	Minutes of meeting		Page 1/14
	Reference TC.YP.23-23.01	Version v.1	Date Dec. 05, 2023
	Transportation Committee - Yangpu		

Meeting minutes

1. Time:

Dec. 05, 2023, 09:00am to 10:00am

2. Present:


- LFS:
 - Mr. Benjamin BILTERYST, CEO
 - Ms Livia RAFIDISON, COO
 - Mr. Joël KELLER, Director of Primary School
 - Mr Jean-Joseph KOUDAYA, Director of Secondary School
 - Ms. Mia RAMILJAONA, Vie Scolaire of Secondary School
 - Mr. Dominique GIRARD, Vie Scolaire of Primary School
 - Mme Yuchen CHENG Bus support
 - Mr. Achille MESSI, staff Representative
 - Mr. Renaud CONING, staff Representative
 - Mr. Jonathan Claesen, Parent Representative
 - Mr. Denis BOISSEAU, Parent Representative
 - BERTHIER Raphaël, Student Representative
 - Illian IOSUB, Student Representative
 - Harang LIU, 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
 - Jessie Ren, Students Representative
 - Peidi Wang, 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:
 - Mr. Willy BONGA, Support Services Manager

4. Agenda:

1. Committee regulations
2. Transport committee – Members & Bus Organization
3. Audit Results
4. Main indicators of the Bus Service
5. Operational indicators of the YP Bus Service
6. Incidents reported by bus assistants
7. Training on safety & behaviour – For bus assistants & drivers
8. Training on safety & behaviour – For students
9. Bidding
10. Q&A

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BUS

5. Development:

1) Committee regulations:

The basic rules described in the slide are explained by Ms Livia RAFIDISON and Mr. Holger NOLL.

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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 <div style="text-align: center;"> <h1>BUS</h1> </div>	Minutes of meeting		Page 3/14
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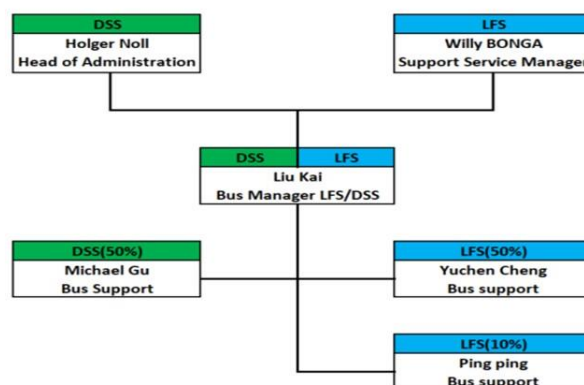
2) Roundtable members presentation & Bus organization

The committee members of LFS and DSS schools are as follow

LFS		DSS	
Administration <u>Executive Director</u> Mr. Benjamin BILTERYST <u>Operation Director</u> Mrs Livia RAFIDISON <u>Support Service Manager</u> Mr. Willy BONGA <u>Deputy Headmaster</u> Mr Jean-Joseph KOUDAYA <u>Head of Primary School</u> Mr. Joël KELLER <u>CPE / Assistant of Vie Scolaire Secondaire</u> Mrs. Mia RAMILJAONA <u>CPE / Assistant of Vie Scolaire Primaire</u> Mr. Dominique GIRARD <u>Bus Support</u> Mme Yuchen CHENG		Administration Mr. Holger NOLL, Head of Administration Mr. Ivo KRÜGER, Head of Cocu Mr. Alexander Diefenbacher, <u>Students administration</u> Parents representatives Mrs. Nadine Moser Students representatives Jessie Ren Peidi Wang	
Staff representatives Mrs Zihe Wang Mr. Renaud CONING Mr. Achille MESSI		Bus Manager LFS/DSS Kai LIU	
Parents representatives Mr. Jonathan Claesen Mr. Denis BOISSEAU		Donghu Mr. Xin GU Vice President Mr. Deng Captain	
Students representatives Illian IOSUB Harang LIU BERTHIER Raphaël THELEMANN Camille			

2. BUS ORGANIZATION

| Bus Manager Reporting line



3) Audit results

3. Audit Results

CONCLUSION				
Items				
1	Maintenance operations	25	/25	
2	Children safety	20	/20	
3	Light accident	12	/12	
4	Breakdown	2	/6	
5	Bus Arrival Time	8	/8	
6	Bus monitoring App	8	/8	
7	Training - Bus drivers and assistants	21	/21	
TOTAL SCORE		76		
		Need improvement and a clear action plan <80		
		ACCEPTED 80 (Accepted)		

DATE & SIGNATURE OF THE AUDITORS:

DATE & SIGNATURE OF DONGHU MANAGER:

They lost 4 points because of one technical failure during this period of time.

'Is there any breakdown recorded?'

4) Main indicators of the bus service

4. MAIN INDICATORS OF THE BUS SERVICE

Indicators	Key figures 2022-2023	Key figures 2023-2024	
Number of students taking the bus (LFS + DSS)	540	568	+5.19%
Number of buses	44	43	-2.27%
Number of bus lines in the morning	40	39	-2.50%
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	157	169	+7.64%
Filling rate	60%	64%	+6.67%
Number of KM performed per day by all lines	2200km	2250km	+2.22%

5) Operational indicators of the YP bus service

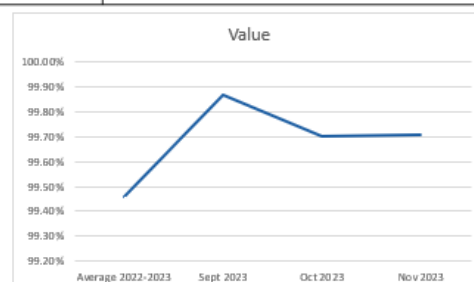
5. OPERATIONAL INDICATORS OF THE BUS SERVICE

PUNCTUALITY REPORT (Sept 2023-Nov 2023)

MONTHS	NUMBER OF TRIPS (Morning)	PUNCTUALITY RATE
Average 2022-2023	7600	99.46%
Sept 2023	780	99.87%
Oct 2023	661	99.70%
Nov 2023	818	99.71%

Main information

-We had one technical failure during this period of time.



5. OPERATIONAL INDICATORS OF THE BUS SERVICE

INCIDENT REPORT (Sept 2023-Nov 2023)

	Sept	Oct	Nov	TOTAL
Accident	0	0	0	0
Light accident (scratches)	1	0	2	3
Technical failure	0	1	0	1
Others (abnormal incident)	0	0	0	0
Our bus took none responsibility of the light accidents				

6) Incidents reported by bus assistants

6. Incidents reported by bus assistants

Date	Bus No.	Mode Type	Incident	Incident Time
2023-11-27	15V	Pick-up	shout	11-27 07:35:59
2023-11-24	27V	Drop-off	shout with high voice	11-24 15:43:24
2023-11-24	27V	Drop-off	throw things around	11-24 15:43:24
2023-11-24	20V	Drop-off	sleep on a row of chairs	11-24 13:20:06
2023-11-24	20V	Drop-off	shout with high voice	11-24 12:53:55
2023-11-23	20V	Drop-off	eat	11-23 15:27:16
2023-11-23	20V	Pick-up	writing or drawing	11-23 07:29:52
2023-11-23	20V	Pick-up	stand up	11-23 07:28:55
2023-11-22	33V	Drop-off	throw things around	11-22 15:50:56
2023-11-22	29V	Drop-off	shout with high voice	11-22 15:23:32
2023-11-22	29V	Drop-off	Irregularities in taking bus	11-22 15:23:32
2023-11-22	20V	Drop-off	parents late for picking up the kid	11-22 13:29:33
2023-11-22	34V	Pick-up	light	11-22 06:58:12
2023-11-22	34V	Pick-up	light	11-22 06:57:48
2023-11-21	214V	Drop-off	eat	11-21 18:14:05
2023-11-21	214V	Drop-off	stand up	11-21 18:13:38
2023-11-21	13V	Drop-off	shout with high voice	11-21 16:05:15
2023-11-21	33V	Drop-off	spit to others	11-21 15:57:08
2023-11-21	9V	Drop-off	Irregularities in taking bus	11-21 15:42:22
2023-11-21	20V	Drop-off	take off shoes	11-21 15:40:58
2023-11-20	20V	Drop-off	shout with high voice	11-20 15:41:04
2023-11-20	20V	Drop-off	eat	11-20 15:22:53
2023-11-20	34V	Pick-up	shout with high voice	11-20 07:26:57
2023-11-20	34V	Pick-up	Irregularities in taking bus	11-20 07:26:57
2023-11-10	1V	Drop-off	shout with high voice	11-10 15:29:01
2023-11-10	20V	Drop-off	parents late for picking up the kid	11-10 13:31:15
2023-11-10	15V	Drop-off	not fasten the seat belt	11-10 12:45:16
2023-11-10	20V	Pick-up	shout with high voice	11-10 07:34:48
2023-11-10	34V	Pick-up	shout with high voice	11-10 07:20:37
2023-11-08	20V	Drop-off	parents late for picking up the kid	11-08 13:25:35
2023-11-08	9V	Drop-off	not fasten the seat belt	11-08 13:01:17
2023-11-07	33V	Drop-off	eat	11-07 15:44:43
2023-11-07	20V	Drop-off	writing or drawing	11-07 15:40:22
2023-11-07	24V	Pick-up	shout with high voice	11-07 07:35:58
2023-11-07	24V	Pick-up	shout with high voice	11-07 07:35:47
2023-11-07	24V	Pick-up	shout with high voice	11-07 07:35:33
2023-11-07	24V	Pick-up	shout with high voice	11-07 07:35:20
2023-11-07	24V	Pick-up	shout with high voice	11-07 07:35:07
2023-11-07	20V	Pick-up	writing or drawing	11-07 07:12:11
2023-11-06	20V	Pick-up	Irregularities in taking bus	11-06 07:32:37
2023-11-06	20V	Pick-up	Irregularities in taking bus	11-06 07:32:21
2023-11-06	24V	Pick-up	shout with high voice	11-06 07:15:14
2023-11-06	24V	Pick-up	shout with high voice	11-06 07:15:14

6. Incidents reported by bus assistants

2023-11-03	14V	Pick-up	LFS	Graffiti on (but not limited to) chairs in the bus	2023-11-03 07:50:08
2023-11-02	14V	Drop-off	LFS	shout with high voice	2023-11-02 15:57:00
2023-11-02	14V	Drop-off	LFS	shout with high voice	2023-11-02 15:52:13
2023-11-02	20V	Drop-off	LFS	writing or drawing	2023-11-02 15:45:13
2023-11-01	34V	Drop-off	LFS	stand up	2023-11-01 15:55:22
2023-11-01	26V	Drop-off	DSS	eat	2023-11-01 15:50:27
2023-11-01	20V	Drop-off	LFS	take off shoes	2023-11-01 15:26:59
2023-11-01	20V	Pick-up	LFS	shout with high voice	2023-11-01 07:30:14
2023-11-01	24V	Pick-up	LFS	shout with high voice	2023-11-01 07:30:12
2023-11-01	24V	Pick-up	LFS	shout with high voice	2023-11-01 07:29:57
2023-10-31	9V	Drop-off	LFS	eat	2023-10-31 15:36:15
2023-10-31	1V	Drop-off	LFS	get off the bus and playing in the parking	2023-10-31 15:14:56
2023-10-31	24V	Pick-up	LFS	Irregularities in taking bus	2023-10-31 07:42:57
2023-10-30	9V	Drop-off	LFS	take off shoes	2023-10-30 15:50:02
2023-10-30	14V	Drop-off	DSS	writing or drawing	2023-10-30 14:51:17
2023-10-27	14V	Drop-off	LFS	not fasten the seat belt	2023-10-27 15:54:14
2023-10-27	14V	Drop-off	LFS	not fasten the seat belt	2023-10-27 15:54:00
2023-10-27	20V	Drop-off	LFS	Irregularities in taking bus	2023-10-27 15:50:39
2023-10-27	36V	Drop-off	DSS	get off the bus and playing in the parking	2023-10-27 14:54:41
2023-10-27	17V	Drop-off	LFS	shout with high voice	2023-10-27 12:51:53
2023-10-25	214V	Drop-off	LFS	eat	2023-10-25 17:14:44
2023-10-25	214V	Drop-off	LFS	eat	2023-10-25 17:13:51
2023-10-25	20V	Drop-off	LFS	eat	2023-10-25 15:32:24
2023-10-25	20V	Drop-off	LFS	take off shoes	2023-10-25 15:32:24
2023-10-25	9V	Drop-off	LFS	take off shoes	2023-10-25 13:01:26
2023-10-25	9V	Drop-off	LFS	take off shoes	2023-10-25 13:01:14
2023-10-25	24V	Pick-up	LFS	Irregularities in taking bus	2023-10-25 07:17:29
2023-10-24	214V	Drop-off	LFS	eat	2023-10-24 17:10:36
2023-10-24	29V	Drop-off	LFS	shout with high voice	2023-10-24 15:34:06
2023-10-24	29V	Drop-off	LFS	shout with high voice	2023-10-24 15:33:42
2023-10-24	10V	Pick-up	LFS	eat	2023-10-24 07:16:38
2023-10-23	29V	Drop-off	DSS	shout with high voice	2023-10-23 16:08:14
2023-10-23	29V	Drop-off	LFS	shout with high voice	2023-10-23 16:07:51
2023-10-23	34V	Drop-off	LFS	eat	2023-10-23 15:24:26
2023-10-23	10V	Drop-off	LFS	throw things around	2023-10-23 15:22:45
2023-10-23	36V	Drop-off	DSS	get off the bus and playing in the parking	2023-10-23 15:11:10
2023-10-23	24V	Pick-up	LFS	shout with high voice	2023-10-23 10:11:11
2023-10-23	24V	Pick-up	LFS	shout with high voice	2023-10-23 09:58:58
2023-10-23	24V	Pick-up	LFS	shout with high voice	2023-10-23 09:59:33
2023-10-20	14V	Drop-off	LFS	shout with high voice	2023-10-20 15:34:37
2023-10-20	14V	Drop-off	LFS	shout with high voice	2023-10-20 15:27:34
2023-10-20	11V	Drop-off	LFS	Irregularities in taking bus	2023-10-20 13:00:21
2023-10-20	4V	Drop-off	LFS	writing or drawing	2023-10-20 12:38:59
2023-10-20	24V	Pick-up	LFS	Irregularities in taking bus	2023-10-20 07:41:36
2023-10-20	24V	Pick-up	LFS	Irregularities in taking bus	2023-10-20 07:41:09

6. Incidents reported by bus assistants

2023-10-19	14Y	Drop-off	DSS	not fasten the seat belt	10-19 15:54:59
2023-10-19	14Y	Drop-off	LFS	not fasten the seat belt	10-19 15:54:44
2023-10-19	16Y	Drop-off	LFS	shout with high voice	10-19 15:46:03
2023-10-19	16Y	Drop-off	LFS	shout with high voice	10-19 15:45:53
2023-10-19	20Y	Drop-off	LFS	Irregularities in taking bus	10-19 15:44:30
2023-10-19	20Y	Drop-off	LFS	Irregularities in taking bus	10-19 15:42:01
2023-10-19	20Y	Drop-off	LFS	Irregularities in taking bus	10-19 15:41:44
2023-10-19	34Y	Drop-off	LFS	Irregularities in taking bus	10-19 15:31:42
2023-10-19	17Y	Pick-up	LFS	shout with high voice	10-19 07:27:58
2023-10-19	24Y	Pick-up	LFS	shout with high voice	10-19 07:15:35
2023-10-19	24Y	Pick-up	LFS	shout with high voice	10-19 07:15:25
2023-10-18	24Y	Drop-off	LFS	parents late for picking up the kid	10-18 13:23:44
2023-10-18	17Y	Drop-off	LFS	shout with high voice	10-18 13:04:24
2023-10-18	17Y	Pick-up	LFS	shout with high voice	10-18 07:30:52
2023-10-18	14Y	Pick-up	DSS	shout with high voice	10-18 07:20:00
2023-10-18	34Y	Pick-up	LFS	shout with high voice	10-18 07:19:12
2023-10-18	36Y	Pick-up	DSS	eat	10-18 07:11:42
2023-10-17	214Y	Drop-off	LFS	shout with high voice	10-17 17:54:38
2023-10-17	214Y	Drop-off	LFS	shout with high voice	10-17 17:51:56
2023-10-17	214Y	Drop-off	LFS	shout with high voice	10-17 17:51:02
2023-10-17	214Y	Drop-off	LFS	get off the bus and playing in the parking	10-17 17:51:02
2023-10-17	214Y	Drop-off	LFS	shout with high voice	10-17 17:50:37
2023-10-17	212Y	Drop-off	LFS	shout with high voice	10-17 17:22:02
2023-10-17	212Y	Drop-off	LFS	get off the bus and playing in the parking	10-17 17:22:02
2023-10-17	212Y	Drop-off	LFS	shout with high voice	10-17 17:21:52
2023-10-17	212Y	Drop-off	LFS	shout with high voice	10-17 17:21:34
2023-10-17	14Y	Drop-off	LFS	change seat when car is moving	10-17 16:13:56
2023-10-17	29Y	Drop-off	LFS	change seat when car is moving	10-17 15:55:17
2023-10-17	9Y	Drop-off	LFS	Irregularities in taking bus	10-17 15:40:11
2023-10-17	16Y	Drop-off	LFS	shout with high voice	10-17 15:34:48
2023-10-17	24Y	Drop-off	LFS	throw things around	10-17 15:33:38
2023-10-17	24Y	Drop-off	LFS	throw things around	10-17 15:33:19
2023-10-17	9Y	Drop-off	LFS	shout with high voice	10-17 15:27:13
2023-10-17	10Y	Drop-off	LFS	eat	10-17 15:22:13
2023-10-17	10Y	Drop-off	LFS	eat	10-17 15:22:04
2023-10-16	27Y	Drop-off	DSS	not fasten the seat belt	10-16 15:57:26
2023-10-16	27Y	Drop-off	DSS	stand up	10-16 15:57:26
2023-10-16	27Y	Drop-off	LFS	eat	10-16 15:20:46
2023-10-13	34Y	Pick-up	LFS	Irregularities in taking bus	10-13 07:29:30
2023-10-12	33Y	Drop-off	LFS	not fasten the seat belt	10-12 15:49:47
2023-10-12	33Y	Drop-off	LFS	not fasten the seat belt	10-12 15:49:12
2023-10-12	9Y	Drop-off	LFS	Irregularities in taking bus	10-12 15:30:47
2023-10-11	33Y	Drop-off	LFS	Irregularities in taking bus	10-11 15:49:26
2023-10-11	33Y	Drop-off	LFS	Irregularities in taking bus	10-11 15:49:04
2023-10-11	33Y	Drop-off	LFS	Irregularities in taking bus	10-11 15:46:38

6. Incidents reported by bus assistants

2023-10-11	34Y	Pick-up	LFS	sleep on a row of chairs	10-11 07:37:46
2023-10-10	212Y	Drop-off	LFS	shout with high voice	10-10 18:22:03
2023-10-10	212Y	Drop-off	LFS	shout with high voice	10-10 18:22:03
2023-10-10	212Y	Drop-off	LFS	shout with high voice	10-10 18:21:38
2023-10-10	24Y	Drop-off	LFS	sleep on a row of chairs	10-10 15:43:07
2023-10-10	33Y	Drop-off	LFS	eat	10-10 15:28:57
2023-10-10	33Y	Drop-off	LFS	Irregularities in taking bus	10-10 15:25:04
2023-10-10	33Y	Drop-off	LFS	Irregularities in taking bus	10-10 15:24:14
2023-10-10	33Y	Drop-off	LFS	Irregularities in taking bus	10-10 15:23:42
2023-10-10	33Y	Drop-off	LFS	Irregularities in taking bus	10-10 15:23:12
2023-10-09	34Y	Drop-off	LFS	move	10-09 15:53:19
2023-09-28	34Y	Drop-off	LFS	sleep on a row of chairs	10-09 15:53:19
2023-09-28	10Y	Drop-off	LFS	Irregularities in taking bus	10-09 16:11:51
2023-09-28	10Y	Drop-off	LFS	Irregularities in taking bus	10-09 16:11:43
2023-09-28	23Y	Drop-off	LFS	shout with high voice	10-09 15:49:31
2023-09-28	27Y	Drop-off	DSS	eat	10-09 15:26:57
2023-09-27	212Y	Drop-off	LFS	shout with high voice	10-09 17:16:21
2023-09-27	212Y	Drop-off	LFS	shout with high voice	10-09 17:16:03
2023-09-27	14Y	Drop-off	LFS	shout with high voice	10-09 17:13:06
2023-09-27	14Y	Drop-off	LFS	shout with high voice	10-09 17:13:06
2023-09-27	9Y	Drop-off	LFS	eat	10-09 17:12:43
2023-09-27	10Y	Pick-up	LFS	eat	10-09 17:07:19
2023-09-27	10Y	Pick-up	LFS	eat	10-09 17:07:19
2023-09-26	212Y	Drop-off	LFS	shout with high voice	10-09 16:18:04
2023-09-26	212Y	Drop-off	LFS	shout with high voice	10-09 16:18:04
2023-09-26	212Y	Drop-off	LFS	shout with high voice	10-09 16:18:03
2023-09-26	36Y	Drop-off	DSS	quarrel	10-09 15:19:31
2023-09-26	10Y	Pick-up	LFS	not fasten the seat belt	10-09 15:31:49
2023-09-25	212Y	Drop-off	LFS	shout with high voice	10-09 15:18:53
2023-09-25	212Y	Drop-off	LFS	shout with high voice	10-09 15:18:37
2023-09-25	1Y	Drop-off	LFS	not fasten the seat belt	10-09 15:15:59
2023-09-25	1Y	Drop-off	LFS	shout with high voice	10-09 15:59:55
2023-09-25	1Y	Drop-off	LFS	shout with high voice	10-09 15:55:14
2023-09-25	33Y	Drop-off	LFS	shout with high voice	10-09 15:43:14
2023-09-22	36Y	Drop-off	DSS	get off the bus and playing in the parking	10-09 15:01:11
2023-09-22	10Y	Drop-off	LFS	not fasten the seat belt	10-09 13:26:37
2023-09-22	34Y	Pick-up	LFS	shout with high voice	10-09 12:22:43
2023-09-21	16Y	Drop-off	LFS	bring unsale belongings to take the bus	10-09 15:24:56
2023-09-21	24Y	Pick-up	LFS	shout with high voice	10-09 17:33:45
2023-09-21	24Y	Pick-up	LFS	shout with high voice	10-09 17:33:30
2023-09-21	24Y	Pick-up	LFS	shout with high voice	10-09 17:21:53
2023-09-21	24Y	Pick-up	LFS	shout with high voice	10-09 17:21:35
2023-09-20	9Y	Drop-off	LFS	fight	10-09 13:09:57
2023-09-20	20Y	Drop-off	LFS	eat	10-09 12:56:01
2023-09-20	14Y	Pick-up	LFS	change seat when car is moving	10-09 07:24:24


6. Incidents reported by bus assistants

2023-09-20	24V	Pick-up	LFS	shout with high voice	2023-09-20 07:20:14
2023-09-19	214V	Drop-off	LFS	shout with high voice	23-09-19 17:32:51
2023-09-19	214V	Drop-off	LFS	shout with high voice	23-09-19 17:32:15
2023-09-19	16V	Drop-off	LFS	not fasten the seat belt	23-09-19 16:06:00
2023-09-19	16V	Drop-off	LFS	shout with high voice	23-09-19 16:06:00
2023-09-19	10V	Drop-off	LFS	shout with high voice	23-09-19 15:27:47
2023-09-19	9V	Drop-off	LFS	eat	23-09-19 15:26:54
2023-09-19	11V	Pick-up	LFS	shout with high voice	23-09-19 07:37:07
2023-09-19	11V	Pick-up	LFS	shout with high voice	23-09-19 07:35:32
2023-09-19	11V	Pick-up	LFS	shout with high voice	23-09-19 07:35:04
2023-09-18	9V	Drop-off	LFS	not fasten the seat belt	23-09-18 15:51:05
2023-09-15	14V	Drop-off	LFS	not fasten the seat belt	23-09-15 13:25:35
2023-09-15	29V	Drop-off	LFS	change seat when car is moving	23-09-15 13:15:09
2023-09-15	24V	Drop-off	LFS	throw things around	23-09-15 12:42:48
2023-09-15	36V	Pick-up	DSS	eat	23-09-15 07:43:43
2023-09-15	36V	Pick-up	DSS	eat	23-09-15 07:43:33
2023-09-14	212V	Drop-off	LFS	shout with high voice	23-09-14 17:55:29
2023-09-14	212V	Drop-off	LFS	shout with high voice	23-09-14 17:54:50
2023-09-14	212V	Drop-off	LFS	shout with high voice	23-09-14 17:48:41
2023-09-14	212V	Drop-off	LFS	shout with high voice	23-09-14 17:48:27
2023-09-14	212V	Drop-off	LFS	shout with high voice	23-09-14 17:48:05
2023-09-14	20V	Drop-off	LFS	shout with high voice	23-09-14 15:58:40
2023-09-14	20V	Drop-off	LFS	shout with high voice	23-09-14 15:58:31
2023-09-14	36V	Drop-off	DSS	take off shoes	23-09-14 15:51:01
2023-09-14	29V	Drop-off	LFS	not fasten the seat belt	23-09-14 15:46:55
2023-09-13	24V	Pick-up	LFS	shout with high voice	23-09-13 07:37:52
2023-09-13	24V	Pick-up	LFS	shout with high voice	23-09-13 07:17:39
2023-09-13	24V	Pick-up	LFS	shout with high voice	23-09-13 07:17:21
2023-09-12	36V	Drop-off	DSS	quarrel	23-09-12 15:21:04
2023-09-12	34V	Pick-up	LFS	sleep on a row of chairs	23-09-12 07:33:14
2023-09-12	34V	Pick-up	LFS	shout with high voice	23-09-12 07:17:47
2023-09-11	212V	Drop-off	LFS	shout with high voice	23-09-11 18:08:23
2023-09-11	212V	Drop-off	LFS	shout with high voice	23-09-11 18:08:16
2023-09-11	212V	Drop-off	LFS	shout with high voice	23-09-11 17:48:02
2023-09-11	212V	Drop-off	LFS	shout with high voice	23-09-11 17:47:51
2023-09-11	36V	Drop-off	DSS	not fasten the seat belt	23-09-11 16:04:50
2023-09-11	20V	Drop-off	LFS	stand up	23-09-11 16:04:50
2023-09-11	20V	Drop-off	LFS	eat	23-09-11 15:28:59
2023-09-11	20V	Drop-off	LFS	eat	23-09-11 15:28:46
2023-09-08	24V	Drop-off	LFS	parents late for picking up the kid	23-09-08 13:39:19
2023-09-08	8V	Drop-off	LFS	fight	23-09-08 13:31:38
2023-09-08	8V	Drop-off	LFS	fight	23-09-08 13:31:20
2023-09-08	36V	Drop-off	DSS	parents late for picking up the kid	23-09-08 13:15:29
2023-09-07	24V	Drop-off	LFS	parents late for picking up the kid	23-09-07 15:46:09
2023-09-07	24V	Pick-up	LFS	shout with high voice	2023-09-07 07:28:36

6. Incidents reported by bus assistants

2023-09-08	15V	Drop-off	FS	eat	2023-09-08 15:49:41
2023-09-06	22V	Drop-off	SS	throw things around	2023-09-06 15:21:14
2023-09-05	212V	Drop-off	SS	shout with high voice	2023-09-05 17:13:10
2023-09-05	10V	Drop-off	SS	writing or drawing	2023-09-05 15:23:39
2023-09-05	24V	Pick-up	SS	shout with high voice	2023-09-05 07:13:30
2023-09-04	24V	Drop-off	SS	shout with high voice	2023-09-04 15:42:33
2023-09-04	24V	Drop-off	SS	shout with high voice	2023-09-04 15:42:03
2023-09-04	24V	Drop-off	SS	shout with high voice	2023-09-04 15:39:18
2023-09-04	24V	Drop-off	SS	shout with high voice	2023-09-04 15:39:00
2023-09-01	212V	Drop-off	LFS	shout with high voice	2023-09-01 17:49:08

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

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6. Incidents reported by bus assistants

The situation in 2021 was the following

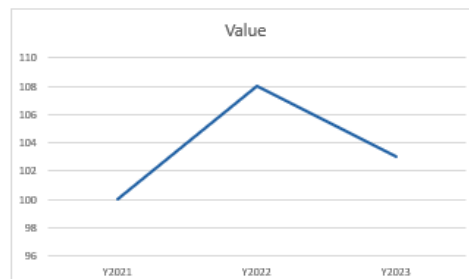
- Number of incidents reported per month (average): 100

Situation in 2022

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

Current situation in 2023

- Number of incidents reported per month (average): 103



Decrease by 4.63%

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

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

Police did the training with assistants & drivers on 1st Sept

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



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



Monthly report to track the bus service of Donghu

Monthly report to track the bus service of Donghu									
Line	Bus No.	Driver	Assistant	Start Time	End Time	Duration	Remarks	Passenger Count	Remarks
1	101	101	101	10:00	10:10	10		10	
1	101	101	101	10:10	10:20	10		10	
1	101	101	101	10:20	10:30	10		10	
1	101	101	101	10:30	10:40	10		10	
1	101	101	101	10:40	10:50	10		10	
1	101	101	101	10:50	11:00	10		10	
1	101	101	101	11:00	11:10	10		10	
1	101	101	101	11:10	11:20	10		10	
1	101	101	101	11:20	11:30	10		10	
1	101	101	101	11:30	11:40	10		10	
1	101	101	101	11:40	11:50	10		10	
1	101	101	101	11:50	12:00	10		10	
1	101	101	101	12:00	12:10	10		10	
1	101	101	101	12:10	12:20	10		10	
1	101	101	101	12:20	12:30	10		10	
1	101	101	101	12:30	12:40	10		10	
1	101	101	101	12:40	12:50	10		10	
1	101	101	101	12:50	13:00	10		10	
1	101	101	101	13:00	13:10	10		10	
1	101	101	101	13:10	13:20	10		10	
1	101	101	101	13:20	13:30	10		10	
1	101	101	101	13:30	13:40	10		10	
1	101	101	101	13:40	13:50	10		10	
1	101	101	101	13:50	14:00	10		10	
1	101	101	101	14:00	14:10	10		10	
1	101	101	101	14:10	14:20	10		10	
1	101	101	101	14:20	14:30	10		10	
1	101	101	101	14:30	14:40	10		10	
1	101	101	101	14:40	14:50	10		10	
1	101	101	101	14:50	15:00	10		10	
1	101	101	101	15:00	15:10	10		10	
1	101	101	101	15:10	15:20	10		10	
1	101	101	101	15:20	15:30	10		10	
1	101	101	101	15:30	15:40	10		10	
1	101	101	101	15:40	15:50	10		10	
1	101	101	101	15:50	16:00	10		10	
1	101	101	101	16:00	16:10	10		10	
1	101	101	101	16:10	16:20	10		10	
1	101	101	101	16:20	16:30	10		10	
1	101	101	101	16:30	16:40	10		10	
1	101	101	101	16:40	16:50	10		10	
1	101	101	101	16:50	17:00	10		10	
1	101	101	101	17:00	17:10	10		10	
1	101	101	101	17:10	17:20	10		10	
1	101	101	101	17:20	17:30	10		10	
1	101	101	101	17:30	17:40	10		10	
1	101	101	101	17:40	17:50	10		10	
1	101	101	101	17:50	18:00	10		10	
1	101	101	101	18:00	18:10	10		10	
1	101	101	101	18:10	18:20	10		10	
1	101	101	101	18:20	18:30	10		10	
1	101	101	101	18:30	18:40	10		10	
1	101	101	101	18:40	18:50	10		10	
1	101	101	101	18:50	19:00	10		10	
1	101	101	101	19:00	19:10	10		10	
1	101	101	101	19:10	19:20	10		10	
1	101	101	101	19:20	19:30	10		10	
1	101	101	101	19:30	19:40	10		10	
1	101	101	101	19:40	19:50	10		10	
1	101	101	101	19:50	20:00	10		10	
1	101	101	101	20:00	20:10	10		10	
1	101	101	101	20:10	20:20	10		10	
1	101	101	101	20:20	20:30	10		10	
1	101	101	101	20:30	20:40	10		10	
1	101	101	101	20:40	20:50	10		10	
1	101	101	101	20:50	21:00	10		10	
1	101	101	101	21:00	21:10	10		10	
1	101	101	101	21:10	21:20	10		10	
1	101	101	101	21:20	21:30	10		10	
1	101	101	101	21:30	21:40	10		10	
1	101	101	101	21:40	21:50	10		10	
1	101	101	101	21:50	22:00	10		10	
1	101	101	101	22:00	22:10	10		10	
1	101	101	101	22:10	22:20	10		10	
1	101	101	101	22:20	22:30	10		10	
1	101	101	101	22:30	22:40	10		10	
1	101	101	101	22:40	22:50	10		10	
1	101	101	101	22:50	23:00	10		10	
1	101	101	101	23:00	23:10	10		10	
1	101	101	101	23:10	23:20	10		10	
1	101	101	101	23:20	23:30	10		10	
1	101	101	101	23:30	23:40	10		10	
1	101	101	101	23:40	23:50	10		10	
1	101	101	101	23:50	00:00	10		10	



8) Training on safety & behaviors for students


8. Training on safety & behaviour – For students

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 in Oct.





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BUS

9) Bidding




LYCÉE FRANÇAIS
DE SHANGHAI
上海法国外籍人员子女学校

Our bus contract will end at 31 July, 2023, we are currently preparing a bid to have a new contract.


The planning is the following:

1. 25th Nov, bid documents preparation (**already done**).
2. 1st Dec, Market analysis to find potential suppliers (**on going**)
3. 6th Dec, meeting with all potential bidders.
4. 8th Dec, launch the formal bid.
5. 22nd Dec, 1st answers.
6. 29th Dec, selection of last 3 suppliers, relaunch the 2nd tour of the bid.
7. 12th Jan, 2nd answers.
8. 19th Jan, start the negotiation.
9. 2nd Feb, selection of supplier and formal award.



Deutsche Schule
Shanghai Yangpu

10) Q&A:

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10. Questions & Answers

1. Is it possible to have a map for staff bus as students' bus?

Yes, We will post it on different website page.

2. There are some buses almost full, there are some buses only few people use, why?

There are standard models of school buses, 17 seaters, 34 seaters, 46 seaters, etc... Our goal is to match the number of students with the number of places available. We are not able to match this because of the following reasons:

- Location of students
- Road conditions
- Distance
- Time to reach the school (buses must arrive at school before 7.50 am)


10. Questions & Answers

When can we change the bus route and add one more stop?

Technically we only can apply the school bus license before the new academic year (summer holidays).

Why Qingpu and Yangpu school buses could not have the same stops?

- 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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BUS

10. Questions & Answers

Why it is so strict to add one more stop on the school bus route?

- Basically change of route is not allowed during the school year, 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.
- 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 to cancel the current license and get 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.
- 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.

10. Questions & Answers




Often if a AG is cancelled and the students want take early bus, the bus already left. Why?

If an AG is cancelled, bus manager will receive an email from Cocu with the name of the students who will take the earlier bus home.

We need to enhance communication and ensure that information is communicated in a timely and smooth manner.

- Parent representatives:** For the bad behavior, kids can not eat, can not draw, can they sleep?
LFS: Kids can sleep on their own seat. But lay on the several chairs is not allowed.
- Parent representatives:** For the training, it is a real training or it is just teacher said?

LFS&DSS:

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BUS

For LFS We do the training at Piazza first and then primary students will go on the bus. Our staff will show them some equipment on the bus and do some training. For DSS, teachers only do the training on the classroom.

- c. **Student representatives:** **This time secondary students did not go to bus for the training. They want to the training on the bus also.**

LFS: We will arrange the on bus training next time for primary and secondary students.

- d. **Student representatives:** **Why bus Ayi always ask little kid seats in front of the bus and older kids seat at back of the bus?**

LFS: Yes, this is for the safety consideration. Let little kid seat at in front of the bus is more safe and ayi can take care of them.

- e. **Parent representatives:** **In the morning the bus does not wait the kid.**

LFS&DSS: Yes, this is the rule. And we should arrive at the bus stop a little bit earlier than the bus.

- f. **Parent representatives:** **Why parents can not take the students bus?**

LFS: Because the bus license is only for students, this is students bus, so parents can not take the bus.

- g. **Parent representatives:** **The app is sometimes have 5-10 mins delay for the information.**

LFS: This is because of the signal of the GPS, some place is weak or lack of signal, so the delay happened.

- h. **Student representatives:** **Why bus ayi always ask their schedule? And also ask if they take the bus or not this week.**

LFS: For secondary school students, they have week A and week B, we can not change the schedule every week, so we put one schedule. Then some Ayi is careful so will ask the students for the exact schedule.

- i. **Parent representatives:** **When French school or German school is on holiday, some buses are almost empty, shall two school have the same holiday?**

LFS&DSS: We try but it is difficult.