

International School of Havana

Transport Service Contract 2022-2023

Student's Name: _____ Grade: _____

International School of Havana (ISH) will offer transportation service to and from school (mornings and afternoons) subject to availability and according to the terms and conditions established in this contract. Bus space is limited and reserved for the transportation of ISH students only.

THE SCHOOL'S RESPONSIBILITIES

1. Ensure that buses are clean and safe.
2. Provide a supervisor on each bus, who will be in mobile phone contact with the school office at all times.
3. Decide and communicate the scheduled bus routes (see Annex).
4. A schedule will be shared and updated, when necessary, with parents/guardians.
5. Note that both pick-up and drop-off times can vary under circumstances beyond the school's control, such as: traffic, number of students on the bus, etc.).
6. Pick-up and drop-off points will be structured around accessible locations near each student's residence. Students will be required to meet at the closest pick-up point on the school bus routes.
7. Inform parents if the designated pick-up or drop-off time is changed.
8. Ensure that all students arrive at school on time.
There will be a 2-minute waiting period at each pick up location.
If a student(s) has/have not arrived at the pick-up location before the waiting period expires, the bus will depart without the student(s).
Transportation of any student(s) in such case, is the responsibility of the parent/guardian.
9. Ensure that the bus driver and bus supervisor are free of COVID-19 symptoms.
Ensure that the bus supervisor checks the temperature of all students prior to boarding the bus, both going to and coming from school.
Students with a temperature ≥ 37.5 degrees or showing any Covid-19 symptoms, will not be permitted to board the bus.
In such cases the bus supervisor will communicate with the school nurse and the family will be informed.
10. For PreK to Grade 8 students, parents/guardians will be responsible for their child returning home.
Grade 9 to Grade 12 students may be given responsibility to return home on their own.

RESPONSIBILITIES OF PARENTS AND STUDENTS

1. PreK to Grade 8 students **must be accompanied** by a parent or guardian to and from the bus pick-up points in the morning and drop-off points in the afternoon.

Grade 9 to Grade 12 students may be accompanied at parental discretion.

PreK to Grade 8 students who are not met at the agreed drop-off point in the afternoon, will be returned to school. Parents will then be responsible for picking the student(s) up.

Parents are responsible for making sure that students are on time at the agreed pick-up points.

In case of a student(s) late arrival at the agreed pick-up point, the school will not be responsible for finding alternate means of transportation.

2. Parents are responsible for informing the school when and if their child(ren) will not be taking the school bus.

3. While using school transportation, students are expected, at all times, to:

- interact respectfully with the bus driver, bus supervisor, and other riders
- remain seated with the seat belt on
- keep all windows closed unless instructed otherwise
- talk quietly
- look after personal belongings
- refrain from eating
- remove any rubbish
- keep appropriate physical distance from others
- disembark the bus upon arrival at school and proceed immediately for a temperature check and hand sanitization

Failure to comply with any of the expectations listed above will be reported to the Division Principal and may result in disciplinary action.

TRANSPORTATION FEES AND PAYMENT:

Transportation Fees are calculated as annual roundtrips for the full Academic Year 2022-2023.

The Annual Roundtrip Fee is USD \$ 1000.00 per annum.

One-way service may be requested at USD \$ 600.00 per annum.

Both Roundtrip and One-way service may be requested on a term-by-term basis.

Transportation Fees applicable to Term by Term Service			
Term	Round Trip	One Way	Payment Due date
Term I (August 29 – January 27)	\$500	\$300	August 26
Term II (January 30 - June 23)	\$500	\$300	January 30
Academic Year 2022 - 2023	\$1000	\$600	August 26

An invoice will be issued once a contract service request has been signed and approved. Service will be provided only after the school's invoice has been paid in full.

GENERAL INFORMATION

1. Service may also be requested on a weekly basis.
Please contact the Admissions Coordinator (admissions@ish.co.cu) for further information.
Note that the weekly service fee is non-refundable.
2. If services start after the beginning of a month, the invoice will be prorated on a weekly basis.
3. Payment may be made by bank transfer or in cash at the School Accounting Office (Calle 22 campus). The Accounting Office will receive payments on Tuesdays and Thursdays, from 9.00 a.m. to 3.00 p.m.
4. Applications from parents to modify the transport service contracted, must be directed to the Admissions Coordinator.
Under no circumstances should parents assume that service will be extended or modified unless a formal acknowledgment from the school is received, and payment of a revised invoice is completed.
5. Students will only be permitted on the bus for the contracted (and paid for) period.
6. Students that are registered users of the service may not invite nonpaying students onto the bus.

TRANSPORTATION CANCELLATION AND REFUNDING OF FEES

1. Cancellation requests may be either permanent or temporary.
2. A cancellation request must be made in writing to the Admissions Coordinator (admissions@ish.co.cu) not less than one week (7 days) prior to the proposed cancellation date.
3. A maximum of 15 consecutive school days will be refunded in case of temporary cancellation of service.
4. The refund applied in case of permanent cancellation of service will be for the remainder of the prepaid fees commencing 30 days after written cancellation notice has been received.

SELECTION OF SERVICES

Please select (X) the service of your choice and the period for which you want to enroll a student.

Route	Term 1 Until Jan. 27	Term 2 Jan. 30 to June 23	All Academic Year Until June 23	Another period. Please, specify the date (Due date defined in the moment of signing this contract)
Round trip (to and from school)				
Inbound to school only				
Outbound from school only				

EXTRA-CURRICULAR SERVICES OPTION:

Route	Monday	Tuesday	Wednesday	Thursday	Friday
School to Club Havana (Departing from school 4:40 p.m.)					
Club Havana – School (Departing from Club Havana 5:45 p.m.)					

1. Transportation fees for periods shorter than a Term (as above) or a full academic year will be prorated according to the number of days of service.
2. Departure time changes during the period of the contract should be requested in writing to (admissions@ish.co.cu). Confirmations will depend upon seat availability.
3. For cancellation or reduction of services during the contract period the Transportation Fee Refund and the Cancellation Policy described above will apply.

CONTRACT FOR SERVICES

By signing this contract I hereby confirm that I accept all the terms and conditions above.

Name of Parent/Guardian: _____

Signature: _____

Date: _____

Home Address: _____

School Representative's name & Signature: _____

Date: _____

ANNEX

BUS ROUTES

Route 1: Playa

School - 32 street - 7th avenue- 41st avenue -13 street, 19th ave and 56 street - 19th avenue and 78 street- 7th B avenue and 86 street - 5th avenue and 88, 5th A avenue - 82, 19th avenue - 212 street Siboney, Cimex -5th Avenueand 13 street - School.

Route 2: Club Habana

School - 5th Avenue - Club Habana, 5th avenue & 96 street, 110 street- 3rd avenue -3rd Avenue A and 46 street, 42street and 3rd avenue, 5th avenue - School.

Route 3: Vedado

School-20 street-7th ave-18 street- Bosque Avenue- Puente Almendares-26 Ave- 45 street (Cine Acapulco), 26 Ave -17St and N, Vedado, 25 street- Linea-School