



## Bus service conditions

The subscription to the bus service according to the chosen option (one-way only or round-trip) requires the **regular and daily use of the bus** according to the conditions chosen during registration.

- Please consider that the bus service is not structured to be subject to daily changes in its use.

We then kindly ask you to **minimise the number of changes** made, reserving them **for exceptional and limited situations of necessity**.

- Any changes and notifications regarding non-use of the bus, except for unforeseen and, therefore, unpredictable reasons (e.g., sickness absence), must be communicated **at least one day in advance**.
- It **is necessary and obligatory to always** inform the person in charge of the students on the bus in case your children will not be using the service

Please note that communication with the person in charge must take place in the WhatsApp group. We, therefore kindly ask you **not to contact the accompanying person privately**.

When this information is related to the return journey, please notify it to the school as well, by e-mail or by WhatsApp, in order for the picking-up to be properly organised and the teacher informed.

- Please remember that children have to be at the bus stop within five minutes of anticipation not to keep the bus waiting and slow down the service.

The same applies to the return journey.

- If you would like your children to be collected at the bus stop by a third party, please specify it in the indicated box in the register form or in case of changes send an e-mail to [info@altea-international-school.es](mailto:info@altea-international-school.es), giving us the details of the authorised persons so that we can pass the information to the bus company with anticipation.

Otherwise, children **will not be allowed to be picked up by any unauthorised persons**.

- Should your children not use this service on a daily basis, we require that you previously inform the school before starting to use this service specifying the days on which the bus will be used.