A GUIDE TO SCHOOL TRANSPORT

TeeSe Botnia Oy Ab, transport services &
Administration of Basic Education of the City of Vaasa

DURING TRANSPORT

In order to ensure that school transport is as flexible and safe as possible, pupils and guardians must be aware of and adhere to the following principles:

- The school rules are in force also during the school transport.
- Road safety is the most important thing during transport. You may not move from one seat to another during the journey, and in the taxi, you must keep the seat belts on.
- The driver of the bus or taxi may intervene in any disturbance during the transport as the situation requires.
- Only pupils who have been granted the right to school transport are allowed to board the school bus or taxi. No friends are allowed in the school transport vehicles.
- Taxi drivers should be informed of any medical conditions, such as allergies or illnesses (e.g. epilepsy, diabetes) that may affect transport. The driver is bound by confidentiality in matters relating to the health of the children.
- Only sports equipment or other additional items that are needed according to the school timetable, e.g. during sports lessons or which have otherwise been specifically agreed with the school, may be taken on board the school taxi. Please note! No large goods such as bicycles, ski equipment, sledges, or snow racers. You must agree in advance with the taxi about taking skis with you in the taxi to ensure that the equipment fits in.
- The school taxi does not have to wait for a pupil if they are late at the pick-up place or go back to get forgotten items from home. The pupil must be at the taxi stop in time (at least 5 min before the scheduled departure time).
- The school taxi is not late if it arrives at a pick-up stop no more than 15 minutes after the scheduled time.
- The school taxi is not allowed to leave from the pick-up stop before the agreed stop time unless all the pupils that board from the stop are in the vehicle.

NOTIFYING OF CHANGES

- The guardian must notify the **TeeSe Botnia transport services office** if the student falls ill or otherwise does not need school transport. You can make the notification by calling/with an SMS, phone 040 153 7861 or by e-mail **kuljetustilaukset@teese.fi**

- Other, longer-lasting changes in children's need for transport should be notified to the Administration of Basic Education, by phone 040 515 0388 or by email **koulukuljetukset@vaasa.fi** and to your own school.

- Short-term changes in the need for transport caused by the school activities must be organised and arranged by the school/the guardians themselves.

EXCEPTIONAL CIRCUMSTANCES

Accidents

The municipality is responsible for accidents at school or during the pupils' school transport. The responsibility concerns the actual school time and the time the pupil is on their way to school or back home, as well as study trips and other excursions organised by the school. The municipality reimburses the cost of treatment caused by the accident. In the event of accidents involving a motor vehicle, the medical expenses should be covered by statutory civil liability insurance. As a rule, damage to property is not compensated.

In the event of a serious traffic accident involving personal injuries, the police are responsible for managing the situation and providing information. In the event of a minor accident, the school is obliged to inform the pupils' guardians about what happened.

School bus or taxi does not arrive at the pick-up point

When the driving conditions are particularly bad, or for other specific reasons, it may sometimes happen that the bus or taxi cannot drive according to the timetable. In this case, the transport operator is obliged to arrange a replacement transport. The child should wait 15 minutes after the agreed pick-up time if the car is late. If the car has not yet arrived, they should go back home and contact their guardians, school, or the administration of basic education.

There is a mishap or vandalism

The transport operator and the pupil's guardians agree on eventual compensations for damages. The municipality does not compensate for the damage caused by pupils to vehicles.

Issues related to the quality of transport

Any feedback on quality defects is addressed directly to the transport operator TeeSe Botnia Oy Ab transport services.

All complaints addressed to the administration of basic education are recorded and settled with the transport operator.

In the event of serious violations, such as breaches of traffic legislation, the parties concerned should contact the police directly.

CHECKLIST OF THE RESPONSIBILITIES AND TASKS OF THE PUPIL, HOME, SCHOOL AND DRIVER DURING SCHOOL TRANSPORT

PUPIL

- Is in time at the agreed pick-up stop so that all the pupils to be transported will arrive at school as scheduled
- Waits for school transport calmly and does not pose any danger to themself or others
- Gets in the car briskly without rushing
- Sits down and fastens the seat belt
- Behaves properly onboard and takes the other passengers into account
- Has good manners and complies with instructions given by the driver
- Keeps the seat belt fastened during the transport
- Tells the driver if they or others encounter problems during the transport
- Gets out of the car without delay. If they have to cross a road, they should wait until the bus or taxi has moved on
- Sweets may not be eaten on board the school bus or taxi
- Music may not be played on mobile phones etc. during school transport
- Understands the rules and undertakes to abide by them

GUARDIANS

- Make sure that the child is waiting for school transport at the agreed place in time.
- Notify changes in transport needs to the right party (see page 2)
- Find out the transport schedules for the child and train with the child how to get to the pick-up point safely.
- Discuss safe, friendly, and considerate behaviour during school transport with the child. The rules of school transport should be repeated at home from time to time during the school year.
- Regularly ask the child what the school transport is like and pass the child's comments on to the school bus/taxi if necessary.
- If necessary, inform the driver about the child's illnesses and possible medications or other needs that the driver should know about.
- Make sure that the child wears a reflector in the dark.

THE RESPONSIBILITIES OF THE SCHOOL

- The principal ensures that the transport operator receives the lists of passengers, school hours, etc.
- School time means the agreed time of arrival at and departure from the school.
- Every year, schools discuss the school-specific rules for school transportation. The rules listed here may be used as a basis for the rules.
- The school assesses the functionality of transport and develops transport arrangements

THE RESPONSIBILITIES OF THE DRIVER

Preparing for the drive
- Positive attitude
- Appropriate outfit

Fit to drive
- The demanding and risky work in school transport requires the driver to take care of both their physical and mental fitness. Tiredness weakens the ability to drive.

Vehicle condition
- The vehicle complies with the rules and regulations and is clean
- The safety belts are in order and there are enough of them
- There must be an alcolock in the vehicle

Confidentiality
- Matters relating to passengers, or their families may not be disclosed to third parties

Tasks of the driver during school transport
- The driver ensures that the pupils have fastened their seatbelts
- Introduces themself to the passengers at the beginning of a new school year
- Drives following the traffic rules
- Drives the school transport route as ordered
- Adheres to a mutually agreed timetable
- Informs the passengers about stopping points
- Parks so that the passengers can board and get out of the vehicle safely
- Complies with loading regulations
- Maintaining order onboard the vehicle
- In case of problems, contacts the guardian and the school and/or the school administration
- Polite, appropriate, and exemplary behaviour
- Ensures the safety at turn-arounds

CONTACT INFORMATION

Transport services office
Phone 040 153 7861
kuljetustilaukset@teese.fi

City of Vaasa, Administration of Basic Education
Phone 040 515 0388
koulukuljetukset@vaasa.fi

www.vaasa.fi/asu-ja-ela/varhaiskasvatus-ja koulut/perusopetus/koulukuljetukset

WISHING EVERYONE
SAFE AND HAPPY SCHOOL YEAR!

TEESE BOTNIA OY AB
AND
CITY OF VAASA