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	Transportation Committee - Yangpu		

Meeting minutes

1. Time: Mar. 26, 2024, 09:00am to 10:15 am

2. Present:
 - LFS:
 - Mr. Benjamin BILTERYST, CEO
 - Ms Livia RAFIDISON, COO
 - Mr. Willy BONGA, Support Services Manager
 - Mr. Joël KELLER, Director of Primary School
 - Mr Jean-Joseph KOUDAYA, Director of Secondary School
 - Mr. Dominique GIRARD, Vie Scolaire of Primary School
 - Mrs. Mia RAMILJAONA, Vie Scolaire of Secondary 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
 - Illian IOSUB, Student Representative
 - THELEMANN Camille, Student Representative
 - Harang LIU, Student Representative

 - DSS:
 - Mr. Holger NOLL, Head of Administration
 - Ms. Nicole HÄNDEL, Parent Representative
 - Ms. Nadine MOSER, Parent Representative
 - Ms. Nadine WROBLEWSHI, Parent 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:
 - DSS:
 - Mr. Ivo KRUGER, Head of Cocu

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. Bidding
 9. Q&A

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5. Development:

1) Committee regulations:

The basic rules described in the slide are explained by Mr. Willy BONGA 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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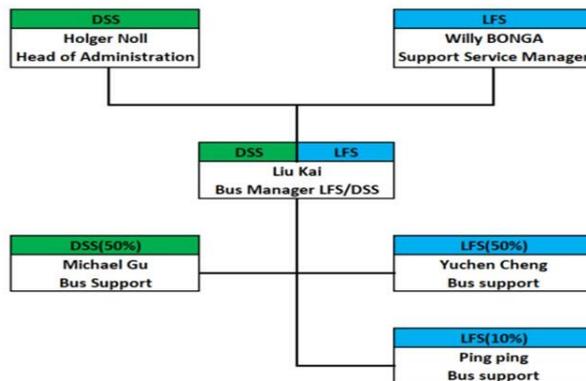
2) Roundtable members presentation & Bus organization

The committee members of LFS and DSS schools are as follow

LFS		DSS	
2. Transport committee – Members & Bus Organization			
Administration Executive Director: Mr. Benjamin BILTERYST Operation Director: Mrs Livia RAFIDISON Support Service Manager: Mr. Willy BONGA Deputy Headmaster: Mr Jean-Joseph KOUDAYA 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 Support: Mme Yuchen CHENG		Administration Mr. Holger NOLL, Head of Administration Mr. Ivo KRÜGER, Head of Cocu Mr. Alexander Diefenbacher, Students administration 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	19	/22
2	Children safety	18	/18
3	Light accident	12	/12
4	Breakdown	2	/4
5	Bus Arrival Time	12	/12
6	Bus monitoring App	8	/8
7	Training - bus drivers and assistants	24	/24
TOTAL SCORE			95

They lost 5 points because of two technical failure and seats broken on staff bus during this period of time.

1. 'Is there any breakdown recorded?'

2. 'Are all the security items present and functional?'

4) Main indicators of the bus service

4. MAIN INDICATORS OF THE BUS SERVICE

Indicators	Key figures		
	2022-2023	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

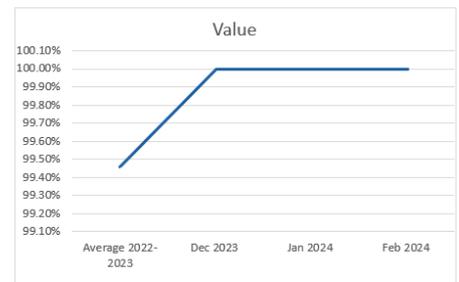
5. OPERATIONAL INDICATORS OF THE BUS SERVICE

PUNCTUALITY REPORT (Dec 2023-Feb 2024)

MONTHS	NUMBER OF TRIPS (Morning)	PUNCTUALITY RATE
Average 2022-2023	7600	99.46%
Dec 2023	614	100%
Jan 2024	702	100%
Feb 2024	564	100%

Main information

-We had two technical failure in the afternoon during this period of time.



Questions from parents of German school:

How is the punctuality rate of school buses arriving at school determined? Are there any rules?

Answer: Only for arrival time at school in the morning, we require that the bus arrives before 7:50.

5. OPERATIONAL INDICATORS OF THE BUS SERVICE

INCIDENT REPORT (Dec 2023-Feb 2024)

	Dec	Jan	Feb	TOTAL
Accident	0	0	0	0
Light accident (scratches)	1	1	0	2
Technical failure	0	2	0	2
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	Student Name	School	Inappropriate Behavior	Green Time
2024-03-07		LFS	eat	24-03-07 17:06:49
2024-03-07		LFS	eat	24-03-07 17:06:34
2024-03-07		DSS	eat	24-03-07 15:42:19
2024-03-06		LFS	Irregularities in taking bus	4-03-06 15:49:31
2024-03-06		LFS	bring unsafe belongings to take the bus	4-03-06 15:48:49
2024-03-06		LFS	Irregularities in taking bus	4-03-06 15:48:49
2024-03-06		LFS	not fasten the seat belt	4-03-06 15:47:06
2024-03-06		LFS	shout with high voice	4-03-06 15:47:06
2024-03-06		LFS	shout with high voice	4-03-06 15:40:36
2024-03-06		LFS	shout with high voice	4-03-06 15:40:16
2024-03-06		LFS	shout with high voice	4-03-06 15:39:58
2024-03-06		LFS	not fasten the seat belt	4-03-06 15:16:42
2024-03-06		LFS	eat	4-03-06 13:20:29
2024-03-06		LFS	eat	4-03-06 13:20:03
2024-03-06		LFS	eat	4-03-06 13:19:40
2024-03-05		LFS	bring unsafe belongings to take the bus	4-03-05 18:00:32
2024-03-05		LFS	eat	4-03-05 16:13:35
2024-03-05		LFS	not fasten the seat belt	4-03-05 16:13:35
2024-03-05		LFS	eat	4-03-05 16:10:59
2024-03-05		LFS	not fasten the seat belt	4-03-05 15:53:42
2024-03-05		LFS	eat	4-03-05 15:45:11
2024-03-05		LFS	eat	4-03-05 15:37:39
2024-03-05		DSS	Irregularities in taking bus	4-03-05 15:30:57
2024-03-05		LFS	stand up	4-03-05 15:28:54
2024-03-05		LFS	eat	4-03-05 15:26:58
2024-03-04		LFS	throw things around	4-03-04 15:50:14
2024-03-04		LFS	throw things around	4-03-04 15:47:54
2024-03-04		LFS	throw things around	4-03-04 15:47:24
2024-03-04		LFS	get off the bus and playing in the parking lot	4-03-04 15:37:26
2024-02-29		LFS	change seat when car is moving	4-02-29 16:00:10
2024-02-29		LFS	Irregularities in taking bus	4-02-29 16:00:10
2024-02-29		LFS	shout with high voice	4-02-29 15:43:27
2024-02-29		LFS	shout with high voice	4-02-29 15:43:19
2024-02-29		LFS	quarrel	4-02-29 15:31:41
2024-02-29		LFS	writing or drawing	4-02-29 15:27:47
2024-02-29		DSS	Irregularities in taking bus	4-02-29 15:16:33
2024-02-29		LFS	spit to others	4-02-29 07:27:55
2024-02-27		LFS	not fasten the seat belt	4-02-27 15:42:48
2024-02-27		DSS	Irregularities in taking bus	4-02-27 15:24:27
2024-02-27		LFS	eat	4-02-27 15:23:43
2024-02-27		LFS	shout with high voice	4-02-27 07:26:10
2024-02-27		LFS	shout with high voice	4-02-27 07:25:58
2024-02-27		LFS	not fasten the seat belt	4-02-27 07:19:22

Questions from parents of German school:

Why is it not allowed to write or draw on the bus?

Answer: On the one hand, it is government regulations, on the other hand, if there is a brake, the pen tip is sharp and will hurt the child.

Questions from parents of German school:

Is eating also regulated by the government?

Answer: No, but eating in a moving bus is dangerous. And it will make the bus dirty.

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6. Incidents reported by bus assistants

➤ The sanctioning procedure applied to the LFS is as follows

1- Oral Warning 1	3- Written warning 1	5- Temporary exclusion from bus (3 days)
2- Oral warning 2 + Email to parents	4- Written warning 2	6- Definitive exclusion from bus

Questions from student of French school:

Are warnings updated annually?

Answer: Yes, of course.

Questions from parent of French school:

The last meeting also mentioned verbal warnings. Has the school ever issued any verbal warnings?

Answer: Up to now, not yet.

Questions from parent of French school:

Will there be a teacher in the bus?

Answer: No, we do not arrange for teachers to follow the bus.

6. Incidents reported by bus assistants



The situation in 2021

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

Situation in 2022

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

Situation in 2023

- Number of incidents reported per month (average): 105

Current situation in 2024

- Number of incidents reported per month (average): 105



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 Mar.

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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Questions from parent of French school:
Will we choose to use new energy vehicles?

Answer: No, because that will increase the budget by 2.5 million, unless parents are willing to pay 20% more.

10) Q&A:



1. Why the students can not change the school bus to go to another place?

This rule is made by the government instead of the school.

On each bus, there is a list registered of all students who take this bus (see below), the traffic police will check that list when they do the random checks. The school bus license will be outlawed if the list doesn't match the students riding the bus. It's a risk the school can't afford to take. The sole deviation authorized is when both parents are out of Shanghai.



座位号	Name	Address	Pick-up point	Drop-off point	Guardian Contact
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					



2. Why is it so difficult to create a new stop while others buses are stopping at this place?

a. 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.

b. 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 put a sign there.

c. 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.



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3. Why can we add a stop on 5.00 PM buses and even change the route, while in 3.00 PM buses it seems possible to make adjustments?

We have more flexibility with 5pm bus with special arrangement. However, the limitation we have is the traffic at that time. We can not put as many as stops as we want, otherwise students will arrive after 8PM at home



If parents need to change stations or add new stations, please inform the school bus manager by email before the end of June, so that we have time to reschedule and apply before the start of the next semester.

- a. Parent representatives: How can schools effectively plan school bus routes for the new semester, or learn more about students' situations?**
- LFS:** We will send an email at the end of the semester to ask parents if they plan to move, if there are any new sites that they want to add, etc.
- b. Staff representatives: We talk a lot about students' bad behavior, but what about the school bus ayi? Some people reported that the school bus ayi would chat loudly with the driver. Is there any training in this area?**
- LFS&DSS:** We have training for school bus ayi. Loud chatting with the driver is not allowed. If you find this, you can tell the school bus manager, and we will also strengthen the training for school bus ayi. If we find that the driver has any behavior that affects driving safety, we will immediately notify Donghu Company to handle it.
- c. Staff representatives: The school bus in the evening sometimes leaves at 17H and sometimes leaves at 17H05. Are there any rules about this? Sometimes the bus drives away before the teacher arrives**
- LFS:** This is a student school bus. If all the students are here at 17H, we will start the bus. If the students are not here at 17H, we will wait until 17H05. As for teacher sorry we will not wait.
- d. Parent representatives: There are many children playing in the parking lot in the morning. This is very dangerous. Are there any measures?**
- LFS:** Yes, we have also noticed that we will have teachers patrol here in the morning to check and discourage them. We will also strengthen in the future.

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- e. **Parent representatives:** **Is there a system in the bus that will remind the driver, for example, if the driver's behavior is not in compliance, for example, how long has the driver failed to operate correctly, etc.**
LFS&DSS: Yes, It's on every car and will sound an alarm if the driver doesn't respond for 5 seconds.
- f. **Parent representatives:** **The GPS signal is much better now and the positioning is much more accurate. If there is an accident and there is a delay, a message will be sent in advance, which is good.**
- g. **Parent representatives:** **Can the map of the staff bus be placed online to show the site? Can it be updated every semester?**
LFS&DSS: Okay, we'll add this.
- h. **Parent representatives:** **After bidding, will all the bus be new?**
LFS: After bidding all buses will be new.