

STANDARD OPERATING PROCEDURES

PICK-UP (AM)

DROP-OFF (PM)

BUS DRIVER WILL:

- Complete pre-trip checklist daily.
- Drive within the regulated speed limits.
- Ensure passengers are seated before driving off.
- Not to use a mobile phone while driving.
- Obtain permission from Bus Office to depart if a student is late after waiting for 1-minute.
- Report any behavioural issues to the bus office.

BUS ATTENDANT WILL:

- Assist the student when they board the bus.
- Encourage the students to scan their SASCards for parents to track the bus enroute to school.
- Arrange student seats according to grades:
Pre-school / Pre-kindergarten and Kindergarten to Grade 5 students to occupy the first few rows of seats on the bus.
- Assist students to fasten the seatbelt.
- When the bus is in motion, all students must not be standing or walking about.
- Remind students of the Bus Safety rules.

BUS DRIVER WILL:

- Drive within the regulated speed limits.
- Wait for students to be seated before moving off.
- Send students back to the campus if the parent/guardian/custodian is not present at the drop-off point.
- Report any behavioural issues to the bus office.

BUS ATTENDANT WILL:

- Assist the student when they alight from the bus.
- Encourage the students to scan their SASCards for parents to track the bus from school.
- Assist students to fasten the seatbelts.
- Warn students of any undesirable behaviours.
- Act as Traffic Marshal to cross over the opposite side of the road safely.
- When the bus is in motion, all students must not be standing or walking about.
- Remind students of the Bus Safety rules.

If you notice any infraction, email us at safety@sas.edu.sg