



# TISA Transportation

THE INTERNATIONAL  
SCHOOL OF AZERBAIJAN

Parent/Student Agreement

## General Safety Guidelines

- An adult supervisor will be present to ensure student safety.
- The bus supervisor and driver will be trained in the child protection protocols and bus safety.
- Key safety rules for student use of the bus are developed and displayed inside each bus
- Only students on the bus roster are allowed on the bus.
- The bus monitor carries emergency contact and health details on all bus riders.

## Student Safety Expectations

- Follow all directions of the bus supervisor.
- Remain seated and sit in assigned seats for the entirety of the trip.
- Wear seat belts during transport.
- Keep body parts within the bus.
- Only enter and exit the bus at the designated stop.
- Keep noise level low; no shouting, yelling,
- No eating or drinking on the bus.
- Do not distract the bus driver.
- Students not following bus expectations may have their use of the service suspended or permanently canceled.

## Tentative Bus Schedule

- School buses follow the schedule below, confirmed the week before the start of service:

Morning Route		Afternoon Route	
Location	Time	Location	Time
First Pick Up	7.10am	TISA	3.25pm
Other Stops	7.25-7.45am	Other Stops	3.45pm-4.10pm
TISA	8.00am	Last Drop Off	4.10-4.25pm

- Students should be at their bus stop five minutes before the designated time.
- TISA cannot guarantee door to door service and centralised stops will be provided in some neighbourhoods.
- Buses will wait for a maximum of 2 minutes at each stop for students to arrive and board.
- Students from P5 upwards will be permitted to exit the bus on their own.
- Students in P4 and below must be collected from the bus by a parent or other designated adult.

## Supervision After Arrival at School

Primary Students (N to P8) will go directly from buses to a supervised outdoor or indoor area until 08.15, the same as all other Primary students arriving at school. They will then be sent straight to their classrooms. Secondary students will go directly from buses to Secondary classrooms, just as all other Secondary students arriving at school. Students who do not follow these instructions will be considered to be in breach of the student transport agreement.

## Supervision After School to Bus Departure

Students from N to P4 will be accompanied to the bus meeting point after school. In the case of P4 students, this may be by older siblings if possible or a P4 TA. Students from P5 to DP2 will go to the bus meeting point after school on their own. The bus will not wait for late departing students.

## Emergency/Unforeseen Situation Response

- If the school bus cannot reach the designated pick-up point due to road conditions or unexpected situations the bus supervisor will inform the parents of the necessary details (such as the new pick-up / drop-off time) at the earliest time possible.
- In the event of an emergency the bus supervisor will immediately notify school security who will plan an appropriate response.
- In the event of a serious accident, emergency services should be immediately called by the bus supervisor or driver.

## Communication

- A WhatsApp group will be established for the bus route and will be used to communicate with parents in the event of significant delays or cancellation of the bus service
- Parents must notify the bus monitor via the WhatsApp group if their child is not going to ride the bus for any reason.
- Questions and requests for additional information? Please email: [studentbuses@tisa.az](mailto:studentbuses@tisa.az).

## Registration, Payment, & Cancellations

- **Requests for Student Bus Service** are via the **Student Transport Request Form**.
- **Transport costs 600 AZN per student per quarter:**
  - **Quarter 1:** First Day - October Break (Payment due by 28th August)
  - **Quarter 2:** October Break- Winter Break (Payment due by 30th October)
  - **Quarter 3 :** Winter Break - Spring Break (Payment due by 22nd January)
  - **Quarter 4:** Spring Break- Summer Break (Payment due by 9th April)
  - **Whole year:** 2,200 AZN per child - a **200 AZN discount will be given to families who pay for a full year in advance**. This is not refundable.
- **Spaces available on each bus are limited**, and seats are assigned on a first come-first served basis.
- **Payments are made via the Student services Payment system at <https://payments.tisa.az>** . **Alternatively a bank transfer can be made. Proof of patent must be shared via email.**
- **To cancel bus service**, notice should be given in writing two weeks in advance of the end of the current quarter.
- **Refunds will not be given unless there are extenuating circumstances.** Please follow the procedures to cancel bus service in a timely manner to discontinue service.