



MARIST BROTHERS
INTERNATIONAL SCHOOL

SCHOOL BUS TRANSPORTATION SERVICE INFORMATION BROCHURE

School Year 2024/2025





MBIS SCHOOL BUS SERVICE

Marist Brothers International School provides a service that is optional. The prices are calculated to cover costs. Offering 2 different routes with limited stops, the bus routes cover areas between the school and Ashiya (to the East) and Shioya (to the West). In determining annual bus routes, factors such as cost, time and distance are taken into consideration. Due to annual changes, bus capacity, routes, stops, and travel times are likely to vary from year to year. Taking pertinent legal issues into consideration, we try to accommodate a pick-up/drop off point as close as possible to your home. However, in some cases the implementation of a new bus stop may exceed time and economic constraints of the system and may, therefore, be deemed unfeasible. We strongly recommend that parents discuss bus availability with the Operations Manager before establishing residence or when planning to move.

Children will be provided with bus transportation only after a bus contract has been completed, signed, and returned to the Operations Manager. A maximum of one seat per child can be assigned, i.e. one seat in the morning and/or one in the afternoon. Once a bus contract has been completed and a seat on the bus has been reserved, you will receive your individual bus information indicating the location and time at which he/she is to board and disembark the bus. Please carefully review the bus stop assigned to your child(ren).

Based on the number of bus contracts received prior to the beginning of the school year, MBIS commits to ordering the appropriate number of buses for the given year. Contracts with bus companies are signed on an annual basis. Once the routes have been established, it is not possible to alter them. Latecomers can only be assigned a seat if space is still available on the requested bus.

RULES AND REGULATIONS

1. BUS STOPS

Times listed on individual schedules are approximate and, therefore, may vary up to 5 minutes. We ask all passengers to be waiting at the assigned stop at least 5 minutes before the scheduled time of departure. During the first few days of each new school year, please bear with any time variations until bus services run smoothly.

School buses may only stop at existing bus stops or designated school bus stops. Exceptions can only be made after formal approval by authorities.

Parents take responsibility for their children, regardless of their age, until they have boarded and after they have disembarked the MBIS school bus. Younger children (Early Years through grade 3) will not be allowed to disembark the bus unless an adult is present at the bus stop to accompany them.

Parents must be punctual when meeting the bus. Time delays affect the entire bus route and all other passengers on the bus. If a parent fails to meet the bus, the student(s) will remain on the bus. The bus driver will inform the school, which will plan with the parents for the child's safe return home. Additional costs resulting from these arrangements must be borne by the parents. If you have made "emergency arrangements" with a neighbor, friend, or other parent, etc. in case you are delayed and have given authorization to this person to pick up your child(ren), please inform the Operations Manager in writing and, if possible, include a photograph of the person authorized to collect your child(ren). The bus driver will be provided with a copy of your letter and the photograph to ensure your child is at all times met by an authorized adult.





2. MISSING THE BUS

The school strives to ensure efficient bus services. Yet, it cannot be held responsible when a bus runs late or does not reach a given stop. Students are advised to wait at the bus stop for at least 15 - 20 minutes past departure time, especially during bad weather conditions, before calling the Operations Manager.

Should a student have missed the bus or decide to use public transportation, the school does not pay for taxis or other transportation used. It is the responsibility of the student/parent to inform the school about the late arrival.

3. OCCASIONAL USE OF A DIFFERENT BUS

Your child's safety is our foremost concern. Each bus has limited seating capacity. Under no circumstances may any bus exceed its allowed seating capacity. School bus transportation will be denied to anybody not listed on the corresponding passenger list or not in possession of a valid Bus pass. Please understand that for insurance and security reasons exceptions to these rules cannot be made.

4. BUS PASSENGER LIABILITY

Parents will be held responsible for any damage to the bus that their children may cause. A bill for the damage and other incidental expenses will be sent to parents for settlement. The Head of School reserves the right to suspend a student from using the school bus for a limited time or for the remainder of the school year. Bus fees are not refundable.

5. SEAT BELTS

Please be aware that according to Japanese Law, restraint systems must be applied if present in a bus. In case of non-compliance, authorities will impose a monetary fine, which will have to be paid by the parents.

6. BUS MONITORS

The role of a Bus Monitor is very important as he/she serves as the link between the school, the driver, and the children. To ensure a safe bus ride, the bus monitor will see to it that students follow the rules. The bus monitor will report any misconduct to the Operations Manager.

7. EMERGENCY PROCEDURES

In the event of a breakdown, the bus driver will immediately inform his company, which will then inform the school. Should the bus need repairs, the bus company will provide another bus to assure that the children arrive at school or home safely. In the case of an accident, the driver will inform the police and the bus company immediately. The company will, in turn, inform the school. If necessary, the police will execute the required emergency precautions. The school will notify the parents once full details have been established.





8. DEPARTURE TIMES / BUS NUMBERS

The school reserves the right to alter bus routes and pick-up times as deemed necessary.

Ashiya Route

	JR Ashiya	Settsu Motoyama	Mikage	Rokkomichi	Sannnomiya 1	Sannnomiya 2	MBIS
AM	7:20	7:30	7:35	7:45	8:00	8:05	8:30
	MBIS	Sannnomiya 2	Sannnomiya 1	Rokkomichi	Mikage	Settsu Motoyama	JR Ashiya
PM	15:20	15:50	15:55	16:05	16:13	16:20	16:30

Shioya Route

	Matsusaka Dental Clinic	Shioya Country Club	MBIS
AM	7:55	8:05	8:20
	MBIS	Shioya Country Club	AEON
PM	15:25	15:35	15:40

Have your child(ren) memorize the assigned bus number for both the morning as well as the afternoon bus. Memorizing the bus number will help your child(ren) to board the correct bus.

9. EMERGENCY CLOSINGS

In the event of school cancellation due to adverse weather conditions, decisions to halt bus service will be made no later than 6:30am. The decision to close the school will be made by the Head of School and is based upon information gathered from local authorities. If the information suggests that most students can NOT be transported safely to school with the school buses, bus service will be canceled, and the school will remain closed.

When weather conditions are poor and the buses are running, delays must be expected. All parents should have very clear contingency arrangements for their children in case of delays. We advise, if there be a delay of more than 30 minutes in bus pick-up, that parents have an alternative plan for their child, perhaps to get him/her to school by other means or to have, at the very least, a home to go to where there is adult supervision.

Families are informed about a school cancellation via email and website. In this respect, please make sure that MBIS has all current contact information so that our announcements are received.





If the children are at school and the weather deteriorates during the school day, you should be on alert for the possibility that your child might be sent home early.

Make sure that the school has not only your home and work telephone numbers, but also, the number of an emergency contact during the day. We remind all parents that they are ultimately responsible for deciding whether to send their children to school, particularly when conditions are potentially hazardous, no matter what the decision of the school may be.

10. LIKELY BUS DESTINATIONS AND CORRESPONDING SECTIONS

The table below shows destinations from the current school year. Bus routes are finalized prior to the beginning of the new school year and will vary from year to year. Some destinations may be removed, and others may be added. Make sure to check with the Operations Officer before establishing a residence or when planning to move.

11. BUS FEES

The School Bus Transportation Service is an optional service of the school. The bus fee is due in full within 14 days after receipt of the electronic invoice, to the following bank account:

Bank	SUMITOMO MITSUI BANKING CORPORATION
Branch	SUMA BRANCH
Branch No.	369
ACC NAME	MARIST BROTHERS INTERNATIONAL SCHOOL
ACC No.	3496349 (Ordinary ACC)

Bus contracts deemed to exist for the entire school year unless a shorter term is indicated on the contract. Reductions or refunds of bus fees are not possible for early withdrawal from or late arrivals to MBIS; prolonged absences, when changing residence or not using the bus service after the beginning of the school year.

12. BUS FEES (Cont'd)

Shioya Route - Pick Up Location	Fee
Shioya Kitamachi (Matsusaka Dental Clinic)	¥ 85,000
Shioya Country Club	¥ 85,000

Ashiya Route - Pick Up Location	Fee
Ashiya	¥ 300,000
Settsu Motoyama	¥ 285,000
Mikage	¥ 285,000
Rokkomichi	¥ 285,000
Sannomiya 1	¥ 190,000
Sannomiya 2	¥ 190,000





13. INFORMATION

Questions regarding BUS OPERATION AND DISCIPLINE can be addressed to the Operations Manager.

In EMERGENCIES between 8:00 and 16:00 please call TEL: 078-732-6266.

Discipline Concerns – on occasions discipline issues and concerns do arise on the buses! We would kindly request that if such a concern is brought to your attention that you contact the Operations Manager directly to report the incident. All matters relating to such issues will be dealt with by the school and should not be dealt with by the parents directly.

14. PUBLIC TRANSPORTATION

The school is not involved in the decisions regarding the time schedules and the fee structure of the public transportation system. MBIS can, therefore, only provide limited information about public transportation. Students using public transportation are eligible to apply for an “annual student ticket. Order forms are available at the school office. Confirmation from the school about enrolment at MBIS is available at the Office.

15. MBIS CODE OF CONDUCT for all school bus passengers

The following standards are expected of all MBIS students and apply at all times and route to and from school, as well as on school premises. Please make sure that you and your child carefully read and understand these rules. Any report of passenger misconduct will lead to a first warning. Should a second incident be reported during the school year the parent will be informed of the incident by the Operations Manager. Upon the third incident the student will be expelled from the bus temporarily. The student will then be allowed back on the bus, on probation. Should another report follow during this period, the student may be suspended from the bus for the remainder of the school year. If the school considers the behavior of a student to fall well outside the expectation, harsher discipline than specified may be invoked.

When using MBIS school buses students will:

1. Conduct themselves properly.
2. Board and disembark the bus in an orderly and safe manner.
3. Use passenger restraint systems (seat belts)
4. Remain seated; do not switch seats en route, unless in an emergency
5. Behave in a manner consistent with personal and peer safety.
6. Be always respectful of the driver and other passengers.
7. Converse quietly for not distracting the driver from safe driving.
8. Not use profane or abusive language or make obscene gestures.
9. Promptly comply with the bus driver's and/or bus monitor's instructions





10. Not disrespect, distract or interfere with drivers.
11. Not fight, push, shove, spit or be involved in inappropriate behavior.
12. Respect all contractors and the private property of others.
13. Not smoke, eat, drink or chew gum to prevent choking and other possible injuries in case of sudden break maneuvers.
14. Do not litter on the bus.
15. Not use any devices (instruments, computer games, etc.) creating excessive noise.
16. Not throw or shoot objects in, on, to, or from the bus.
17. Not use tobacco products or have in their possession matches or lighters.
18. Remain fully and properly clothed.
19. Allow no body parts or other items to protrude from the bus windows.
20. Keep aisles, steps, and empty seats free from obstruction.
21. Have in their possession only what is needed for school. Not convey any prohibited or unacceptable items (i.e. weapons of any kind, drugs, explosives, alcohol, animals, bulky items, laser pointers, other disruptive items, etc.)
22. Not tamper with bus controls or emergency equipment, except in an emergency.

The MBIS bus drivers will be expected to:

1. Know the route and drive safely.
2. Not allow unknown and/or unauthorized persons to board the bus.
3. Report passenger misconduct
4. Not smoke while traveling.
5. Not provide passengers with food, drinks, or tobacco products
6. Stop only at designated stops and not allow or cause passengers to get off the bus anywhere except their designated bus stop.
7. Contact the school office immediately and transport the student to the location directed (either to the designated bus stop, to the bus depot or to MBIS) if a student remains on a bus at the end of a run.
8. Stop the vehicle on the side of the road until order is restored and contact the bus company and the school in cases of serious misconduct (vandalism, assault, fighting, etc.). Enforce discipline in a dignified and non-threatening way.
9. Maintain appropriate decorum in all communication with members of the MBIS community.

By Japanese law, bus drivers must be certified; must be in possession of an updated and renewed drivers' license; must be up to date on all legally required professional development packages and must have undergone a background check. It is illegal for drivers to be under the influence of alcohol, drugs, or medication while driving. Bus drivers are not directly employed by MBIS, but rather are employees of the bus company under contract with MBIS.

