



Transport Policy

Transport home or to events

Transport to CLIB Clubs

Transport to school trips

CLIB offers a transport service to and from home in order to simplify family daily routines.

The school offers 3 drivers certified for heavy transport of passengers and children. Licenses are always up to date and according to rules.

Transport can be done on a 9 seat or a 16 seat mini-van; in the latter, children are always accompanied by an assistant. The vans are also licensed for collective transportation of children.

CLIB will only offer transport at the end of the school day or of the extra-curricular activities.

There are different choices: sporadic, monthly and annual transport (please refer to the ranking list attached to this document and reviewed annually).

Transport requests have to be done in writing, in order to be reviewed. If a student was previously enrolled for transport this will be taken into consideration and he/she will be given priority. Priority will also be given on a first come first serve basis. The location where the student will be transported to will also be analysed, as this service entails a geographical limit. Availability for specific times and types of vehicles will also be checked.

The transport route will be decided daily by the driver according to eventual circulation problems, accidents, climate conditions and specific events that may be conditioning the traffic, as well as any specific urgent request from one of the students that must be, and can be, taken into account.

Basic rules that must be followed:

- Transport request, in writing and duly signed, must be completed on the transport form, where all the fields must be completed, leaving very clear the days and times in which these services are requested.

- The identification and previous indication of the contact details of the adult to whom the student will be delivered is vital.
- The student has at the maximum 15 minutes to appear at the transport point (e.g.: after school between 16.00 and 16.15); if this student does not show up, or shows up late, they will be transported on the next transport depending on availability.)
- The driver is responsible for checking attendance, and the student must not leave the point of transport without the driver's authorisation.
- The student must respect the rules and obey instructions given during transport, namely safety procedures and attitudes. Students are not allowed to eat inside the van to avoid crumbs and dirt, and are not allowed to use tablets as this is a source of conflict between students.
- Changes to dates and times of transports is dependent on rooms available as well as the existence of this transport on alternative time.
- Sporadic changes to the drop off location of the student may not be considered, if this is not easily accommodated within the daily defined route.
- Cancellation of a daily transport must be made, by the families, one hour in advance, in order not to clutter the organisation of this service.
- If nobody is waiting for the student at drop-off point, the student will remain in the mini-van and return to CLIB at the end of the transport route. Alternative transport will not be provided on this same day.
- On school event days for parents, at the end of the day, where the presence of the student is requested at this event, transports organised between 16h and the end of the event will not take place. At the end of the event, they may be organized if it is impossible for parents to watch the event, only when previously ordered, and provided this is within the working hours of the assistants. On the days of events, parents should check in the office, in advance, if transport will be needed or not. If nothing is requested we will assume that they will be at school waiting for their children.
- If, by any serious reason, it is totally impossible to carry out transport at a particular day or time, parents will be automatically contacted in a clear manner and the student will wait for the arrival of a family member at school, until closing time. No over-time fees will be charged.
- We accept requests for group transports to birthday parties and other, as long as transport rules are respected and that these do not coincide with school schedules.

CLIBclub Transports

Transports to and from extra-curricular activities is only carried out if specified that this is ensured by CLIB, on the enrolment form for this activity.

No alternative transport will take place if the student's participation in this activity is cancelled on this same day.

Parents should warn the school previously if the student will be collected at the site of the activity by an adult, not returning to school following the activity. This adult must be present promptly at the place of the activity so as to not delay the transport service being delivered to the rest of the students.

Transport to school trips

It is usually necessary to rent bigger buses in order to transport bigger groups in school trips. When trips involve smaller groups however, the CLIB mini-vans may be used, and for slightly bigger groups the school vans may be used. In these cases all the rules previously defined in this document are applied.

On school trip days, daily transport will be assured as long as the arrival from the school trip occurs within the working hours of the assistants. Parents will always be informed of this possibility.