

### **School Bus Services Committee (SBSC)**

- (1) The following composition of the SBSC is recommended: -
  - (a) Chairman : A senior member of the teaching staff appointed by the School Head; and
  - (b) Members :
    - (i) Two to three other teachers appointed by the School Head; and
    - (ii) A representative from the Parent-Teacher Association (PTA) if a PTA has been established in the school, or a parent of the school if no PTA has been set up.
  
- (2) AM and PM sessions under separate School Heads may set up one Committee or separate Committees. In the case of the former,
  - (a) the senior teaching member of the AM and PM sessions should take turn to chair the Committee; and
  - (b) other members should include teachers of both sessions and a parent from each session.
  
- (3) The committee should be responsible to the School Head (or both School Heads in case the Committee serves both the AM and PM sessions). It should -
  - (a) establish the need of parents for school bus services;
  - (b) call for quotations for newly introduced school bus services and select the most suitable offer;
  - (c) draw up detailed routes, stops and fares in consultation with parents and the operator and disseminate such information to parents together with the application procedures stressing that
    - (i) it is not compulsory for pupils to use the specified school bus services; and
    - (ii) claims and compensation for injuries in the event of a traffic accident should be dealt with between parents and the operator;

- (d) draw up guidelines for school, pupils, parents, operators, escorts (if any) and drivers with reference to the Guidelines for Ensuring Safety of Pupils on School Transport Vehicles;
- (e) ensure that the guidelines are adhered to;
- (f) investigate into complaints about the school bus services and take appropriate action if necessary;
- (g) review the school bus service before renewal of the service contract;
- (h) consider and approve fare revision proposals made by the operator;  
and
- (i) make a written record for all Committee meetings.

The school bus services operator may be invited to attend Committee meetings to answer enquiries as and when necessary.