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| | Transportation Committee - Yangpu | | |

Meeting minutes

1. Time: Mar. 23, 2023, 09:30am to 10:45am
2. Present:
- LFS:
 - Ms Livia RAFIDISON, CEO/COO
 - Mr. Willy BONGA, Support Services Manager
 - Ms. Christine GUITTON, Vice Headmaster
 - Mr. Joël KELLER, Director of Primary School
 - Ms. Mia RAMILJAONA, Vie Scolaire of Secondary School
 - Mr. Dominique GIRARD, Vie Scolaire of Primary School
 - Mr. Michael John DEKMETZIAN, Parent Representative
 - Mr. Zacharie MABROUKI (CM2 B), Student Representative
 - DSS:
 - Mr. Holger NOLL, Head of Administration
 - Mr. Ivo KRÜGER, Cocu
 - Mr. Alexander DIEFENBACHER, Student Administration
 - Ms. Nicole HÄNDEL, Parent Representative
 - Ms. Nadine MOSER, Parent Representative
 - DSS Students Representative
 - Common team:
 - Mr. Kai LIU, Bus Manager for Eurocampus
 - Mr. Yuanfei DENG, Yangpu bus fleet manager of Donghu
 - Mr. Xing GU, Vice General Manager Donghu
3. Absents excused: • LFS:
4. Agenda:
- 1) Committee regulations
 - 2) Roundtable members presentation & Bus organization
 - 3) Main indicators of the bus service
 - 4) Operational indicators of the YP bus service
 - 5) Incidents reported by bus assistants
 - 6) Training on safety & behaviors for bus assistants & drivers
 - 7) Training on safety & behaviors for students (all primary school)
 - 8) Parking at the basement
 - 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 & Bus organization

The committee members of LFS and DSS schools are as follow:

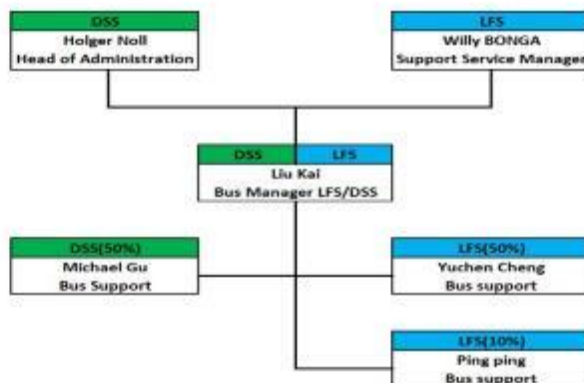
| LFS | | DSS | |
|--|------------------------------|---------------------------------|-------------------------|
| Administration | | Administration | |
| Executive Director | Mrs Livia RAFIDISON | Mr. Holger NOLL, | Head of Administration |
| Support Service Manager | Mr. Willy BONGA | Mr. Ivo KRÜGER, | Head of Cocu |
| Deputy Headmaster | Mrs Christine GUITTON | Mr. Alexander Diefenbacher, | Students administration |
| Head of Primary School | Mr. Joël KELLER | | |
| CPE / Assistant of Vie Scolaire Secondaire | Mrs. Mia RAMILJAONA | | |
| CPE / Assistant of Vie Scolaire Primaire | Mr. Dominique GIRARD | | |
| Bus Supervisor | Yuchen Cheng | | |
| Parents representatives | Mr. Michael John DEKMEI ZIAN | Parents representatives | |
| | | Ms. Nicole HÄNDEL | |
| | | Ms. Nadine Moser | |
| Students representatives | Zacharie MABROUKI (CM2B) | Students representatives | |
| | | Ms. Huang | |
| | | Mr. Zhao | |
| | | Bus Manager LFS/DSS | |
| | | Kai LIU | |
| | | Donghu | |
| | | Mr. Xin GU | Vice President |
| | | Mr. Deng | Captain |




The Bus Service organization for both schools are as follow:

2. BUS ORGANIZATION

I Bus Manager Reporting line



| | | | |
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3) Main indicators of the bus service

3. MAIN INDICATORS OF THE BUS SERVICE

| Indicators | Key figures 2021-2022 | Key figures 2022-2023 | |
|---|--------------------------|--------------------------|---------|
| Number of students taking the bus (LFS + DSS) | 725 | 540 | -34.26% |
| Number of buses | 47 | 44 | -6.82% |
| Number of bus lines in the morning | 43 | 40 | -7.50% |
| Number of staff bus lines | 4 | 4 | 0.00% |
| Number of bus lines after 5pm | 20 | 20 | 0.00% |
| Number of bus assembly points in the morning | 150 | 157 | 4.46% |
| Filling rate | 76% | 60% | |
| Number of KM performed per day by all lines | 2345km | 2200km | -6.59% |

4) Operational indicators of the YP bus service

4. OPERATIONAL INDICATORS OF THE BUS SERVICE

PUNCTUALITY REPORT (December 2022-March 2023)

| MONTHS | NUMBER OF TRIPS (Morning) | PUNCTUALITY RATE |
|------------|---------------------------|------------------|
| Dec 2022 | 470 | 100% |
| Jan 2023 | 632 | 100% |
| Feb 2023 | 800 | 100% |
| March 2023 | 650 | 99.70% |

Main information

-We had none technical failure during this period of time.

4. OPERATIONAL INDICATORS OF THE BUS SERVICE

INCIDENT REPORT (January 2023-March 2023)

| | January | February | March | TOTAL |
|----------------------------|---------|----------|-------|-------|
| Accident | 0 | 0 | 0 | 0 |
| Light accident (scratches) | 0 | 1 | 2 | 3 |
| Technical failure | 0 | 0 | 0 | 0 |
| Others (abnormal incident) | 0 | 0 | 0 | 0 |

Our bus took one responsibility of the light accidents

5) Incidents reported by bus assistants

5. Incidents reported by bus assistants

| Date | Bus No. | Incident Type | School | Bad Behavior |
|------------|---------|---------------|--------|--|
| 2023-03-02 | 289V | Drop-off | LFS | fight |
| 2023-03-03 | 209V | Drop-off | LFS | general |
| 2023-03-02 | 42V | Drop-off | DSS | shout with high voice |
| 2023-03-03 | 18V | Drop-off | LFS | shout with high voice |
| 2023-03-03 | 15V | Drop-off | LFS | shout with high voice |
| 2023-03-03 | 22V | Drop-off | DSS | shout with high voice |
| 2023-03-03 | 22V | Drop-off | LFS | shout with high voice |
| 2023-03-03 | 22V | Drop-off | DSS | shout with high voice |
| 2023-03-03 | 24V | Drop-off | LFS | eat |
| 2023-03-03 | 9V | Pick-up | LFS | parents late for picking up the kid |
| 2023-03-02 | 14V | Drop-off | LFS | general |
| 2023-03-02 | 209V | Drop-off | LFS | get off the bus and playing in the parking |
| 2023-03-02 | 289V | Drop-off | DSS | shout with high voice |
| 2023-03-02 | 209V | Drop-off | DSS | shout with high voice |
| 2023-03-02 | 22V | Drop-off | DSS | shout with high voice |
| 2023-03-02 | 14V | Drop-off | LFS | eat |
| 2023-03-02 | 14V | Drop-off | LFS | shout with high voice |
| 2023-03-02 | 22V | Drop-off | LFS | shout with high voice |
| 2023-03-02 | 289V | Pick-up | DSS | eat |
| 2023-03-02 | 289V | Pick-up | LFS | fight |
| 2023-03-01 | 13V | Drop-off | LFS | general |
| 2023-03-01 | 209V | Drop-off | LFS | open the window |
| 2023-03-01 | 209V | Drop-off | DSS | fight |
| 2023-03-01 | 289V | Drop-off | DSS | shout with high voice |
| 2023-03-01 | 18V | Drop-off | LFS | writing or drawing |
| 2023-03-01 | 15V | Drop-off | LFS | writing or drawing |
| 2023-03-01 | 24V | Drop-off | DSS | bring unsafe belongings to take the li |
| 2023-03-01 | 13V | Drop-off | LFS | not fasten the seat belt |
| 2023-03-28 | 204V | Drop-off | LFS | stand up |
| 2023-03-28 | 212V | Drop-off | LFS | shout with high voice |
| 2023-03-28 | 13V | Drop-off | LFS | eat |
| 2023-03-27 | 208V | Drop-off | LFS | move |
| 2023-03-27 | 14V | Drop-off | LFS | eat |
| 2023-03-27 | 14V | Drop-off | LFS | change seat when car is moving |
| 2023-03-27 | 19V | Drop-off | LFS | shout with high voice |
| 2023-03-27 | 4V | Drop-off | DSS | eat |
| 2023-03-27 | 4V | Drop-off | LFS | shout with high voice |
| 2023-03-27 | 10V | Drop-off | LFS | eat |
| 2023-03-27 | 24V | Drop-off | LFS | eat |
| 2023-03-27 | 24V | Drop-off | LFS | eat |
| 2023-03-27 | 14V | Drop-off | LFS | shout with high voice |
| 2023-03-27 | 14V | Drop-off | LFS | shout with high voice |
| 2023-03-27 | 15V | Drop-off | LFS | eat |
| 2023-03-27 | 10V | Drop-off | LFS | eat |
| 2023-03-27 | 209V | Pick-up | LFS | not fasten the seat belt |
| 2023-03-27 | 209V | Pick-up | LFS | fight |
| 2023-03-27 | 209V | Pick-up | LFS | fight |

5. Incidents reported by bus assistants

| | | | |
|------------|------|----------|---|
| 2022-02-07 | 212Y | Drop-off | shout with high voice |
| 2022-02-07 | 212Y | Drop-off | shout with high voice |
| 2022-02-07 | 16Y | Drop-off | shout with high voice |
| 2022-02-07 | 16Y | Drop-off | shout with high voice |
| 2022-02-07 | 22Y | Drop-off | shout with high voice |
| 2022-02-07 | 22Y | Drop-off | shout with high voice |
| 2022-02-07 | 20Y | Drop-off | shout with high voice |
| 2022-02-08 | 3Y | Drop-off | shout with high voice |
| 2022-02-08 | 3Y | Drop-off | shout with high voice |
| 2022-02-08 | 15Y | Drop-off | shout with high voice |
| 2022-02-08 | 15Y | Drop-off | shout with high voice |
| 2022-02-08 | 18Y | Drop-off | shout with high voice |
| 2022-02-08 | 20Y | Drop-off | shout with high voice |
| 2022-02-08 | 20Y | Drop-off | shout with high voice |
| 2022-02-08 | 30Y | Pick-up | not fasten the seat belt |
| 2022-02-08 | 30Y | Pick-up | stand up |
| 2022-02-08 | 30Y | Pick-up | not fasten the seat belt |
| 2022-02-08 | 30Y | Pick-up | stand up |
| 2022-02-08 | 24Y | Drop-off | shout with high voice |
| 2022-02-08 | 24Y | Drop-off | shout with high voice |
| 2022-02-08 | 24Y | Drop-off | shout with high voice |
| 2022-02-08 | 24Y | Drop-off | not fasten the seat belt |
| 2022-02-08 | 13Y | Pick-up | stand up |
| 2022-02-08 | 22Y | Drop-off | shout with high voice |
| 2022-02-08 | 20Y | Drop-off | shout with high voice |
| 2022-01-31 | 1Y | Drop-off | parents late for picking up the kid |
| 2022-01-31 | 3Y | Drop-off | parents late for picking up the kid |
| 2022-01-30 | 11Y | Drop-off | eat |
| 2022-01-30 | 12Y | Drop-off | shout with high voice |
| 2022-01-30 | 18Y | Drop-off | shout with high voice |
| 2022-01-30 | 18Y | Pick-up | not fasten the seat belt |
| 2022-01-30 | 12Y | Pick-up | shout with high voice |
| 2022-01-30 | 12Y | Pick-up | shout with high voice |
| 2022-01-19 | 14Y | Drop-off | move |
| 2022-01-19 | 15Y | Drop-off | shout with high voice |
| 2022-01-19 | 16Y | Drop-off | shout with high voice |
| 2022-01-18 | 21Y | Drop-off | not fasten the seat belt |
| 2022-01-18 | 22Y | Drop-off | bring unsafe belongings to take the bus |
| 2022-01-18 | 1Y | Pick-up | fight |
| 2022-01-18 | 1Y | Pick-up | fight |
| 2022-01-17 | 202Y | Drop-off | shout with high voice |
| 2022-01-17 | 8Y | Drop-off | fight |
| 2022-01-17 | 8Y | Drop-off | shout with high voice |
| 2022-01-17 | 14Y | Drop-off | move |
| 2022-01-17 | 14Y | Drop-off | move |
| 2022-01-17 | 8Y | Drop-off | move |
| 2022-01-17 | 8Y | Drop-off | stand up |

5. Incidents reported by bus assistants

| | | | |
|------------|------|----------|--------------------------|
| 2022-01-16 | 15Y | Drop-off | shout with high voice |
| 2022-01-16 | 28Y | Drop-off | shout with high voice |
| 2022-01-13 | 18Y | Drop-off | eat |
| 2022-01-13 | 15Y | Drop-off | eat |
| 2022-01-12 | 12Y | Pick-up | not fasten the seat belt |
| 2022-01-12 | 14Y | Pick-up | shout with high voice |
| 2022-01-12 | 14Y | Drop-off | not fasten the seat belt |
| 2022-01-12 | 16Y | Drop-off | eat |
| 2022-01-12 | 16Y | Drop-off | eat |
| 2022-01-12 | 1Y | Drop-off | shout with high voice |
| 2022-01-12 | 1Y | Drop-off | fight |
| 2022-01-12 | 1Y | Drop-off | fight |
| 2022-01-12 | 14Y | Drop-off | shout with high voice |
| 2022-01-11 | 30Y | Drop-off | not fasten the seat belt |
| 2022-01-11 | 14Y | Drop-off | stand up |
| 2022-01-11 | 34Y | Drop-off | stand up |
| 2022-01-10 | 212Y | Drop-off | shout with high voice |
| 2022-01-10 | 212Y | Drop-off | shout with high voice |
| 2022-01-10 | 212Y | Drop-off | shout with high voice |
| 2022-01-10 | 14Y | Drop-off | move |
| 2022-01-10 | 14Y | Drop-off | move |
| 2022-01-10 | 28Y | Drop-off | shout with high voice |
| 2022-01-10 | 28Y | Drop-off | shout with high voice |
| 2022-01-10 | 14Y | Drop-off | eat |
| 2022-01-09 | 14Y | Drop-off | eat |
| 2022-01-09 | 14Y | Drop-off | eat |
| 2022-01-09 | 14Y | Drop-off | shout with high voice |
| 2022-01-09 | 14Y | Drop-off | move |
| 2022-01-09 | 14Y | Drop-off | shout with high voice |

It is forbidden to eat on the bus, students can drink but the bottle must be able to be closed.

5. Incidents reported by bus assistants

The situation in 2021 was the following

- Number of incidents reported per month (average): 100

Situation in 2022

- Number of incidents reported per month (average): 108

Current situation in 2023

- Number of incidents reported per month (average): 120



Increase by 11.1%

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

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

Police did the training with assistants & drivers on 6th December and 10th March

All drivers knowledge and skills have been tested;
vehicles have been checked by police bureau.

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

Quality process improved by Key Performance Indicator:

DAILY cleaning, disinfection, safety after each trip
WEEKLY maintenance
MONTHLY with police



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



Monthly report to track the bus service of Donghu

| NO | DATE | TIME | PERSONNEL | STATUS | REMARKS | DATE | TIME | PERSONNEL | STATUS | REMARKS |
|----|------|------|-----------|--------|---------|------|------|-----------|--------|---------|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
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| 26 | | | | | | | | | | |
| 27 | | | | | | | | | | |
| 28 | | | | | | | | | | |
| 29 | | | | | | | | | | |
| 30 | | | | | | | | | | |



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


7. Training on safety & behaviour – For students (GS-CM2)

Every school year each class is trained on safety and behavior inside of the class

They also have a training to leave the bus in case of accident

We did the training on 28th Feb.



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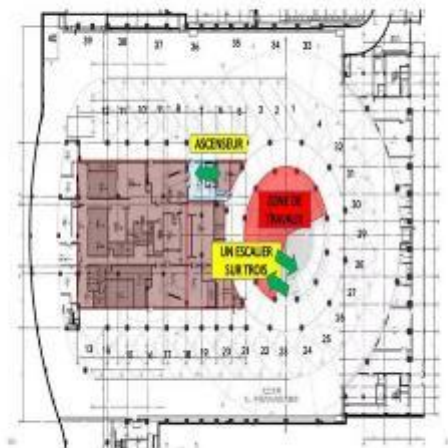
7. Training on safety & behaviour – For students (GS-CM2)



8) Parking at basement


A video has been showed to all members how the school buses stop at school underground parking basement and how students get off upon arrival.

8. Parking at Basement



Video of school buses stop in order and students get off



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8. Parking at basement



Students get on the bus



6. Q&A:

a. Parent representatives: When can we change the bus route and add one more stop?

LFS&DSS:

We said it before we could apply to change the route and apply the school bus license if needed every two months. According to the experience, the traffic police most frequently say no to the request in the middle of the semester. Furthermore, we need to cancel the bus license before we apply for the new license, it is possible we will have a blank period of time to run the school buses. Above all, technically we only can apply the school bus license before the semester, for the best, we need to renew it during the summer break as we have enough time to prepare it.


b. Parent representatives: Why Qingpu and Yangpu school buses could not have the same stops?

LFS&DSS:

a. Our campuses are located in different district. Our bus licence are approved from different authorities. In fact, we are two different schools for government organizations.

b. School bus routes are not designed at the same time, some stops are no longer allowed to stop, if we applied to stop before, we can still stop. But for other school buses, they could not apply to stop there.

c. Our school buses are running different routes to schools, it will be transferred to different traffic police bureau to get approval, it may affect the application process.

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c. Parent representatives: Why it is so strict to add one more stop on the school bus route?

LFS&DSS:

- a. Basically change of route is not allowed, exceptionally the bus manager can authorize a change of route when there is traffic jam and students may arrive late to school or when there is an accident blocking the road.
- b. As the traffic in Shanghai is very bad, The goal of the traffic police audit is to minimize the number of school buses and stops. When we apply the school bus license, first we need the approval from local Educational bureau, then Shanghai Educational bureau. It will be transferred to traffic police afterwards, all the district traffic police bureau which the route will go through need to check and approve, then we can get the license. We need to go through the whole process even if we only add one stop on the route. For example, bus 38 is going through Baoshan, Jing'an and Hongkou, it needs approval from traffic police bureau of the three districts.
- c. We all know the traffic in Shanghai is very complicated, the traffic police puts some new forbidden signs on the road, and draws yellow lines on the road. Some of them are right at our stops. We can still stop there as we stop there before they put the signs. We could not apply a new stop if they already have a sign there. In addition, we also could not apply the stop back if we changed now, actually the police are waiting for us to change, so they can take the authorization back, that's why we do not want to change the stop easily and frequently.





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d. Parent representatives: Now the filling rate is 60%, why it is so low? can this be increased?

LFS&DSS:

a. The number of school buses is not mostly determined by the number of students, it depends on the stops. We have 43 buses to run 150 stops last year, we cut off 3 buses during last summer and renew the bus licenses, now we have 40 buses to run 157 stops this year.

b. Below is the map of our transport service zone, it includes Xuhui, Changning, Jing'an, Putuo, Hongkou, Baoshan, Yangpu and most area of Pudong, we have a wider range of service compare with Qingpu campus, with less buses running.

c. We will make some changes according to students' addresses for next academic year during this summer, and we will renew the bus licenses, it may increase the filling rate. The most important thing is we need to achieve the balance between the convenient transport service, the filling rate and the transport time which must not be over 70 minutes, either cut off some stops or we have more buses with low filling rate.

The map is at your disposal on the website.



e. Parent representatives: When will all buses be given a new livery so that they can be recognized as Eurocampus buses?


LFS&DSS:

The budget to repaint all buses is about 1 million RMB, given the fact, the bus will be renewed after 5 years, it means Sept 2024, we have decided not to spend the money until the renew date. The supply will deliver the buses with the design we want.

f. Parent representatives: We have students spoken bad words in the bus, sometime the ayi doesn't control it because of language barriers, how do we control that?

LFS&DSS:

We could ask the help from the senior students to help the ayi to manage the situation, they could help the ayi to translate.

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g. Parent representatives: How do we manage the students not to eat on the bus?

LFS&DSS: It mentioned that Chartwells sell the snake half price after 4:30pm, and students easily to get buy the food before taking the bus. It must be clear for everyone to understand it is forbidden to eat on the bus. We will continue to ask the bus ayi to put it the bad behavior on the app and ask the students not to eat on the bus.

h. Parent representatives: We got feedback that some students do not wear seat belts during the trip.

LFS&DSS: Everybody agree that it is totally unacceptable, the bus driver and the ayi have the right to stop the bus if someone don't put on their seatbelts even the bus will be delay. The bus ayis and drivers need follow the rule unswervingly.