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	Transportation Committee – Qingpu		

Meeting minutes

1. Time:

November 26th, 2025, 09:00am to 10:15am

2. Present:


- LFS:
 - Mr. Benjamin BILTERYST, CEO
 - Mr. Willy BONGA, COO
 - Mrs. Stella SHI, Operations project manager
 - Mrs. Helene Jiaying WEI, Assistant of Operations
 - Mr. Alex CAPOT, Deputy Principal
 - Mrs. Tess VOLPINI, Vie Scolaire of Secondary School
 - Mrs. Kathy XIA, CPE / Vie Scolaire of Primary School
 - Elodie CAI, CPE / Vie Scolaire Primaire
 - Mrs. Min LI, Assistant of the CEO
 - Mrs. Eulalie BECKER, staff representative
 - Mr. Kai CHEN, staff representative
 - Ms. Constance PAVILLET CMD1, student representative
 - Ms. Ulysse VERNET 3QB, student representative
 - Mr. Jule ACHAMBAULT TB, student representative
 - Mrs. Ann CHU, parents representative
- DSS:
 - Mrs. Ann-Claire FÖTSCH, Head of Operations
 - Mr. Christoph WALDHUBER, Head of CoCu
 - Mr. Julian MÜLLER, Deputy Principal
 - Mrs. Corinna DERICHES, Administration
 - Mrs. Danijela DOGAN, parents representative
 - Mr. Philipp ZHAO, student representative
 - Ms. Helen FANG, student representative
- Common team:
 - Mr. James Qu, Bus Coordinator LFS/DSS
- Bus service supplier – PEIXING
 - Mr. Zhong HE, Manager of Peixing
 - Mrs. Peirong ZHU, Leader of the bus assistant
 - Mr. Yi JING, Supervisor of the driver

3. Absents excused:

- LFS:
 - Mr. Laurent FOUILLARD, Principal
 - Mr. Jean KURDZIEL, Principal of Primary School
- DSS:
 - Mr. Franco MICELI, Head of Primary School


4. Agenda:

1. Transport committee – Members & Bus Organization
2. Main indicators of the Bus Service
3. Operational Indicators of the QP Bus Service
4. Incidents Reported by Bus Assistants
5. Training on Safety & Behaviour – For Bus Assistants & Drivers
6. Training on Safety & Behaviour – For Students
7. The Continuous Improvement
8. Q&A

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5. Minutes:

Topic:	Questions raised:	Further information:
Agenda 1: Transport committee – Members & Bus Organization	No questions were raised	
Agenda 2: Transport committee – Members & Bus Organization	No questions were raised	
Agenda 3: Operational Indicators of the QP Bus Service	No questions were raised	<p>Addition: The goal of the school is to achieve a punctuality rate of 99%</p> <p>Addition: Overall audit points to reach are 100 points</p> <p>Addition: Shanghai Expo (CIIE) in November was one main reason for a delay in the bus service</p>
Agenda 4: Incidents Reported by Bus Assistants	<ol style="list-style-type: none"> What can we do to reduce the number of incidents in the 5e/6e? ANS: A more intensified follow-up with the kids and the parents will be prepared. How often does the LFS report the incidents? ANS: On a weekly basis the Vie Scolaire is getting the report, and they are discussing the incidents with the kid. Do the students know that the parents will get informed about bad behavior in the bus? ANS: they get the information in the bus training that parents will be informed. What can the school do in addition to avoid the incidents? ANS: The bus assistants could be stricter. 	<p>Addition: One major issue is the unfastened seatbelts; so, there is a focus on it (drivers are not allowed to start the bus in case the seatbelts are not fastened)</p> <p>Addition: we suspect that Bus assistants are not reporting all minor incidents currently (because there are a lot of incidents and it is not manageable)</p> <p>Addition: Within the last five years only one student got a permanent exclusion from the bus (this is unusual)</p>
Agenda 5: Training on Safety & Behaviour – For Bus Assistants & Drivers	No questions were raised	
Agenda 6: Training on Safety & Behaviour – For Students	<ol style="list-style-type: none"> Feedback to training for primary school in LFS: It is too complicated for the younger students – Can the material be updated together with the primary school? Also, a movie should be included. ANS: Yes, this will be taken into account for the next training. Some bus assistants are too strict and are not allowing coats on the bus for younger kids. Can this be changed? ANS: We will discuss it with the bus assistants during the next training. Some bus assistants cannot deal with parents' complaints, especially in the morning. How can we support them? 	

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	ANS: The bus manager supports the bus assistants in communication with the parents.	
Agenda 7: Continues improvement	<ol style="list-style-type: none"> Often the cars are coming out of the entrance of the parking lot – Is this allowed? ANS: It is not allowed there is a “no exit” sign. We will improve the situation by extending the entrance of the parking lot. We also will train the security guards to have a closer look at this situation. Scooters are parked on the pedestrian way and they are blocking people who cross the street. ANS: nobody is allowed to park in this position, and since last week, the security guard has been advising strictly. 	<p>Addition: Parents were also asked to volunteer for the support of the security in the morning and the afternoon within the pick-up and drop-off area</p> <p>Addition: The schools asked the traffic police to check and to suggest some improvements because there was an accident with a student and a car. The road markings have been repainted in few days. Other ideas will need to be explored in the next meeting with local authorities.</p>
Agenda 8: Q&A	<ol style="list-style-type: none"> Bus 44 and bus 46, issues between DSS and LFS students; also general notice that no one is allowed to adjust the seats at the back of the bus, as doing so disturbs the students seated there. Bus 22 and bus 44: Students are eating and the bus assistants are not reporting it Bus 24 and bus 44, students leave bag packs on seats and blocking seats for other students Bus 49: Bus assistants gave students something to eat Is somebody monitoring the pedestrian/cross-walk next to the kindergarten? ANS: Yes, staff from LFS. Are there the same rules for LFS and DSS? ANS: Yes 	<p>Addition: It is allowed to use the smartphone, but not disturb other students or to take pictures of others</p> <p>Addition: We always should focus on the fact that buses should leave the school as soon as possible as some buses need more than one hour for one way.</p> <p>Addition: We initially attempted to allow parents to accompany children under the age of 3 on school buses. However, according to laws and regulations, parents are not permitted to ride on school buses. As a result, children under 3 can no longer use the school bus service.</p>

6. Presentation:

