



Dear Knights Prep Parents,

As we welcome our students back to school, we would like to take this opportunity to provide you with important information about our bus service for the upcoming year. Our bus service is designed to provide a safe and convenient transportation option for our students, and we are committed to ensuring that every child has a positive and enjoyable experience. Below, you will find details about our bus routes, schedules and policies, which we encourage you to review carefully.

To get started, please complete the online application form by following the link at the end of this page.

Students are required to register for the whole year and must give a month's notice if they no longer wish to use the bus.

The monthly charge for the bus will be billed monthly on your school fees invoice at a fixed amount of **R1470** from January to November (11 months) or **R1615** from January to October (10 months) for both morning and afternoon trips, or **R790** from January to November (11 months) or **R865** from January to October (10 months) for one way only. Bus food will be charged extra at **R750** per month per child if selected.

Bus Route Timetable

Knights offers a morning and afternoon bus service from **Broadacres, Bel Air Mall and Douglasdale Shopping Centre.**

Departure times from venue:

Broadacres: 06h00 (BP Garage)

Douglasdale: 06h15 (outside Clicks)

Bel Air: 06h30 (outside Steers)

Leaving Knights: 16h00 Monday to Friday and at 12h15 on break up days

Arrival times at venue: (approximate times based on traffic)

Bel Air between 16h20 and 16h30

Douglasdale around 16h45 (times are subject to traffic conditions)

Broadacres: approximately 17h00

Aftercare

All students registered for the bus service will be required to wait in Aftercare after extra murals until the bus leaves at 4pm. There is no charge for the bus children unless they have lunch, which will be charged separately. Lunch is served from Monday to Friday and any child who is registered for the afternoon bus and lunch may collect their lunch even if they are not using the bus that afternoon.



Lost Property

The driver will keep lost property left on the bus to be collected the next morning. Anything not collected will be returned to the school's lost property.

General

1. The drivers each have a mobile phone, so that the school can contact them.
2. The bus will leave promptly each day.
3. Please ensure you are at the drop off point at least 5 minutes before the scheduled time as the bus drivers operate on a very tight schedule. Please ensure that your child is on the bus before you leave the shopping centre.
4. If an adult is not at the collection point to receive the children the driver has been instructed to bring them back to school.
5. The driver is in charge of the learners on the bus and they are to listen to their instructions at all times.
6. Students are required to remain seated at all times while the bus is in motion.
7. Eating or drinking on the bus is not permitted.

The Bus Users' Policy has been put in place to assist Knights in providing a safe and efficient bus service for learners. These rules are to be obeyed by all bus users. Failure to do so will result in disciplinary action, and serious and/or continued misconduct will result in the suspension of the bus service.

Parental Responsibility and Learner Safety

- Please ensure that you are at the pick-up point 5 minutes before the bus is due to stop.
- Parents are responsible for the safety of their children whilst they wait at the collection points and immediately prior to boarding school transport vehicles each morning. Parents are to remain with the learner until he/she has safely entered the bus.
- Children will not be allowed to exit the bus unless there is an adult to collect them and will be returned to Knights if their parent/guardian has not arrived to collect them.
- Parents have a duty to read through the student responsibilities with their child and explain its importance and consequences for not adhering to it.

Bus Driver Responsibility

- The driver's primary job is to operate the bus safely.
- All students are required to respect and obey the driver's instructions at all times.
- The driver has sole responsibility of all the learners in the bus before, during and as they disembark.



Learner Responsibility

Learners should understand and adhere to the following Bus rules:

- Wait in an orderly, courteous and calm manner.
- Keep away from the kerb and well clear of other traffic.
- Only board the bus when it is stationary.
- Treat the drivers with respect and follow their instructions.
- Remain seated whilst in transit and always use the seatbelt provided.
- Do not distract the driver, except in an emergency.
- Treat other learners with care and respect.
- Do not eat or drink on the bus.
- Do not drop any litter.
- Do not throw any objects in the bus or out of the windows.
- Do not vandalise the vehicle or the property of others. If damage to the bus has been reported, the parents or guardians may have to pay for the damage caused.
- If the bus breaks down or is in an accident, students are to follow the driver's instructions and stay with the bus until another one arrives.
- If you see other students behaving inappropriately, tell the driver or your teacher or school principal.
- Ensure that you have collected all your belongings before you disembark.

Please click on the following link or scan the QR code to complete the

Bus Registration form <https://forms.office.com/r/ctipasecYa?origin=lpLink>

