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# PRIVATE CONTRACT

## FOR STUDENT TRANSPORTATION SERVICE

### BETWEEN PARENTS AND BUS CONTRACTOR

In Athens, today July 1, 2020, Dimitrios Sarris who is the lawful representative of the Tourist Bus Service Company, "Sarris D & A, S.A." and who is referred to hereinafter as the "contractor" and the parent/guardian who pays the student bus transportation fee and whose name appears on the receipt of payment of transportation fees, referred to hereinafter as "the parent", agreed and accepted the following:

#### SCOPE

With the present agreement hereinafter called "the contract", the contractor undertakes the obligation to provide to the student or students indicated on the attached receipt of payment of transportation fees, hereinafter called "the student", transportation services from their home area which is located in the Attica basin to the Schools and conversely, as specified in detail below.

#### DURATION

This contract is valid from the date of its signing by the contracting parties until the end of the school year, 18 June 2021, or unless it is extended or is terminated earlier in accordance with its terms.

#### PERSONNEL-BUSES-ROUTES-SAFETY

##### THE PERSONNEL OF THE CONTRACTOR

In addition to the drivers, the contractor will also provide appropriate monitors who will supervise the students during their transportation. The Bus monitors should be able to adequately speak the English Language. The schools reserve the right to reject any person who, in their opinion, does not have the qualifications to work as a monitor or driver.

##### BUS MONITOR DUTIES AND RESPONSIBILITIES

- The bus driver and bus monitor should inform the students and parents that they are not allowed to cross the street either in front or behind the school bus after disembarking. For better visibility, the student should first wait for the school bus to depart and then cross the street, as to prevent the risk of accidents due to oncoming cars travelling at high speed.
- Bus monitors must be able to adequately communicate with students and parents in English.
- They must speak politely to students.

- A presentable appearance is requested of them, as well as acting politely to both the students and the parents.
- Bus monitors must dress in a professional manner (long pants/skirts, shirts with sleeves, and wear shoes that cover and protect their feet).
- Bus monitors must wear their name badge identifying who they are.
- The bus monitor will need to complete a daily report form (in the morning and in the afternoon) for student attendance (those designated to travel on the school bus), as well as indicating any incidents that might have occurred during the bus route. This form will be delivered daily to the Transportation Office which is responsible for such matters.
- Students should be helped to get on the bus and accompanied to their assigned seats.
- Bus monitors must ensure that all students are being quiet, and seated in their assigned seats, that they do not take things out of their school bags and do not open the windows. In general, they must make sure that all students are behaving well throughout the route.
- Bus monitors need to be able to maintain order on the bus. It is not acceptable to place students in charge of keeping order.
- Politeness is expected of all students. If they do not comply with the instructions given by the bus monitor, the student will be referred to the Transportation Office.
- The bus monitor will escort pre-kindergarten and kindergarten children from the cafeteria to their bus at 15:40. After this, they should stay next to the bus to monitor the students as they enter the bus, ensuring that students are not getting on the wrong bus.
- To better control the students, the bus monitor should be seated in the middle once the students have been seated in their assigned seats.
- Bus monitors should help students when they get off the bus and to ensure that the bus driver does not depart until the student has stepped down from the bus.
- It is imperative that upon the end of the bus route (morning and afternoon) the bus monitor checks that no students have been forgotten asleep and collects any belongings that have been forgotten. They should turn anything they find into the Transportation Office.
- Bus monitors must check that the student's guardian is at the designated stop to pick up the student in the afternoon. If not, the bus monitor must keep the student until the bus has completed its route and then communicate with the parents by phone. If it is not possible to communicate with the parents, the student will return to school and will be monitored by the security personnel. In such cases, the bus monitor will not accompany the student back to the school.
- Any information or requests by parents should be addressed to the Transportation Office.
- Smoking is prohibited.
- Bus monitors must cooperate with the driver for the safe transportation of students, but not allow the driver to interfere with their duties, especially those related to the instruction and discipline of students in the bus.
- Bus monitors must not change the bus route and stops without prior approval from the Transportation Office.

- They should not allow others to board, except those designated to be transported with the school bus.
- For any questions or additional information, the bus monitor will need to contact the Transportation Office.

## BUS DRIVER OBLIGATIONS AND RESPONSIBILITIES

- Drivers should exhibit professional conduct. Any problems created during the bus route will be handled only by the bus monitor. The drivers are required to remain uninvolved.
- Smoking is prohibited and drivers who ignore this will face heavy fines.
- They must dress and look respectable.
- They must dress in a professional manner (long pants, shirt and tie, and wear shoes that cover and protect their feet for safe driving).
- They must wear their name badge identifying who they are.
- They must speak politely to students.
- They should avoid using mobile phones during the bus route. In case of an emergency, the driver should then use the Bluetooth device.
- Tension and frustration towards other drivers on the road is to be avoided during the bus route. Violators will face the penalty of dismissal.
- It is prohibited to use the horn and to overtake other cars within school grounds.
- Drivers are required to obey the instructions given to them by the school guards, as they are responsible for the spatial planning and other issues in the school parking lot.
- They are responsible for the good condition of their buses, both in terms of cleanliness and from a functional point of view, to ensure that everything is working correctly. The slightest problem should be reported immediately to the bus company for immediate repair.

## ROUTES AND NUMBER OF BUSES

The routes and the points of embarkation and disembarkation of the students for the school year 2020-2021, will be scheduled as the number of contracted students and their addresses have been finalized, (approximately 2 weeks after the school year begins).

Establishing bus routes and times is a time-consuming procedure, since any change may affect the following bus stops and duration of the bus route. With this in mind, parents considering on using the bus service should therefore inform the contractor as early as possible. The contractor will try to provide the minimal travel time for the student.

All bus routes must be approved by the School Administration. Changes made to bus routes by agreement of the parents and contractor must be delivered in writing to be approved by the school. Deviations from the school-approved routes/points will not be allowed without school permission.

In case of strikes, demonstrations, road constructions, bad weather conditions etc., the contractor has the right to temporarily change the schedule and the bus stops. The parent will be contacted by the bus monitor who will inform them of any changes.

For practical reasons, the bus service is not a “door-to-door” service. In general, the buses will collect and drop off all children at the closest possible point, within two or three street blocks, from the student’s home. The bus stops will naturally be on main corners, roundabouts, STOP signs or near crosswalks considering the total bus route length and duration, and the width of the road.

## CHANGES IN ADDRESS

In case of a change of student address after the start of the present contract, every effort will be made to accommodate the student either on the same bus route or another more convenient one.

## TEMPORARY CHANGE OF BUS BY STUDENTS

Change of student bus route for special occasions is allowed if the parent, (not the student), requests it from the Transportation Office in writing only at least 24 hours before hand, and only if space on the new bus route is available. The Transportation Office must inform the parents whether this alternative will be possible in advance.

## STUDENT VISITORS

Students who do not pay for the use of the school bus are not allowed to ride the bus as occasional visitors.

## SAFETY GUIDELINES

- The Bus Company must follow all hygiene / safety protocols provided by the National Health authorities (Ministry of Health), at any given time.
- Parents are to allow at least 10 minutes either side of the chosen pick up or drop off time, depending on traffic, distance, and weather conditions. In a serious bus delay, the bus monitor or contractor will inform the parent.
- Buses are unable to wait if students are not at their expected pick up point on time in the morning. In such cases, it is the responsibility of the parent (not the contractor) to bring the student to school.
- In the morning, should the bus not arrive within a reasonable time to pick up the student, then the contractor will notify and after communicating with the parent, make other arrangements to help the student get to school. If a taxi is used, the cost will be reimbursed by the contractor.
- In case you know in advance that a student will not be traveling on the school bus for one or more days due to illness or other reasons (participation in after school activities), a written notice (by the parent) is required informing the school building citizenship

coordinator. For sudden student illness, parents should contact the Transportation Office at 210 6393200 ext. 239 or directly at 210 6070239, and the school citizenship coordinators for Middle and High school students, and the main office for the Elementary school students.

- All students are required to wear their seat belts during the duration of the bus ride. All students are required to sit in their assigned seats and follow the instructions given to them by the bus monitor and the school.
- The use of sound devices and electronic toys, etc., inside the bus will be the student's responsibility. The student will need to be extra careful with any valuables he/she brings on the bus. If an object has been lost on the bus, the student will need to inform the contractor as soon as possible.
- The bus monitors are responsible to check at the beginning and at the end of a bus route if any objects have been forgotten on the bus.
- The seat allocation on the bus is as follows:
  - **Back part of the bus:** High School students
  - **Middle part of the bus:** Middle School students
  - **Front part of the bus:** Elementary School students
- After the majority of the students have been collected, the bus monitor sits in the middle of the bus to better control all students, unless she needs to provide instructions to the bus driver on the course of the bus route.
- Bus monitors reserve the right to change the student's specific seat assignment if needed, and all students must comply with these directions.
- Students will not be allowed to disembark at any other travel point other than that agreed, unless a written notice (by the parent / guardian) is received informing the contractor of the change.
- In case of extreme weather condition (snow, flooding etc...), and the school bus will be unable to perform the route, the school and/or the contractor will inform the parent.
- Parents and students are not allowed to talk to the bus driver on any subject, either by telephone or in person, during the bus route.
- If a parent believes that the bus driver did not act properly in a specific situation, then a written report from the parent describing the circumstances should be handed to the appropriate person at the Transportation Office and the school.
- Any questions, concerns or inquiries involving bus arrangement should be directed first to the contractor. If no solution is found, then contact the school administration. With the help of the contractor, the school administration will try to provide efficient bus routes and safe bus services.
- In the interest of all concerned, the school reserves the right to withdraw a student from bus service without refund in the event of any abuse or failure to adhere to normal bus procedures and guidelines.
- Vandalism: Parents are responsible for any damages that are caused by the student (payment for cost of damage). Student will face consequences according to the Student Handbook.

## EMERGENCIES

- a. In case the bus should break down on its route, the bus company has the responsibility to provide other means of transportation (bus, taxi, or private car), which are owned and operated by the contractor to safely bring the students to school. Due to the emergency, it should be noted that in the event that a private car or taxi is brought to the site, the bus monitor and bus driver may not accompany all students. However, the taxi or private car driver must be employees of the contractor.
- b. In case of an accident or a student is hurt during the duration of the bus route, the bus driver/bus monitor is obliged to immediately notify the bus company and the student's parents.
- c. Pick up and Drop Off of students at bus routes stops can be done only by parents or third persons authorized by the parents. The bus monitor must check identification card of people picking up the students against the authorization by parents list. Parents must provide written authorization to the bus company if they allow their older age kids (that have completed their Elementary Education and the first year of Middle School) to get off the bus without adult supervision.
- d. If during the return route parents or authorized third persons neglect to pick up their child/children from the scheduled bus stop, the bus driver will continue the bus route until the final destination. Parents will be contacted by the bus monitor. If parents and the bus monitor do not arrange for whatever reason another pick up point within the predetermined bus route, the child/children will be brought back to the school to stay with the security guard. Again, in such an event, the bus monitor will not accompany the child during the return of the bus to school.
- e. If a change to a student's bus route occurs due to an emergency, the transportation office should be notified by the parent in the morning (until 10:00 am). The requested change will be made only after the Transportation Office confirms the request by calling the cell phone number specified by the parent in the "Private Contract Between the Parent and Bus Contractor" to re-confirm the change.

## PRICES

For the services that will be rendered in accordance with this contract for the school year 2020-2021 prices will be:

- **€ 1.320 for Zone A** (Halandri, Ag.Paraskevi, N.Psychico)
- **€ 1.755 for Zone B** (Psychico, Filothei, Papagou, Holargos, Vrilissia, Athens-Hilton)
- **€ 1.980 for Zone C** (All other areas)

Prices include VAT 24%.

This total amount will be paid by the parents to the contractor in two installments.

The first upon the signing of the contract and one before the beginning of the second semester of the school year. Should the parent wish to deposit the first installment by 31/10/2020, then the current VAT 13% applies.

In case of a student who wishes to use the bus one way, if this is declared at the beginning of the school year, the payment will be a 65% of the total transportation fees, otherwise the total fees should be paid.

In case of termination of the contract due to departure of the student/s from the school, or for any other reason, NO REFUND is due.

If the bus fees are not paid in full, the bus contractor will be able to pursue payment through legal channels, using the city of Athens legal courts.

**We would like to inform you that there may be an additional fee applied, in the event that the Health authorities find it necessary to impose restrictions on the number of students allowed to travel on the school bus, to prevent the transmission of COVID-19. The fee will apply only if the Health authorities find it necessary to impose this restriction for the limited period.**

#### LANGUAGE

This contract is drafted in the Greek language and will hold against any translation.

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The Contractor Sarris D & A, S.A.

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**The Customer Parent/Guardian:** Last/First Name - SIGNATURE

## BUS CODE OF CONDUCT

- The Student Code of Conduct policies and recommended actions in the student/parent handbook also apply to the bus.
- Students must follow the instructions of the bus monitors and drivers in general.
- No eating, drinking or smoking is allowed.
- Students must be seated in their assigned seats, wear their seat belts and be disciplined throughout the ride.
- Respectful language must always be used .
- Students must keep hands, head, arms inside the bus at all times.
- No weapons/toy weapons or incendiary devices are allowed at any time.

Students who do not follow these rules will be referred to the Transportation Officer and the appropriate school Administrator. Infractions of the bus regulations and/or the Student Code of Conduct may result in loss of access to the bus service for a number of days. Serious or repeated violations of bus rules could result in permanent expulsion from the bus service.

Person in charge of Transportation Office: **Marios Nikolis**

Telephone: 210 6393200 x 239 • Mobile: 6948301940 • [transportationoffice@acs.gr](mailto:transportationoffice@acs.gr)

I have read and agreed to the bus rules and regulations. Failure to comply to any of the rules will result to my expulsion from the bus service.

***All fields below must be completed***

Date: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name(Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home or Office Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

***Please return this form to your bus monitor or the contractor, or send the form by email to [transportationoffice@acs.gr](mailto:transportationoffice@acs.gr) or [info@sarristours.gr](mailto:info@sarristours.gr). Students have one week from the day they start using the bus service to return this form signed, in order to continue riding the bus.***