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	Transportation Committee – Qingpu		

Meeting Minutes

1. Time:

May 13th, 2026, 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
 - Mrs. Eulalie BECKER, staff representative
 - Mr. Kan CHEN, staff representative
 - Mrs. Ann CHU, parent representative
 - Ms. Constance PAVILLET CM1 D, student representative
 - Mr. Balthazar DE SAIGNES CM1A, student representative
 - Ms. Victoria WACHTER GARCIA 4QA, student representative
- DSS:
 - Mrs. Ann-Claire FÖTSCH, Head of Operations
 - Mr. Christoph WALDHUBER, Head of CoCu
 - Mrs. Corinna DERICHS, Administration
 - Mrs. Danijela DOGAN, parent representative
 - Ms. Helen FANG, student representative
- Common team:
 - Mr. James Qu, Bus Manager LFS/DSS
- Bus service supplier – PEIXING
 - Mr. Yi JIN, Captain of the bus fleet
 - Mrs. Peirong ZHU, Leader of the bus assistant

3. Absents excused:

- LFS:
 - Mr. Laurent FOUILLARD, Principal
 - Mr. Jean KURDZIEL, Principal of Primary School
 - Mr. Guojun JIANG, Support Service Manager
 - Mrs. Iris KAISER, parent representative
- DSS:
 - Mr. Franco MICELI, Principal of Primary School
 - Mr. Julian MÜLLER, Deputy Principal
 - Mrs. Kristina BAARS, Principal of Kindergarten

4. Agenda:

1. Self-Introductions of the Participants at the 2nd Meeting of the Transport Committee in the current academic year
2. Transport committee – Members & Bus Organization
3. Main indicators of the Bus Service
4. Operational Indicators of the QP 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. The Continuous Improvement
9. 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 committee – Basic Rules	No questions raised	
3. Transport committee – Members & Bus Organization	No questions raised	
4. Operational Indicators of the QP 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: 741→938 (-0.04%) KM per day (all lines): 2170km→2270km (+4.6%) Punctuality rate: 97.08% →97.11% (+0.03%) <p>Difficulties:</p> <ul style="list-style-type: none"> Road construction Providing nearby stops for large families as much as possible, while adhering to the principle that students' one-way commute by bus does not exceed 70 minutes KPI review result: 90.77→87 (less than 90, an action plan was required) <p>Lost Points Analyses (Total: 13 points) :</p> <ul style="list-style-type: none"> Incomplete licence (blocked licence) — 2 points deducted Missing ayi report — 2 points deducted Bus arrival time less than 99% — 2 points deducted Captain could not manage the team accordingly — 3 points deducted Financial matters (salary payment too late) - 4 points deducted <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>
5. Incidents & Accident Report	No questions raised	During the period of Dec 2025 to Apr 2026:



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- 1 accident: occurred on Gaoguang Rd. nearly our school, a private vehicle entered the wrong lane and rear-ended one of our school buses. No students were on board. The driver of the private vehicle took full responsibility.
- 2 light accidents (scratches)
- 1 technical failure: a backup bus was dispatched immediately and replaced the affected bus, causing a 10 minutes delay for the trip.
- 1 abnormal incident (safety & school image): following a SHMEC notice of five seatbelt violations (three attendants in one vehicle, two in another on return trips), a 22nd April meeting mandated seat belts always, including when no students are aboard.

6. Students' Misconduct Records reported by bus assistants

Question 1: Compared to the previous reporting period (September to November 2025), the total number of misconduct cases increased from 245 to 304. Could you explain the reason for this increase?

Answer:

- First of all, the reporting period this time is longer, covering December 2025 to April 2026 (as answered by Operations).
- Secondly, it was a long stretch without holidays since Chinese New Year, and students became tired toward the end of the day (as answered by a teacher).
- Additionally, the bus management team has encouraged bus assistants to report issues more promptly for better management and tracking (as answered by Operations).
- **Remark:** Student representatives feel that discipline issues have not worsened compared to the last reporting period.

From December 2025 to April 2026, the bus assistant reported 304 misconduct records related to student behavior on the bus. Top Behavioral Issues:

- **Shouting** was the most frequent issue, accounting for 82 cases (27%), and was particularly common among younger students.
- **Not fastening seat belts** was the third most common issue, with 48 cases (15.8%) observed across multiple grade levels.
- **Standing up inside the bus** occurred 18 times (5.9%), marking a reduction of more than 50% compared to the previous bus committee meeting.
- **Eating on the bus** was recorded 25 times.

Actions:

- **Safety compliance:** Mandatory seatbelt checks; bus assistants must document any refusals.
- **Escalation framework:** A tiered disciplinary approach for high-impact behaviors.



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		<ul style="list-style-type: none"> • Training: Refresher sessions for drivers and bus assistants on intervention techniques. • Behavior management: A standard response protocol has been established for recurring incidents. Parents are notified in the case of repeated minor violations. The LFS Vie Scolaire team and the DSS Cocu team receive timely (daily) reports from the bus assistants and take necessary measures to educate students on better respecting the bus rules.
<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>
<p>8. Continues improvement</p>	<p>No questions raised</p>	<ol style="list-style-type: none"> 1. Assist traffic police in clearing traffic on Gaoguang Road and Zhuqiaotou Road. 2. Personnel safety control: <ul style="list-style-type: none"> • Pedestrian safety: Barriers placed near crosswalks + security personnel guide students and parents to cross safely at designated



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		<p>crosswalks (preventing road crossing outside crosswalks).</p> <ul style="list-style-type: none"> • Pick-up/Drop-off Lane management: Temporary barriers prevent lane occupation during peak arrival/dismissal hours. Lane opens to parents before school starts and after school ends. <p>3. Parking lot management:</p> <ul style="list-style-type: none"> • Long-term parking: Cleared non-school personnel vehicles from the lot; notified staff that overnight parking is prohibited. • Parking permit system: Implemented to help security identify vehicles. Permits issued to DSS and LFS staff. Overnight parking is now rare. • Next step: Collect vehicle information from on-campus vendor staff and parents.
<p>9: Q&A</p>	<ol style="list-style-type: none"> 1. Bus No. 46 & No. 3: Students did not fasten their seatbelts correctly, and the bus assistant failed to correct this behavior. 2. Grade 10 students (Yangpu campus): Is there a transportation solution for them? 3. Bus No. 49 & No. 3: The bus assistant gives food to students. 4. Bus No. 3: The bus assistant is unclear about which students should take the bus. Also, it takes long time for her when picking up kindergarten students. 5. Bus No. 111 (5pm shift): The driver drove dangerously. 6. TRANSUN App: The app did not provide information, causing a Grade 7 student to miss the bus. 7. Bus for November Camps: Some students did not fasten their seatbelts, but the bus driver checked and asked them to fasten them. Very good! 	<p>ANS 1: the operations team will address this with the bus assistants on both routes. Retraining all bus assistants on seatbelt monitoring and intervention protocols.</p> <p>ANS 2: Yes, a meeting was conducted with all related families in March, and individual transportation solutions were sent to each family in April. We keep in contact with those families to ensure a smooth transition for next school year.</p> <p>ANS 3: This is a violation of our safety and hygiene policy. The bus assistants on both routes have received a written warning and retraining.</p> <p>ANS 4: The bus management team should provide bus assistants with an updated student list in a timely manner. This will help assistants quickly identify which students are taking the bus. Since kindergarten students are very young and require more care, the bus assistant will prioritize students' safety while working as efficiently as possible.</p> <p>ANS 5: The driver will be retrained and strictly required to drive the school bus in accordance with the regulations.</p>



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ANS 6: We have reported this issue to the app provider and requested a system log review. In the future, parents are encouraged to also use the backup SMS notification service on the app.

ANS 7: Thank you for the positive feedback. This driver has been recognized internally for good practice. We will share this example as a model during upcoming training sessions.