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	Reference	Version V.1	Date May 21st, 2026
	Transportation Committee – Yangpu		

Meeting Minutes

1. Time:

May 21st, 2026, 09:00am to 10:15am

2. Present:

- LFS:
 - Mr. Benjamin BILTERYST, CEO
 - Mr. Willy BONGA, COO
 - Mr. Jiabin LI, Support Service Manager
 - Mrs. Stella SHI, Operation Project manager
 - Mrs. Hélène Jiaying WEI, Assistant of Operations
 - Mr. Dominique GIRARD, Vie Scolaire of Primary School
 - Mr. Mathieu BACHELOT, student representative
- DSS:
 - Mrs. Ann-Claire FÖTSCH, Head of Operations
 - Mr. Kenan DIZDAREVIC, CoCu
 - Mrs. Anna WANG, reception
 - Ms. Antonia Österreich, student representative
 - Mrs. Rebecca WANG, parent representative
- Common team:
 - Mrs. Yuchen CHENG, Bus Coordinator LFS/DSS
- Bus service supplier – PEIXING
 - Mr. Haibin CHEN, Captain of the bus fleet
 - Mr. Zhaoxiang LE, Vice-Captain of the bus fleet

3. Absents excused:

- LFS:
 - Mr. Laurent FOUILLARD, Principal
 - Mr. Jean-Joseph KOUDAYA, Deputy Principal
 - Mrs. Nathalie MOTTET, Principal of Primary School
 - Ms. Inès FOUDRINIER, student representative
 - Mrs. Jiayu, FAN, staff representative
 - Mr. Boisseau DENIS, parent representative
- DSS:
 - Mr. Franco Miceli, Head of Primary School
 - Mrs. Corinna DERICHS, Administration
 - Mr. Matthias Brüggemann, Kindergarten Representative

4. Agenda:

1. Self-Introductions of the Participants at the 2nd Meeting of the Transport Committee in the current academic year
2. Transport Committees Regulations – Basic Rules
3. Members & Bus Organization
4. Main Indicators of the Yangpu Bus Service
5. Operational Indicators of the Yangpu Bus Service
6. Incidents Reported by Bus Assistants
7. Training on Safety & Behaviour – For Bus Assistants & Drivers
8. Q&A



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5. Minutes:

Topic:	Questions raised:	Further information:
1. Self-Introductions	No questions raised	Self-Introductions of the Participants at the 2nd Meeting of the Transport Committee in the current academic year
2. Transport Committees Regulations – Basic Rules	No questions raised	
3. Members & Bus Organization	No questions raised	
4. Main indicators of the bus service	No questions raised	<p>Change comparaison (1st semester VS. 2nd semester) :</p> <ul style="list-style-type: none"> No. Students taking the bus: 529→533 (+0.76%) Filling rate: 71.1%→72.04% (+0.94%) Punctuality rate: 98.47%→99.77% (+1.3%) <p>The main contributing factors are:</p> <ul style="list-style-type: none"> Drivers are familiar with the routes and stops. Some road repairs have complete and some tunnels and overpasses are now open to traffic. KPI review result: 73→84 (less than 90, an action plan was required) <p>Lost Points Analyses (Total: 22 points) :</p> <ul style="list-style-type: none"> SD card was not working several times Back-up driver not listed in the license Driver did not report to bus captain accordingly after complaints 2 incidents have been reported by families Sometimes students from secondary school are missing in the bus Better discipline in communication with the school <p>Important information: to promote the continuous improvement of their service and work quality, we will adjust the KPI indicators each semester based on the actual situation and problems encountered.</p>



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<p>5. Operational indicators of the bus service</p>	<p>No questions raised</p>	<p>During the period of Dec 2025 to Apr 2026:</p> <ul style="list-style-type: none"> • 3 light accidents (scratches) : Among the 3 light incidents, 1 was caused by external factors and are not the responsibility of Peixing driver. The remaining 2 incidents are fully attributable to Peixing drivers. Safety remains our top priority. We require all bus drivers to operate vehicles cautiously and always maintain responsible driving habits.
<p>6. Students' Misconduct Records reported by bus assistants</p>	<p>1. What's the current situation of the CE1 student? ANS: His behavior has improved significantly since the CNY holidays. He is now behaving very well, and no inappropriate behavior on the bus has been reported recently. (Answered by a Primary Vie Scolaire working staff)</p> <p>2. To simplify the work for the bus assistant, has an Excel table been provided for her to record students' inappropriate behavior? ANS: A simpler method has been implemented for the bus assistant. Reporting is done through the TRANSUN system, where inappropriate behavior items have been pre-set. The assistant only needs to find the student's name and select the corresponding inappropriate behavior.</p> <p>3. Can you introduce the discipline management system, please? ANS: Of cause.</p> <ul style="list-style-type: none"> - Issues discovered by the school bus attendant are addressed on-site with initial handling and then reported through the TRANSUN APP system. - The report results are received by both the school bus team and the Vie Scolaire / CoCu. - The Vie Scolaire / CoCu serve as the primary body for handling disciplinary matters of this nature. Assistance from the school bus team is provided promptly when requested. - As a means of strengthening communication, the school bus team compiles a weekly summary of student misconduct on the school bus, which is sent to the Vie Scolaire / CoCu and copied to the middle and elementary school principals. A monthly meeting is held between the two departments to reinforce collaboration. 	<p>From December 2025 to April 2026, the bus assistant reported 380 misconduct records related to student behavior on the bus. Top Behavioral Issues:</p> <p>Key Trends</p> <ul style="list-style-type: none"> • Highest concentration by grade: Lower primary (Grade 1 & 2 & 3) • Most frequent recurrent behaviors: • Shouting / loud voice: 80 cases (most common) • Eating on the bus: 27 cases • Throwing things around: 20 • Other uncategorized behaviors: 37 cases → These were not part of the predefined list and were reported descriptively (e.g., leaving backpacks in the aisle, putting feet on seats). • One student from CE1 (lower primary) accounted for 43 incidents. • Detailed explanation of the discipline management method applied on the bus-by-bus assistants and drivers has been provided. • We ask all representatives to help communicate the following requirement to students who use the bus service: it has become increasingly common for students' backpacks to occupy seats. If space allows, this is not an issue. However, seats should be prioritized for students.



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	<p>4. Can schools assign fixed seats for each student on the bus? This may help calm students' emotions during the ride. Of course, if certain students need to be separated due to disciplinary issues, the bus assistant should still have the authority to adjust the seating arrangement. ANS: Thank you for your suggestion. Starting from the next school year, we can allow students to choose their seats at the beginning of the year. Once the seating arrangement is fixed, it will not be changed without a proper reason.</p> <p>5. Can schools change the boarding order so that kindergarten students board the bus last instead of first? Currently, kindergarten students board first and then have to wait for the older students. It can be difficult for such young children to remain seated quietly on the bus without moving around or shouting while waiting. ANS: We will discuss this proposed change with the academic department. Perhaps we can implement it starting from the next school year.</p>	
<p>7. Training on Safety & Behaviour – For Bus Assistants & Drivers & Students & Teachers</p>	<p>No questions raised</p>	<p>Driver Training</p> <ul style="list-style-type: none"> • On-campus safety session covering recent major traffic incidents and traffic regulation compliance. • Pre-semester centralized training for all drivers and bus assistants at Qingpu campus. <p>Bus Assistant Training</p> <ul style="list-style-type: none"> • Periodic review meetings to evaluate weekly operations and reinforce safety protocols and compliance. • First AID training. <p>Quality Process Improvements (KPI-Based)</p> <ul style="list-style-type: none"> • Daily: Cleaning, disinfection, and safety inspections after each trip • Weekly: Preventive maintenance • Monthly: Police safety inspections <p>Remark: Our students and teachers also received bus safety guidance training at the beginning of the school year. If needed or requested by a teacher, this training will be repeated.</p>



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10. Q&A

1. Recently, we have observed two traffic violations committed by school bus drivers:

- The school bus stopped beyond the stop line at the traffic light in front of the school, with its front nearly on the pedestrian crossing. This poses a safety risk to pedestrians, especially students crossing the street.
- A school bus attempting to turn left into the school at the school gate. Before it turned, a large truck coming from the opposite direction had already entered the intersection. Our school bus did not yield or exercise caution and still proceeded to turn left into the school, forcing the oncoming truck to brake suddenly. The sound of the emergency brake was very loud.

ANS: A special meeting will be held regarding these matters, to which all bus drivers will be invited. During the meeting, we will emphasize the importance of complying with all traffic laws and regulations, and clearly explain the potential dangers of such behavior. Furthermore, we will strengthen our oversight and enforcement measures concerning these issues.