

AGENDA

1. Transport Committees Regulations – Basic Rules
2. Members & Bus Organization
3. Main indicators of the Bus Service
4. Operational Indicators of the Bus Service
5. Incidents Reported by Bus Assistants
6. Training on Safety & Behaviour – For Bus Assistants & Drivers
7. Training on Safety & Behaviour – For Students
8. Continues Improvement
9. Q&A
10. Appendix

1. COMMITTEE REGULATIONS – BASIC RULES



GOAL

The committee is responsible for addressing regular questions related to the bus service. Its purpose is to foster a **mutual, healthy, and transparent relationship** between schools, parents, staff, and student representatives.

The committee contributes to **improving overall service quality within existing constraints** by sharing information on ongoing work and projects, and by responding to topics of concern.

LIMITS OF SCOPE

The committee is a **consultative body, not a decision-making authority**.

All final decisions are taken by school leadership, relevant school services, and the boards.

Committee members are expected to **avoid conflicts of interest** and act impartially during committee discussions.

1. COMMITTEE REGULATIONS – BASIC RULES

TIME FRAME

Joint LFS/DSS committees are conducted **in person** and take place **at least twice per school year**, initiated by the schools.

When necessary, the schools may convene **extraordinary committee meetings** with a minimum notice of **three days**. These may be held **in person or online**.

Ongoing dialogue with the schools is possible throughout the school year. **Informal meetings** may also take place involving **LFS only or DSS only**, depending on the topic.

COMPOSITION OF COMMITTEES

Committees are **joint bodies representing both LFS and DSS**.

They are composed of representatives from both schools and may include school staff, parent representatives, and student representatives, depending on the subject matter.

2. TRANSPORT COMMITTEE – Yangpu – Members & Bus Organization

LFS	
CEO	M. Benjamin BILTERYST
Director of operations	M. Willy BONGA
Deputy Headmaster	Mr. Alex CAPOT
Headmaster of Primary School	Mr. Jean KURDZIEL
CPE / Assistant of Vie Scolaire Secondaire	Mrs. Tess VOLPINI
CPE / Assistant of Vie Scolaire Primaire	Mrs. Kathy XIA/Elodie CAI
Staff Representatives	Mrs. Eulalie BECKER Mr. Kai CHEN
Parent Representatives	Mrs. Marine KONG Mrs. Ann CHU
Student Representatives	M. Jule ARCHAMBAULT (TB) Mrs. Ulysse VERNET (3QB) Mrs. Constance Pavillet (CM1D)

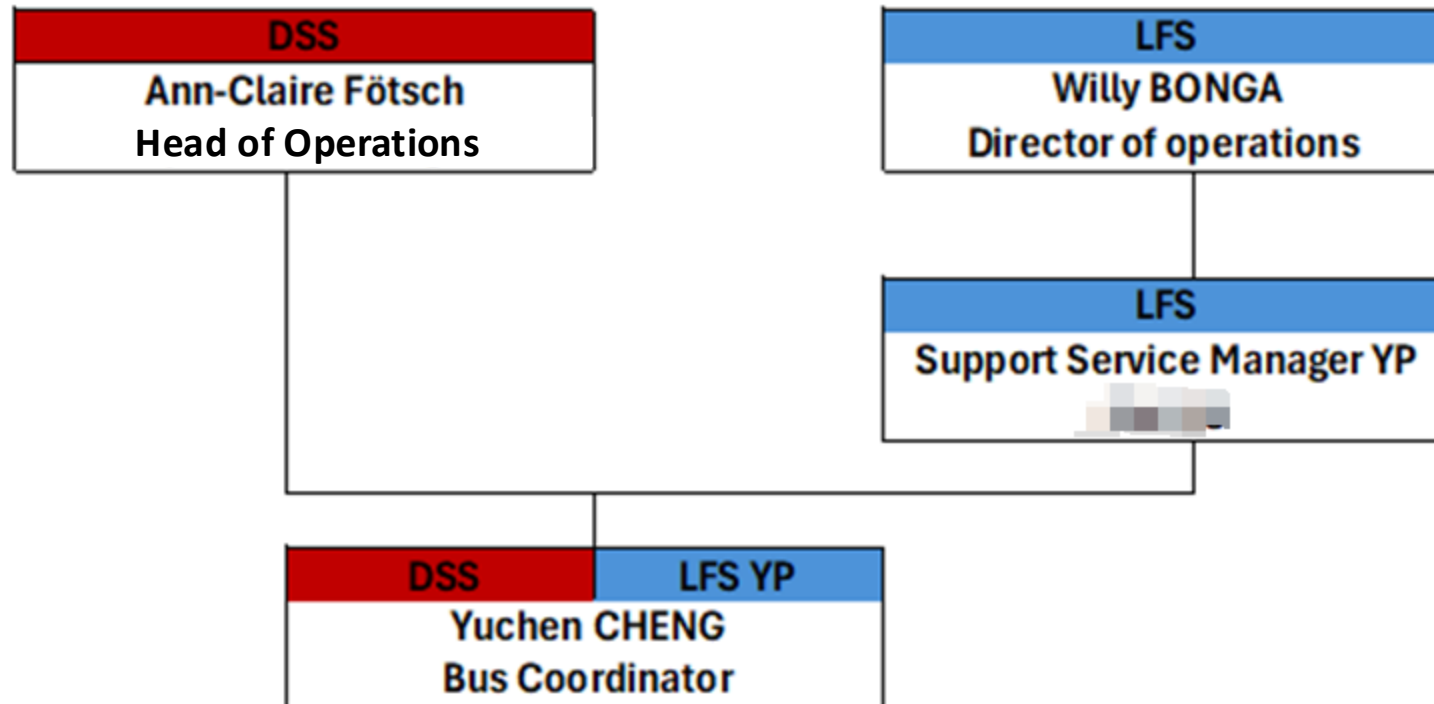
DSS	
Head of Primary School	Mr. Franco Miceli
COCU Representative	Mr. Kenan Dizdarevic
Kindergarten Representative	Mr. Matthias Brüggemann
Principal & Administration Assistant	Mrs. Corinna Derichs
Parent representative	Mrs. Rebecca Wang
Parent representative	Mr. Jochen Wieschermann
Student representative	Ms. Alina Kruppe
Student representative	
Student representative	
Student representative	

Bus service supplier – PEIXING	
General Manager	Mr. Huixing LENG Mr. Zhong HE, Mr. Yi JIN,

DSS / LFS COMMON	
Bus Coordinator	Mrs. Yuchen Cheng

2. TRANSPORT COMMITTEE –MEMBERS & BUS ORGANIZATION

Bus Operations Campus Yangpu Reporting Line



3. MAIN INDICATORS OF THE BUS SERVICE

Bus Key Figures — Year-on-Year Comparison

Indicators	2024–2025	2025–2026	Δ % (YoY)
Number of students taking the bus (LFS + DSS)	530	529	-0.19%
Number of buses	42	40	-4.76%
Number of bus lines (morning)	38	36	-5.26%
Number of staff bus lines	4	4	0.00%
Number of bus lines after 5pm	19	19	0.00%
Number of bus assembly points (morning)	164	157	-4.27%
Filling rate	62%	71.1%	+14.68%
Punctuality rate	99.80%	98.47%	-1.33%
Kilometers driven per day (all lines)	2150 km	2353 km	+9.44%

3. MAIN INDICATORS OF THE BUS SERVICE



EVALUATION 评估

GENERAL INFORMATION

Campus

YANGPU

Items				
1	Maintenance operations		22	/22
2	Children safety		18	/18
3	Light accident		12	/12
4	Breakdown		4	/4
5	Bus Arrival Time		12	/12
6	Bus monitoring App		8	/8
7	Bus Staff		9	/9
TOTAL SCORE			93	93

93

Items				
1	Maintenance operations		19	/22
2	Children safety		12	/18
3	Light accident		12	/20
4	Breakdown		3	/4
5	Bus Arrival Time		10	/12
6	Bus monitoring App		1	/8
7	Bus Staff		24	/34
8	Financial matters		12	/12
TOTAL SCORE			71	71/130


71/130
 Needed Improvement and a clear action plan <90% 90% Accepted

71

For this semester, the KPI framework has been revised with new indicators added. The total possible score is now 130, and a score of 117 or higher is considered acceptable.



3. MAIN INDICATORS OF THE BUS SERVICE



EVALUATION 评估

GENERAL INFORMATIONS Campus **YANGPU**

Items			
1	Maintenance operations	18	/22
2	Children safety	12	/18
3	Light accident	12	/20
4	breakdown	3	/4
5	Bus Arrival Time	10	/12
6	Bus monitoring App	1	/8
7	Bus Staff	24	/34
8	Financial matters	12	/12
TOTAL SCORE		95	/130

71%

Need improvement and a clear action plan <90% 90% Accepted

Key point deductions from the first KPI audit:

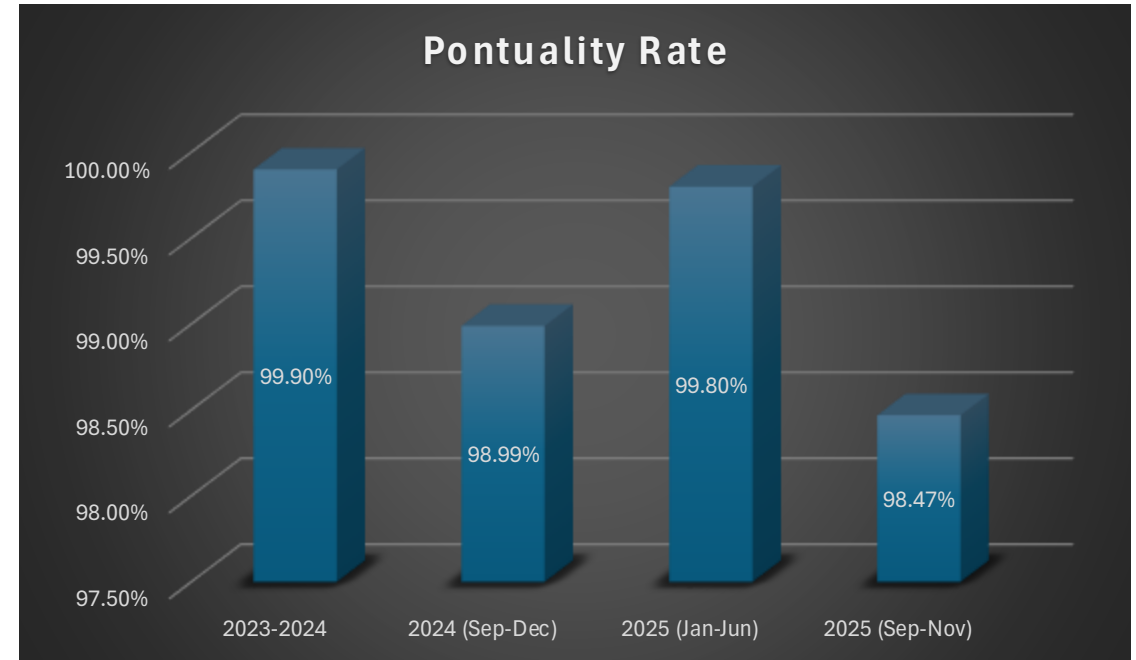
1. **Seat belt compliance:** Kindergarten students were not properly fastened.
2. **Unauthorized drop-off:** A student was dropped off at a non-official stop.
3. **Handover procedure:** A student without a parental waiver must always be handed over to a designated adult.
4. **Incident reporting:** One case was not reported to the school in a timely manner.
5. **Pre-departure supervision:** The driver must maintain order inside the bus while the bus assistant is outside scanning cards.

71

4. OPERATIONAL INDICATORS OF THE BUS SERVICE

PUNCTUALITY REPORT (Sept. 2024- Mar. 2025)

Duration	PUNCTUALITY RATE
2023-2024	99.90%
2024 Sep-Dec	98.99%
2025 Jan-Jun	99.80%
2025 Aug-Nov	98.47%



Main Information

The on-time rate over the past four months was **1.33% lower than last semester**.

The main contributing factors are:

- **New drivers at the beginning of the semester:** The onboarding period led to initial route-familiarity issues.
- **Increased traffic congestion in Shanghai:** Several bus routes have already been adjusted to improve punctuality.

4. OPERATIONAL INDICATORS OF THE BUS SERVICE

INCIDENT REPORT (Sep. 2024-Nov. 2025)

Item	2024-2025	2025-2026
		Aug-Nov
Accident	0	0
Light accident (scratches)	8	5 (3*+2)
Technical failure	0	0
Others (abnormal incident)	2	1

** Among the 5 light incidents, 3 were caused by external factors and are not the responsibility of Peixing drivers. The remaining 2 incidents are fully attributable to Peixing.*

Safety remains our top priority. We require all drivers to operate vehicles cautiously and maintain responsible driving habits at all times.

5. INCIDENTS REPORTED BY BUS ASSISTANTS

Overview of Bus Misconduct Report (DSS & LFS)

A total of **205 misconduct records** were reported across both DSS and LFS students.

Key Trends

- **Highest concentration by grade:** Lower primary (CE1/CE2) and middle school (6e/5e)
- **Most frequent recurrent behaviors:**
 - **Shouting / loud voice:** 52 cases (most common)
 - **Eating on the bus:** 26 cases
 - **Not fastening the seat belt:** 12 cases (low frequency, high severity)
 - **Other uncategorized behaviors:** 50 cases
→ These were not part of the predefined list and were reported descriptively (e.g., leaving backpacks in the aisle, putting feet on seats).

5. INCIDENTS REPORTED BY BUS ASSISTANTS

Individual Case Analysis

- One student from **CP** (lower primary) accounted for **15 incidents**, including:
 - **Shouting**: 8 cases
 - **Not fastening seat belt**: 2 cases
 - **Taking off shoes affecting others**: 2 cases
 - **General misbehavior**: 1 case
- → This case requires targeted intervention due to recurring patterns.

Behavioral Patterns

- **Older students (middle school)**: Fewer total incidents, but **more severe cases**, such as fighting or destructive behavior.
- **Younger students (lower primary)**: Higher volume of minor behavior issues (shouting, eating, moving around).

5. INCIDENTS REPORTED BY BUS ASSISTANTS

Safety Risks

Incidents directly impacting safety include:

→ These require reinforced training and stricter monitoring.

Behavior	Frequency	Risk Level
Unfastened seat belts	12	● High
Changing seats while moving	2	● Medium
Standing while bus is moving	(observed, low frequency)	● Medium
Opening windows / throwing objects	(isolated cases)	● Medium

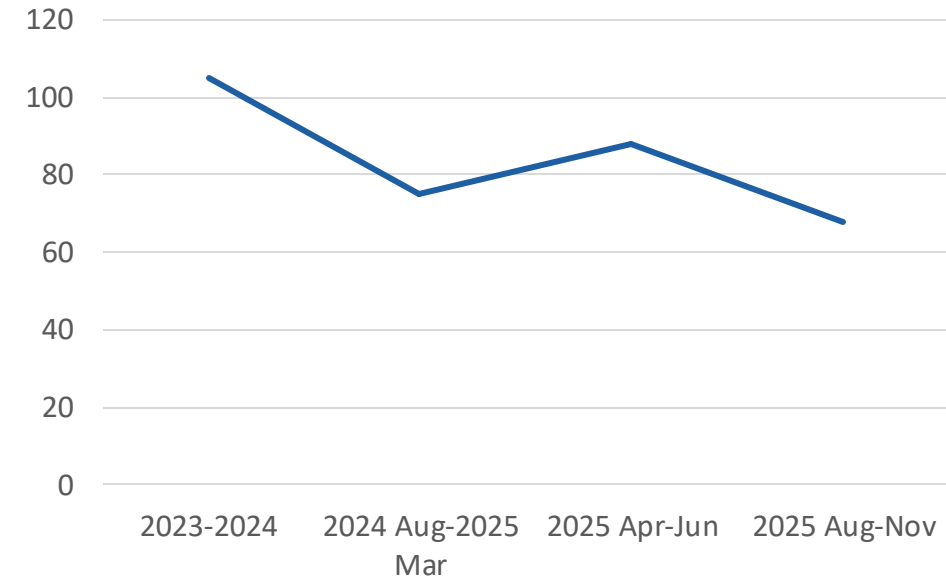
5. INCIDENTS REPORTED BY BUS ASSISTANTS

Preventive Actions which are already conducted

Focus Area	Action
Safety compliance	Mandatory belt checks; assistant must document refusals
Behavior management	Standard response protocol for recurring incidents
Parent involvement	Notify parents for repeated minor violations
Escalation framework	Tiered disciplinary approach for high-impact behaviors
Training	Refresher sessions for drivers & bus assistants on intervention techniques

5. INCIDENTS REPORTED BY BUS ASSISTANTS

Duration	Average per month
2023-2024	105
2024 Aug-2025 Mar	75
2025 Apr-Jun	88
2025 Aug- Nov	68



5. INCIDENTS REPORTED BY BUS ASSISTANTS

We have a clearly defined disciplinary process for bus-related incidents, jointly applied by **LFS and DSS**: **The Bus Assistant reports the incident** to the respective school teams (LFS Vie Scolaire / CPE and DSS Class Teachers/Cocu team). They will speak directly with the student involved. Support Services may coordinate further details with the Bus Assistant when needed.

Escalation Procedure:

1. Oral warning 1
2. Oral warning 2 + notification email to parents
3. Written warning 1 (*Pronote / Cahier*)
4. Written warning 2 (*Pronote / Cahier*)
5. Temporary exclusion from the bus (3 days)
6. Permanent exclusion from the bus

Monitoring & Reporting

- LFS/DSS Support Services will provide Vie Scolaire / DSS with weekly and monthly summaries of all warnings issued.
- The escalation level applied may vary depending on the severity of the incident.

6. TRAINING ON SAFETY & BEHAVIOUR - BUS ASSISTANTS & DRIVERS

Driver Training

A safety training session was conducted on campus by **Officer Yang**, focusing on recent major traffic incidents and reinforcing compliance with traffic regulations.

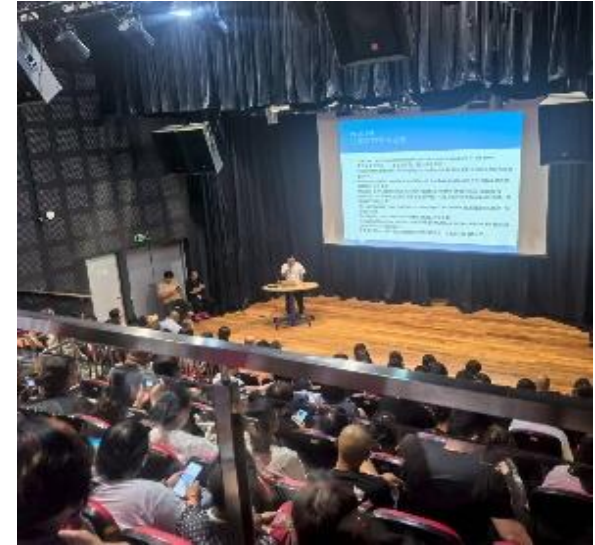
Prior to the start of the semester, the school provided **centralized training for all drivers and bus assistants** at the Qingpu campus.

Bus Assistant Training

The bus team holds **periodic review meetings** to evaluate weekly operations and reinforce safety protocols and compliance requirements.

Quality Process Improvements (KPI-Based)

- **Daily:** Cleaning, disinfection, and safety inspections after each trip
- **Weekly:** Preventive maintenance
- **Monthly:** Police safety inspections



7. TRAINING ON SAFETY & BEHAVIOUR - STUDENTS

Student Safety Training

- Every school year, each class receives training on **bus safety and proper behavior**. In addition, students participate in **emergency evacuation drills** to ensure they know how to leave the bus safely in case of an accident.
- This year, the training session was conducted earlier than usual and took place on **September 16th at the Yangpu campus**.



7. TRAINING ON SAFETY & BEHAVIOUR - STUDENTS



Student Safety & Emergency Behavior Training

- This year, DSS conducted **practical safety training from Kindergarten to Grade 9**, demonstrating essential bus safety procedures and appropriate behavior during emergencies.

LFS – Kindergarten

- Training conducted *on the bus*
- Students practiced fastening and unfastening their seat belts
- Training included basic bus rules and respectful interaction with drivers and bus assistants

Grades 1–4 / CP–3ème

- Classroom training (LFS)
- Practical exercises inside the bus (LFS & DSS)

Grades 5+ / Seconde–Terminale

- Classroom training (LFS)
- Bus-based practical exercises until 9th grade conducted at DSS

8. CONTINUES IMPROVEMENT



Eurocampus QINGPU

Program” – Together for Safe School Routes

Join the Parent Scout Team – we need you!

Dear Parents,

Our children should arrive at school and return home safely – and you can actively help! With the new Parent Scout Program, launched together with the Lycée Français de Shanghai (LFS), we aim to promote greater safety and awareness around the school.

As a Parent Scout, you help make the crosswalks and surrounding areas safer and act as a contact person for children and parents on site.

We are starting the program together with the LFS and will organize an initial test phase in November and December.

What to expect?

- **Duty times:** mornings 7:30–8:15 am, afternoons 2:50–3:30 pm
- **Tasks:** being present at crosswalks and risk areas, approachable for children and parents, ensuring safe drop-off and pick-up, giving friendly reminders to drivers, using clear hand signals to keep traffic moving
- **Equipment & training:** The school provides all necessary gear (safety vest “Parent Scout,” optional paddles/signs). In addition, you will receive a comprehensive safety briefing from school management, operations, and security, ensuring you feel confident and well prepared.
- **Coordination:** simple weekly sign-up via Doodle survey, WeChat group or email, short briefings, monthly feedback sessions to share experiences and ideas for improvement

By volunteering, you make a real difference in our community.

👉 Get involved – join the Parent Scout Team and help us create a safe, supportive, and lively school environment!

You can register as a volunteer parent scout with the following link:

<https://forms.office.com/r/NuTYnLT1z>



Program” – Together for Safe School Routes

- **Objective:** To enhance student safety during school commutes by increasing adult supervision around the school premises.
- **Role:** Volunteers help secure crosswalks, monitor key areas, and serve as a friendly point of contact for children and parents.
- **Time Commitment:** Shifts are during morning (7:30–8:15 AM) and afternoon (2:50–3:30 PM) drop-off/pick-up times.
- **Key Tasks:** Ensuring orderly arrivals/departures, politely reminding drivers of rules, and using clear gestures to direct traffic flow.
- **Support Provided:** The school supplies all necessary equipment, including a safety vest, and offers comprehensive safety training.
- **Coordination:** Features a simple weekly sign-up system and regular briefings for volunteers.

9. QUESTIONS & ANSWERS

Q1: Are bus routes regularly reviewed with a view to optimizing them?

A: Each academic year, we adjust the routes based on:

- Changes in students' addresses.
- New students in the school.

9. QUESTIONS & ANSWERS

Q2: What measures are planned to manage noise and disturbances on buses?

A: We acknowledge that students on our school buses, ranging from kindergarten to high school from both the German and French sections, can at times become restless and noisy. Our bus assistants are trained to manage this by first attempting to calm and separate disruptive students. If necessary, the matter is escalated to teachers for further intervention. The assistant assesses and addresses the noise level based on the situation, with immediate reporting to the school for any severe cases.

9. QUESTIONS & ANSWERS

Q3: How are the morning bus schedules determined? Are they based on a target arrival time?

A: Our morning bus schedules are calculated to ensure all students arrive at school by 7:50 AM, allowing them to reach their classrooms by 8:00 AM without rushing. Each stop's pickup time is determined by working backward from this arrival time, with built-in buffers to account for typical traffic congestion.

Appendix

6. INCIDENTS REPORTED BY BUS ASSISTANTS

School	Last Name	First Name	Grade	fight	Argue	eat	shout with high voice	move	Stop other people get on/off the bus	change seat when car is moving	throw things around	not fasten the seat belt	stand up	parents late for picking up the kid	get off the bus and playing in the parking lot	bring unsafe belongings to take the bus	open the window	writing or drawing	tear the safety ticket	take off shoes affects other people	sleep on a row of chairs	Graffiti on (but not limited to) chairs in the bus	spit to others	misbehavior or and naughty	Destruction of public property, active and mischievous	bad words	arrive late to the bus (after 15:20 or after 12::40)	other bad behaviors	Total	
			1								1												1						2	
			1																									1	1	
			2			1	2				1																1	1	6	
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			4e			1	1																						2	
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			5																									2	3	5
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			5e				1					1																	2	
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			6e			2																							2		
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			CM2			1																						1	2		
			CM2																										1	1	
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			CP				2																							1	1
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				1	5	26	52	0	0	2	8	12	5	12	0	0	0	0	0	0	0	2	0	0	11	0	9	6	50	205	

6. INCIDENTS REPORTED BY BUS ASSISTANTS

1. Overview:

- Total Records: 205 misbehavior incidents, involving students from DSS and LFS
- Grade Distribution: higher frequencies in lower primary (CE1/CE2) and middle school (6e/5e),
- Top Issues:
- Shouting with high voice: 52 cases (most frequent).
- Eat: 26 cases.
- Not fasten the seat belt: 12 cases (low frequency but high severity)
- Other bad behaviors: 50 cases (These misbehaviors are not on our established list, but the school bus assistant will record and report them to us in written form, such as deliberately leaving backpacks in the aisle or putting feet on the seats.)

2. Key Findings

(1) Individual Analysis

•Top Offenders:

- One CP student 15 incidents, including shouting (8x), not fasten the seat belt (2x), take off shoes affects other people (2x) and misbehavior and naughty (1x).

(2) highlights

- Students: Fewer records but severe incidents (e.g., fighting).
- Students: More frequent minor issues (e.g., eating, shouting).

(3) Safety Risks

- Unfastened seat belts (12 cases) and seat-changing while moving (2 cases) require immediate action.

The End