



## SCHOOL BUS RULES

The school uses external companies for the school transportation service, which are not employed by Andersen International School.

Parents interested in this service must follow the procedure below:

1. The family must submit a request to the transportation company.
2. The transportation company will assess the feasibility of the service, taking into account the number of requests received, the size of the vehicle, and the accessibility of the area in question.
3. After receiving all requests and conducting the necessary checks, the transportation company will inform families of the timetables and bus stops if the service is confirmed.
4. If the bus service is confirmed, the family must inform the school by submitting the completed Bus Authorization Form, available on our website in the [Forms section](#).

To ensure the correct and safe operation of the transportation service, parents must comply with the following guidelines:

1. It is mandatory to send the Bus Authorization Form to the school office at least 5 days before the start of the service.
2. In case of changes regarding the pick-up of your child, the driver, the teachers and the school office must be notified by submitting the Bus Service Change Form, available on our website in the [Forms section](#), or by sending an email to [secretary@andersenschool.it](mailto:secretary@andersenschool.it) by **11:30 am** on the day in question. Please follow this procedure to allow the school to implement the instructions received.
3. The following is **not allowed**:
  - It is not allowed to use a different bus than the one specified in the signed transportation contract.
  - It is not allowed to use the bus service without having signed a contract with the company.
  - Children enrolled in the service are not allowed to switch buses. The transportation companies bear full responsibility for the service they provide and for any incidents that may occur during the journey to and from school.