



Transportation Policy

Adopted June 2017

The American English Academy (“AEA” or “school”) is committed to offering students a safe, reliable and professional transport service. Therefore, the school has entered into an agreement with an authorized transportation provider (BG Trans OOD) and ensures that they deliver acceptable standards on all buses they provide.

1. Responsibilities of the Transportation Company and the School

School transport shall apply for transportation of students from Monday to Friday from stops located close to their homes along predetermined routes to AEA facility and from AEA school facility to the same stops along the predetermined routes. The transportation company will make every effort to pick up and drop off the child at their door step but, in the event this is not possible, the school reserves the right to specify pick up and drop off points.

The transportation company shall determine the exact route and timings for pick up and drop off. However, it must be clearly understood that the first child to be picked up will not necessarily be the first to be dropped off.

The transportation company has the right to alter routes, move students from one route to another, or change the designated pick up time after giving due notice of not less than one week to affected students.

The transport service is ensured by vehicles that:

- Comply with the regulations of the Ministry of Transport, Information Technology and Communications for specialized transport of children.
- Are equipped with seat belts for all seats, which are obligatory for use during movement.
- Comply with all requirements related to traffic safety and the existing legislation related to traffic and passenger transport.
- Drivers of which have the necessary qualifications and experience.
- Have insurance for all seats in their vehicles.

Bus attendants will be present in every school bus.

In case of unexpected delay (more than 7 minutes in the morning and 20 minutes in the afternoon) due to bad traffic or other unexpected circumstances the bus attendant will inform the parents on the referred mobile numbers.

Neither the bus company nor the school will be responsible of the loss of any items left on the bus.

The bus company will ensure that its buses are both clean and safe.

The buses will be fitted with GPS tracking devices.

2. Responsibilities of Parents and Students

The parent is obliged to provide AEA with pick-up/return address, two mobile numbers and to appoint a person who is authorized to pick-up and return the child.

The parents are requested to bring the students to the pick-up point at least 5 minutes before the designated pick-up time of the bus, and also to be at the pick-up point at least 5 minutes before the designated drop-off time in order to avoid delay for the remainder of the students on the bus. To avoid delays and to ensure all students get to the school on time, the bus driver **WILL NOT WAIT** for any child who is late more than 2 minutes beyond the designated pick up time.

The buses will depart at the designated time from the school. Should a student miss the bus for any reason then it will be the responsibility of the parent(s) to come and pick the student up from school.

The bus attendants will not escort any student from the bus to the front door of the student's home. A parent or appointed guardian must escort the student from the bus to the front door of the student's home. For students whose parents have no objection to their child being dropped off without a parent or guardian receiving the student at the drop off point, a written confirmation **MUST** be provided at the student's transportation service application.

In case the child cannot be picked up by the appointed guardian the child remains in the vehicle, the bus attendant contacts the parent and the child could be picked up from additionally appointed stop along the route. If the parent cannot be reached the child will be returned back to the school building. It will be the responsibility of the parent to come and pick up the student.

In case a student will be absent and won't be using the school buses, the Parent **MUST** notify at AEA's Information desk or at transportation@aeasofia.com, at least **one day in advance**.

In case a student desires to be dropped off at another stop after school, whether on the same or different route then, he/she or his/her parent/legal guardian should present a written request at AEA's Information desk or at transportation@aeasofia.com. The request will be handed to the

transportation company for approval. The school's administration will confirm the request with the parent(s) and accommodate if possible. The student will be informed of the decision during the school day.

Parents must notify the school **in writing** of their desire to change to a different bus route at least two weeks in advance. The request will be handed to the transportation company for approval and will be accommodated if possible.

If student causes damages to a bus, then, parent(s) will be required to compensate adequately for the repair or replacement of the damaged item. The bus company will provide an incident report along with an invoice to be settled. The Parent shall reimburse the cost of their repair in maximum period of 30 (thirty) days.

The students will refrain from eating and drinking on the bus, except for water. The parent should instruct the child to behave in the vehicle, namely to use the safety belt, to sit at his/hers place, not to interfere with the driver, not to shout, fight, pollute, open the windows without driver's permission, to scratch or break.

The school may exclude any student from the school transport service in any of the following cases:

- If a student violates any safety rule and endangers the lives of others during the trip.
- If a student continues to cause disturbance and more than three written complaints are filled against him/her during one school year.

3. Fees and Payment Terms

The transportation fees are:

- 1520 euro/academic year, for round trip transportation
- 970 euro/academic year, for transportation in one direction
- The fee for students who start using the service after the beginning of the academic year, is calculated on a prorated basis (e.g. a student who starts using the service on the 20th of November has to pay the fee calculated over 8 month period - November to June)

The transportation fees are due in advance and are payable in full, up to 3 (three) working days before the start of the service provision date.

Transportation fees are payable in full, irrespective of any holiday during this time.

If the fees are not paid in advance at the start of the payment period and the parents haven't signed an agreement for transportation services, the child **will not** be permitted to start using the service.

There will be no discount if any student opts to use the service only for few days of the month. This is because once a child has been assigned a seat on a bus, that seat is considered reserved for the entire period of the service.

If a child withdraws from the service he/she will be eligible for a refund of 80% of the fees for any month which have not been used, i.e. if a child withdraws in mid-November, the refund will be equal to 80 % of the fee for the months December to June of the current academic year.

4. Other

This Transportation policy forms an integral part of the transportation agreement signed between the school and the parent. In the event of discrepancy between different versions of the Transportation policy, for up to date and valid shall be considered the ones uploaded at AEA's website: <http://aeasofia.com/>

AEA reserves the right to change this Transportation policy at any time and without prior notice. In the event that any provision of this Transportation policy and/or the agreement is or becomes invalid or unenforceable, this shall not affect the validity and/or enforceability of its other provisions. In this case, the parties will replace the invalid or unenforceable provision with a legally valid one in order to comply with the national legislation and within the meaning of this Transportation policy and the agreement.