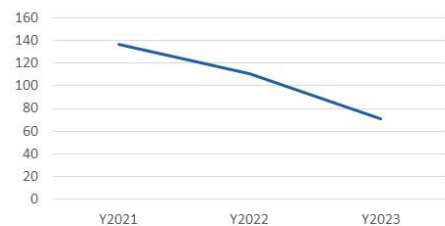
- Number of incidents reported per month (average): 111

Current situation in 2023

- Number of incidents reported per month (average): 71

Decrease by 19% (2022 vs 2021)

Bad Behavior Statistics



LFS re-insisted the internal sanction process towards students having bad behaviors on the bus.

6. 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 view on the warnings sent
- *Process will be applied depending on the incident recorded



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Besides, schools also received a comment saying that young kids are exposed to some bad or non-proper discussions on the buses from the elder students. Lack of multilingual capacity, bus assistant cannot distinguish the discussion content among students and cannot therefore intervene. School staff and teachers who take the staff buses do not react neither. In the future, schools need to pay more attention on the environment inside bus and find some solutions, such as establishment a student/staff volunteer mechanism to help bus assistant.

7) Training on safety & behaviors for bus assistants & drivers

7. Training on safety & behaviour – For bus assistants & drivers

Regular safety training with assistants & drivers on every Friday

The latest safety trainings were done on Feb & Mar 2023

Training Drivers & Assistant:

- DISCIPLINE by LFS-DSS
- RESPECT OF TRAFFIC REGULATION
- SPEED & LAW by traffic bureau officer
- SERVICE TO STUDENT by LFS-DSS
- EMERGENCY by Supplier & LFS-DSS

WEEKLY SAFETY REPORT - QINGPU, 3/23												
DATE	DRIVER	ASSISTANT	ISSUES	RESOLUTION	STATUS	REMARKS	DATE	DRIVER	ASSISTANT	ISSUES	RESOLUTION	
02/28	王明	李华	学生打闹	口头警告	已解决		03/01	张强	陈静	司机超速	罚款	已解决
03/03	刘伟	赵敏	司机未系安全带	提醒	已解决		03/05	孙磊	王芳	学生玩手机	口头警告	已解决
03/08	周涛	吴娟	司机未检查后视镜	提醒	已解决		03/10	郑宇	李娜	司机未礼让行人	提醒	已解决
03/13	冯刚	徐丽	司机未保持车距	提醒	已解决		03/15	曹峰	孙悦	司机未正确使用转向灯	提醒	已解决
03/18	林强	周娜	司机未注意盲区	提醒	已解决		03/20	吴昊	李欣	司机未正确使用喇叭	提醒	已解决
03/23	王磊	张悦	司机未正确使用灯光	提醒	已解决		03/25	赵宇	陈静	司机未正确使用雨刮器	提醒	已解决
03/28	孙涛	吴娟	司机未正确使用后视镜	提醒	已解决		03/30	冯刚	李娜	司机未正确使用喇叭	提醒	已解决



Quality process improved by Key Performance Indicator:

- DAILY cleaning, disinfection, safety after each trip
- WEEKLY maintenance



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7. Training on safety & behaviour – For bus assistants & drivers



Monthly report to track the bus service of Donghu

上海青浦德法学校月度校车汇总报告
Monthly Bus Inspection Summary Report

序号 No.	驾驶员 Driver Name	副驾驶 Apj Name	校车名称 Mechanisms	驾驶员培训记录 Driver and Apj Training Record	安全驾驶 Accident	安全带 Seat belt	安全设施 Safety Check	灭火器安全检测 Fire Extinguisher	急救箱 First aid kit	事件(事故、故障等) Incident (Such as Accident, Incidents...)
1	陆耀波	黄华伟	二座、快速充电	2.9, 2.10, 2.17,	无	√	√	√	√	
2	陆耀波	陆耀波	二座、快速充电	2.9, 2.10, 2.17,	无	√	√	√	√	
3	陆耀波	黄华伟	二座、快速充电	2.9, 2.10, 2.17,	无	√	√	√	√	
4	陆耀波	陆耀波	二座、快速充电	2.9, 2.10, 2.17,	无	√	√	√	√	
5	陆耀波	陆耀波	二座、快速充电	2.9, 2.10, 2.17,	无	√	√	√	√	
6	陆耀波	陆耀波	二座、快速充电	2.9, 2.10, 2.17,	无	√	√	√	√	
7	陆耀波	陆耀波	二座、快速充电	2.9, 2.10, 2.17,	无	√	√	√	√	
8	陆耀波	陆耀波	二座、快速充电	2.9, 2.10, 2.17,	无	√	√	√	√	
9	陆耀波	陆耀波	二座、快速充电	2.9, 2.10, 2.17,	无	√	√	√	√	
10	陆耀波	陆耀波	二座、快速充电	2.9, 2.10, 2.17,	无	√	√	√	√	
11	陆耀波	陆耀波	二座、快速充电	2.9, 2.10, 2.17,	无	√	√	√	√	



8) Training on safety & behaviors for students (all primary school)

On 27th Feb. 2023, LFS organized a training for primary school students concerning the safety on the bus. The training was composed by 3 parts: projection of a video of 5 minutes, session of Q&A, visit on the bus. The process in case of emergency was also explained to students. A similar training for secondary school students will be done in April 2023.


For the new school year, LFS will conduct the same training at the beginning of the school year.

8. TRAINING ON SAFETY & BEHAVIOUR – FOR STUDENTS

Every school year, each class is trained on safety and behavior on the buses. They also have a training to leave the bus in case of accident.


For LFS side, we did the training on 27th Feb for all primary students.



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	Transportation Committee - Qingpu		

6. Q&A:

- a. Parent representatives:** **The re-arrangement of school bus routes. During last meeting, the bus manager said families should choose their residence based on the current school bus routes. It's not possible for LFS to change routes one by one. Some parents said the other international schools in Shanghai happen to do the other way. Parents send their home address, and the school will arrange bus to pick up their kids (not to each neighborhood, but within walking distance). We fully understand it's not reasonable to change the school bus routes from time to time. May we advise the bus manager to collect information and review it every three or five years?**
- LFS:** I think there is a misunderstanding. The route is reviewed every year during summer holidays. We always encourage parents to choose their house around our current stops, if they choose another location, if a bus can collect the kids, we will adapt the route to collect the kids. I just remind that all schools have the same constraints regarding the creation of new stop, no school can create a stop without the authorization of traffic police.
- b. Parent representatives:** **Bus no 36. Same problem mentioned last time, but no change. At least 2 families said they'd like to change the current stop at (Changing Road Zunyi Road) to Changing Road Beethoven Plaza.**
- LFS:** We have already solved the problem for one family, for another family, we will do, but right now, we are doing the requirement all online, but the service online is not always available.
- c. Parent representatives:** **Leaving time in the afternoon. One family asked why there are some buses leaving school at 3:30, not 3:00.**
- LFS:** Maybe some small students don't join the ayi in the courtyard to take the bus on time (DSS, LFS all possible). Ayi must firstly find all students who shall take the bus but do not show up, otherwise buses cannot leave.
- d. Parent representatives:** **Bad behaviors notice. One family said they received bad behaviors notice from the school. But when they asked Ayi to for details (in order to correct their kids), the Ayi said she didn't report it. What should they do in this situation?**
- LFS:** We can note that bad behavior can come from Ayi or adult inside the bus, so it can also be an adult who notifies it to the bus manager or to Vie Scolaire. We will ask the detail, which bus, who is the Ayi, maybe the problem is the different between the Ayi of morning and the Ayi of the night.
- e. Parent representatives:** **Safety training. Some parents advised the safety training for Ayi should also include the leaving buses process (between leaving buses and handling over to their parents).**
- LFS:** Noted, we did not talk about this point. Thanks for the proposal. We will add this type of training for the next time Ayi training.

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- f. **Parent representatives:** **Bus No 5. Parents complaints the Ayi in this bus changes for several times. They are not familiar with kids.**
- LFS:** The Ayi of No 5 begins from last September 2022.
- g. **Parent representatives:** **Since the beginning of this year, many students do not wear a mask in the bus. Apparently, the younger children (kindergarten and primary) still wear a mask, but older children do not wear it. Since January 2023 it seems the Ayi is not taking any action to ask older students to comply with the mask requirement. Is the mask requirement still applicable? if yes why is it not enforced?**
- LFS:** Mask is no more required inside the bus as the school management has already send a message to all parents after Chinese New Year Holidays. From bus side, we didn't send any information about the necessity to wear the mask for parents.
- h. **Parent representatives:** **BUS # 50. Some parents noted that the average duration of the journey has increased lately, could LFS share its own data on average time on Bus #50?**
- LFS:** Parents are right, lately we have lots of rain and during rainy period the traffic is huge and currently all our buses have longer journey, we hope to come back in a normal situation in the coming 2 weeks.
- i. **Parent representatives:** **Can we change the title of the STMS email from "Bad Behavior" to "Risky/Dangerous Behavior"? In the meantime, can this message be sent to parents as well?**
- LFS:** Yes, it is possible to rename this notification. But please note that some behaviors which are not propriate may be not dangerous. Besides, to avoid that bus assistants are exposed too much to pressure from parents, the notification will not be sent to parents directly through App.
- j. **Parent representatives:** **Can we suggest some measures to the Ayis to encourage them to be just? Some Ayis do not want to give notices because they are afraid of being confronted with the parents.**
- LFS:** On the one hand, we insist that ayis have the responsibility to take the measure and report to schools if there is any bad behavior of the students, on the other hand, we and Donghu carry out also a stimulating plan to award ayis who perform well their duties. Besides, any suggestions for this issue are welcome and we will try to apply them.
- k. **Student representatives:** **Some drivers drive too fast and do not drive steadily.**
- LFS:** We will note down the concerned bus lines and conduct a study for this issue.
- l. **Student representatives:** **Does LFS has any follow-up for the creation of a bus line to Pudong at night?**
- LFS:** School has studied the possibility for this case but unfortunately, it is found that the cost for the creation of this new line is really too high, and the filling rate is low. Therefore, the plan is not feasible at the moment.