

General Transport Rules

Policy Number: 003-PRO-R02

Revision: 2.0

Date of Issue: 18/11/2025

By registering for the bus services of the Parents Association (PA), you agree to comply with the General Transportation Rules

We kindly request your cooperation while using the PA's transport services to ensure a safe and pleasant bus ride for everyone.

1. Please follow the directions of the bus driver, this ensures a safe trip for all users.
2. Respectful behavior is expected from all passengers. Bullying, violence (physical, verbal, and/or moral), or any other forms of mistreatment will not be tolerated.
3. It is the responsibility of all passengers to keep the bus clean and tidy. Bus Supervisors will monitor and ensure that passengers are maintaining cleanliness. The bus driver may request a clean-up before allowing passengers to depart. All passengers, including Bus Supervisors, are expected to participate in the cleaning process actively.
4. Ensure that the drop off of passengers and pick up of passengers at designated bus stops are done in a considerate and safe manner. Blocking the road, parking in the bus lane, double parking, or any other unsafe driving practices are strictly forbidden.
5. Please maintain a safe distance from the bus while it is approaching its designated parking. Running, horseplay, and pushing to get to the front of the bus are not allowed. All passengers should enter the bus calmly and safely.
6. Passengers are expected to arrive five (5) minutes before the designated departure time to avoid delays.
7. While travelling, all passengers must remain seated and must use the available seat belts.
8. While travelling, please keep all conversations as quiet as possible so as not to disturb the bus driver.
9. Smoking, handling of open flames, and vaping are strictly forbidden. The use and/or transportation of drugs, including alcohol, is not allowed.
10. Any damages to the bus (interior or exterior) will be charged to the responsible party. Intentional vandalism is strictly forbidden (interior or exterior).
11. If the bus driver allows food and drink on the bus – (please check with the bus driver) - it is the responsibility of the users to leave the bus in the state they found it, and make sure that the interior is not spoiled. In case of failing to keep the bus tidy, food and drink can be prohibited.

12. No photographs or videos are to be taken on the bus nor distributed and no rude, inappropriate content is to be viewed or shared on the bus.
13. Jurisdiction: In the event of a dispute or legal action relating to the interpretation or application of this regulation, the courts of Antwerp shall have exclusive jurisdiction.
14. The following transport conditions apply to all users, regardless of any specific situation and/or condition the users may have. It is therefore important that these rules are fully understood and observed.
15. Disciplinary procedure: If a driver, supervisor or parent reports inappropriate behavior, the following procedure is applied:
 - a) Verbal warning:
The concerned student and their parents/guardians are heard by a representative of the PA Board and warned of the risk of sanction if they do not change their behavior. If necessary, the pupil is placed in a specific seat.
 - b) Written warning, if the problem persists:
The student and their parents/guardian are requested to meet a representative of the PA Board and an explanatory written warning is sent to the parents / legal guardians by the PA.
 - c) Temporary and Permanent Exclusion.
The PA reserves the right to impose an Exclusion as a sanction proportional to the seriousness of the misconduct.
If users of the transport service breach the rules, the level of exclusion will be determined by the PA's Transport Working Group disciplinary board.
Depending on the severity of the incident, users may be temporarily or permanently suspended from using the PA transport services. An internal reference table (Annex I), outlining incidents and their corresponding consequences, guides the application of these measures.
Any decision can be implemented with immediate effect.

A temporary exclusion from the transport service (from 2 days to 6 months):
After two written warnings, exclusion from the school transport service will be imposed. The duration of the exclusion will depend on the severity of the incident.
There will be no refund of fees for any period of suspension during which the bus service was not used.

A permanent exclusion from the transport service:
Serious breaches of the rules, repeated failure to follow the rules, or any severe incident involving the safety of other students, may lead to the definitive exclusion of the user from using the transport service.

Any decision of exclusion will be communicated in writing to the parents or a legal guardian.

Concerns, issues and complaints shall not be discussed directly with the Bus Supervisors, or the bus Driver but formally through the Parents Association, pa@esmol.be

Revisions to these General Transportation Rules can only be done formally via the Parents Association whereby the revision will be duly distributed to the users of the transportation, Marcel Cars (or equivalent) and the Bus Supervisors so that all parties are aware of the rules and or regulations for use of the transport services.