

A Guide to the School Transportation



Standard Terms And Conditions 2019-2020

Definition of Service

The International School of The Hague works together with a certified community taxi Company called Achttax, which provides a door to door transport service at the start and end of the school day.

For Primary students timely service is arranged to deliver children to school for an 8:25 start time. Due to the busy traffic on the road in front of the school we must maintain an arrival time there of 8.10

The return journey commencing at or near 15:00 on Mondays, Tuesdays, Thursdays and Fridays, and 12:30 on Wednesdays.

For Secondary School students service is arranged for an 8:25 arrival. Due to the busy traffic on the road in front of the school we must maintain an arrival time there of 8.10.

In the afternoon the busses arrive 16.35 and wait for 10 minutes and departure at 16:45 daily. After the Definite Timetables have been admitted to **all** students and provided to the Achttax BV (probably 3-4 weeks after the start) we will see if we can put in another bus, we are not able to guarantee this.

For EPO students, a shuttle bus transports from the EPO offices at the Tinbergen entrance to school, at the start and end of the school day, using the Primary school start and end times noted above (8.30 start time, the return journey commencing at or near 15:05 on Mondays, Tuesdays, Thursdays and Fridays, and 12:30 on Wednesdays.

Fees & Invoicing

The service we provide is for a minimum of 2 month. The service is only for 5 days a week. It is possible to book the service for both ways or for a one-way journey to school or from school. Individual invoices will be issued covering the period from the start date of service to the end of the school year. A payment discount of 1% is given when the invoice is paid in full within 21 days. If we do not receive your payment, your child's place on the bus cannot be guaranteed. Failure to pay the bus fee will result in legal proceedings against the debtor.

Invoices are based on the number of official school days according to the schedule known at the beginning of the year, on which service will be running and equate to the following daily charges:

- **The fee for the door to door service for students residing in The Hague Municipality is € 18,94 per child per day for the return journey.**
- **Outside The Hague (e.g. Zoetermeer/Wassenaar etc. € 25,21 per child per day for the return journey. (see map for region).**
- **When you have 3 or more children of yourself using this service per bus, a discount will be given of 10%.**
- **Outside this region buses are available on demand. Prices will vary depending on number of students and distance.**
- **The fee for the shuttle bus from the EPO campus to The International School of The Hague is € 17,44 per child per day for the return journey.**
- **One-way bookings are available (morning or afternoon). The fee will be 70% of the standard fee.**

all above prices are exclusive 9% V.A.T.

Invoices must be paid on receipt to the following bank account:

Name of Bank: ING Bank
IBAN: NL40INGB 0667405666
BIC: INGBNL2A
Made Payable to: Achttax Rijswijk

All payments should clearly display invoice en debtor number.

Application and Entry Process

Applying for the transport is done at: www.achttax.nl/ISH-2.html

When completing your application for bus transport, Routes and pick up times are then established. Achttax may change the routes at its sole discretion.

Availability of a place on the service will be at the sole discretion of the Taxibuscompany and will be communicated via e-mail or phone. Once a place is offered and accepted by the family, invoices will be sent home.

Availability of Places on the Service

Applying for service does not guarantee that the service will be offered or is available. The transport service is not subsidized by school fees, so certain minimum numbers are required for any given route to operate. A minimum of 6 students per bus is required. Places for students who apply will be confirmed based upon availability.

Routing

Achttax always reserves the right to change bus and pick-up time once accepted, because of newcomers / leavers during the schoolyear.

Withdrawal from Bus Service

Withdrawal of a student from the bus service must be given in writing by a minimum of 30 days. If accepted, you will receive a confirmation of terminating the Contract.

Pick Up Procedure

Students must be on time and ready to board the bus as soon as it arrives in the morning. Drivers cannot wait for students who are running late. It is forbidden to use the horn to announce their arrival, Driver will ring the doorbell if necessary. After arrival we wait for a maximum of 3 minutes.

Under Dutch law small children are allowed to sit in a taxi bus without a booster seat. If parents prefer a booster seat they must provide one and assist with the installation of the seat on the bus.

Upon arrival at school we bring the primary children inside and the nurse children up to the class.

End of School Day

In the afternoon the primary children will be brought to the assembly point by the class help/Teacher. Here the children will be collected in groups by bus. when the group is complete, the children will be handed over to the driver.

For children under the age of 12, **a person must be at home to receive the children at drop off time.** The driver will ensure children enter the house, or in the case of an apartment, go through the first closed door. They are not allowed to leave children under the age of 12 unattended at the door. After the child is handover to an adult or is true the first closed door, our responsibility ends. If children under the age of 12 are allowed a key this must be notified to Achttax and School in writing, so a note may be made on the bus register.

Secondary children must report no later than 10 minutes after arrival of the bus. Arrival.

Arrival times of the buses are announced after applying for the transport.

Unscheduled changes to Daily Service

If the student will not be using either pick up or return transport service on any given day, it is the responsibility of the parents to contact the Taxi company. In the mornings, this contact must be made before 7:30, in order to relay this information in time to the driver. This can be done by e-mail or through our website or leaving a message on the answering machine.

When moving house you must inform us 10 working days in advance.

After School Activities

When a student participates in after school activities, (e.g. sport club, music lessons, mother tongue classes, etc.) the return transport service will not be available. Accordingly, it is the parents responsibility to arrange pick up for the student. Parents are required to notify Achttax and school that the student will not be using the return transport service on that day.

School Organised Days

When schedule changes affect the entire school (e.g early release days for holidays) bus pick up and drop off times will be adjusted accordingly. However, if time or schedule changes affect only a portion of the student body (e.g. school performances, year group trips, etc.) bus pick up and drop off times will not be adjusted, and it is the parents responsibility to make alternative travel arrangements for the student. Additionally, parents are required to notify Achttax and school that the student will not be using the return transport service on that day.

If your child is in Primary and will not be using the return bus you must inform the taxi service and the Primary Office.

Withdrawal of Place

Achttax reserves the right to withdraw a student from the bus service:

- If the student is repeatedly late or keeps the bus waiting.
- If the student does not strictly follow the code of conduct detailed below.
- If parents are repeatedly absent at the scheduled drop off time.
- If invoice is not paid in full according to the above terms.

Code of Conduct

The following code of conduct must be adhered to at all times to ensure the safety of all students on the bus.

1. Students must obey the drivers instruction at all times.
2. The School rules, as they apply while on school grounds, also apply in the bus.
3. While on the bus students must wear their seatbelts at all times.
4. Students are to remain seated while the bus is in motion and must not stand until the bus comes to a complete stop.
5. Food and Drink cannot be consumed on the bus.
6. Students may not open a window without the driver's permission.
7. School bags must be kept on the floor, not worn or placed on seats.
8. Personal belongings must be kept out of the aisles at all times.
9. Students should wait well back from the roadway until the bus has come to a complete stop.
10. Students must enter and exit the bus in an orderly fashion.
11. Students are not allowed to open the doors of the bus, this is the responsibility of the driver.
12. At the end of the School day secondary students are to report to the driver promptly.
13. Students must demonstrate respectful behavior to other riders on the bus and to the driver. Reports of misbehavior will be followed up.
14. If you take or use any electronic device on the bus, then this is at your own risk. Achttax will not be responsible for any damages.
15. Bullying in the bus is not allowed. If bullying occurs, the school will be informed.
16. It is forbidden to take photos and sound and film recordings in the bus of the passengers and driver.

We would like you to remind your children of the 6 Golden Rules:

1. Stay in your seat always.
2. Keep your seatbelt on
3. Use quiet voices
4. Do what the driver tells you, he or she is in charge of the bus.
5. Say Thank You to the driver when you get off the bus.
6. Wait until you get home before eating and drinking.

Special Situations Procedure

If grievance arises regarding bus drivers or routing, parents should contact Achttax directly via email to planning@achttax.nl copying the school in any communication.

Families and riders are reminded that ISH serves as liaison with Achttax to aid in coordinating service but is not responsible for routing decisions, pick up times and **financial matters.**

Taxibus Company Information:

Achttax is a taxibus company that was established over 50 years ago. It has a quality label that is tested every year. This test contains the age and (cosmetic) state of the buses. Of course, the buses have an M.O.T. every year.

It also means that all drivers have an annual first-aid test and an extra education on all the developments at Achttax that year. Every driver has, besides of course a driving license, a "taxi card". This "taxi card" is achieved by passing an exam for both theory and a practical exam for taxidivers. It also means that his/her health is checked, and A certificate of good conduct is issued by the Ministry of Security and Justice.

Privacy rules:

1. Achttax B.V. shall process the provided Personal Data and further necessary information only within the framework of the transport agreement between parties, and not use it for any other purpose or in any other way than for the purpose for which the Personal Data have been provided or have become known to us.
2. Achttax B.V. will under no circumstances provide The Personal Data to a Third Party, unless this exchange takes place on behalf of Achttax B.V. in the context of the execution of the Agreement or when it is necessary to comply with a legal obligation.
3. Achttax B.V. will process the Personal Data properly, carefully, transparently and in agreement with applicable laws and regulations. After termination of the transport contract, all Personal Data will be deleted after the legal storage period.

Contact Information:

Main Contact

Achttax Contact Information:

e-mail: planning@achttax.nl

Telephone: 070-3839696

www.achttax.nl

ISH Contact information:

Secondary Office

e-mail: secondary@ishthehague.nl

Telephone: 070-3281450

Primary Office

e-mail: primary@ishthehague.nl

Telephone: 070-3384567