



The Japanese School of Kuala Lumpur

School Bus Transport Agreement / Request Form

This Agreement is entered into as of _____ between Pandu Jaya Sdn Bhd and _____
(Date)

_____, a parent or legal guardian of the child/children mentioned below:-
(Name of Parent's/Guardian's)

STUDENT'S PARTICULARS				
Family Name	Given Name	Gender (M/F)	Class	Start Date DD/MM/YYYY
<i>Please submit one colored passport size photograph for each child</i>	<i>Please submit one colored passport size photograph for each child</i>	<i>Please submit one colored passport size photograph for each child</i>	<i>Please submit one colored passport size photograph for each child</i>	<i>Please submit one colored passport size photograph for each child</i>
Name:	Name:	Name:	Name:	Name:

PARENT'S PARTICULARS	
Father	Telephone Number
Full Name:	Office:
Company Name:	Fax:
E-mail:	Mobile:
Mother	
Full Name :	Office:
Company Name :	Fax:
E-mail:	Mobile:

RESIDENTIAL ADDRESS	
Unit Number::	Condominium Name:
Street Name:	
Area:	Postal Code:
State:	Home Phone Number:

*** Please refer to the Transportation Agreement as stated in the Busing Handbook.**

Parent's /Guardian's Signature

Date

The Japanese School of Kuala Lumpur (JSKL) does not itself provide bus service for children attending school at the campus. The services are provided by an outside bus contractor, Pandu Jaya Sdn Bhd. For further details concerning the routes of the school buses and other busing enquiries, please contact Pandu Jaya Sdn Bhd via e-mail to jsklbusing@pandujaya.com. The Operations Manager will be on site at the campus to assist you with any concerns or suggestions, and you may contact either 012-275-2888 (H/P), (03) 7843-9788 (JSKL Busing Office), or (03) 7845-1789 (Fax).

Liability Waiver Form for JSKL Bus Riders

The safety of students is JSKL and Pandu Jaya's highest priority. JSKL contracts with Pandu Jaya Sdn Bhd to provide bus services to students. The pick-up and drop-off of students will be made as near as possible to each student's residence, but may not be assigned to stop at the house of each student. Pick-up and drop-off points are assigned due to many factors, including narrow/dead-end road, availability of places to turn the bus around, traffic congestion and the fact that large buses cannot enter small lanes. Road repairs may also cause unforeseen changes to the assigned locations. Pick-up and drop-off points for all condominiums will be at the guard house.

There have been several reported incidents involving thefts or assaults on young people in the Kuala Lumpur area recently. JSKL and Pandu Jaya are taking precautions to respond to this situation, and have decided to seek the specific written instruction of all parents or guardians of Kindergarten, Primary and Secondary students for their children to be discharged with a designated adult present at the assigned bus stop. Without this approval, effective the beginning of May 2011, all JSKL students without an adult to meet and supervise them at the discharge point will be returned to JSKL on the bus to ensure their safety.

Parents of children in the Kindergarten are requested to ensure someone meets the bus on arrival home from school. Children not met will be taken back to the school to await collection.

We understand that many parents of Primary and Secondary students consider it unnecessary to meet their child/children at the designated bus drop off location. We respect the decision of these parents and guardians to place this responsibility on the child/children. In order to ensure that we are following parents' specific instructions and to properly discharge our duty of care, we ask that this decision is communicated in writing to the JSKL bus transportation office by all parents. Please complete and sign either of the forms and return the completed form to the busing office.

OPTION 1 – ADULT MUST BE PRESENT BUT MAY CALL DUE TO UNFORSEEN CIRCUMSTANCES TO DROP OFF THE STUDENT AT THE GUARD HOUSE

Instruction That Adult Must Be Present

I, _____ hereby agree to be present when my child/children
(Parent's Name)
_____ is/are discharged at the designated bus drop off
(Name) (Grade) (Bus#)
location. I am delegating the responsibility to _____ to meet
(Name & Photo Identification)

and supervise my child/children in the event that I may not be able to fulfill my obligations for their safety. I understand that my child/children will be returned to school on the bus unless the designated adult is present.

Waiver for Adult To Be Present in Unforeseen Circumstances

In the event that I am (or my adult delegate is) unable to be present at the time the bus arrives due to unforeseen circumstances, and if I am able to contact and communicate with the busing office, I hereby grant permission as instructed over the phone for my child/children

_____ to be dropped off without a designated adult to
(Name) (Grade) (Bus#)

meet and supervise him/her/them. Under these circumstances I hereby indemnify and hold harmless the JSKL, its employees and its Board of Directors from any suit, claim or damage, including all monetary damages, medical expenses, attorney's fees, and all other claims whatsoever which may arise as a result of any injury or accident occurring after the drop off of my child/children according to these written instructions.

Signature of Parent

Date

OPTION 2 – ADULT MUST BE PRESENT AND NO WAIVER UNDER ANY CIRCUMSTANCES

Instruction That Adult Must Be Present

I, _____ hereby agree to be present when my child/children
(Parent's Name)

_____ is/are discharged at the designated bus drop off
(Name) (Grade) (Bus#)
location. I am delegating the responsibility to _____ to meet
(Name & Photo Identification)

and supervise my child/children in the event that I may not be able to fulfill my obligations for their safety. I understand that my child/children will be returned to school on the bus unless the designated adult is present.

No Waiver Under Any Circumstances

Under no circumstances should my child/children _____
(Name) (Grade) (Bus#)

Be dropped-off unless I or the designated adult is at the drop-off point to meet/supervise him/her. I understand that my child/children will be returned to school on the bus in this event.

Signature of Parent

Date

OPTION 3 – NO REQUIREMENT FOR ADULT PRESENCE

I hereby instruct the bus company to drop off my child/children _____
(Name)

_____ at _____ without any adult present to meet or supervise
(Grade) (Bus#) (Place)

him/her/them. I hereby indemnify and hold harmless the JSKL, its employees and its Board of Directors from any suit, claim or damage, including all monetary damages, medical expenses, attorney's fees, and all other claims whatsoever which may arise as a result of any injury or accident occurring after the drop off of my child/children according to these written instructions.

Signature of Parent

Date

＜記入例＞



利用申込書は、一 가족につき一枚の提出です。

The Japanese School of Kuala Lumpur 幼・小・中に関わらずバスを利用する児童・生徒全員が記入下さい。 School Bus Transport Agreement / Request Form

This Agreement is entered into as of ○○, △△, 20XX (Date) between Pandu Jaya Sdn Bhd and

Isono Namihei

(Name of Parent's/Guardian's)

, a parent or legal guardian of the child/children mentioned below:-

STUDENT'S PARTICULARS				
Family Name	Given Name	Gender (M/F)	Class	Start Date (DD/MM/YYYY)
Isono	Katsuo	M	P5	○○, △△, 20XX
Isono	Wakame	F	P3	○○, △△, 20XX
Please submit colored passport size photograph for each child				
一人一枚、パスポートサイズのカラー写真を用意し、裏に学年・氏名を記入のうえ、のり付けして下さい。				
Name: <u>Katsuo</u>	Name: <u>Wakame</u>	Name: <u> </u>	Name: <u> </u>	Name: <u> </u>

*CLASS

お子様の学年を記入してください

幼稚園・Kと表記

小学部・Pと表記し学年を記入

中学部・Sと表記し学年を記入

(表記例・小学部2年 P2 中学部1年 S1)

photograph for each child

PARENT'S PARTICULARS	
Father	Telephone Number (電話番号)
Full Name: <u>Isono Namihei</u>	Office: <u> </u>
Company Name: <u>YAMAKAWA Business Company</u>	Fax: <u> </u>
E-mail: <u> </u>	Mobile: <u>記入願います</u>
Mother	
Full Name: <u>Isono Fune</u>	Office: <u> </u>
Company Name: <u> </u>	Fax: <u> </u>
E-mail: <u> </u>	Mobile: <u>記入願います</u>
RESIDENTIAL ADDRESS (ご自宅住所)	
Unit Number: <u> </u>	Condominium Name: <u> </u>
Street Name: <u> </u>	
Area: <u> </u>	Postal Code: <u> </u>
State: <u> </u>	Home Phone Number: <u> </u>

通称、バス運行等についてバス会社よりSMSにて連絡が入るのはお母様の携帯になりますので、決まり次第すぐにバスオフィスへご連絡ください。連絡がないとバス運行の連絡等が申し込み時に記入の連絡先へ入ってしまいます。(機種変更などで番号が変わった場合もすぐにご連絡ください) 申込時にどなたの携帯番号も決まっていない場合、プランクで提出し、決まり次第バスオフィスへ連絡してください。

* Please refer to the Transportation Agreement as stated in the Busing Handbook.

石野波平

Parent's /Guardian's Signature

←必ず記入願います

○○, △△, 20XX

Date

The Japanese School of Kuala Lumpur (JSKL) does not itself provide bus service for children attending school at the campus. The services are provided by an outside bus contractor, Pandu Jaya Sdn Bhd. For further details concerning the routes of the school buses and other busing enquiries, please contact Pandu Jaya Sdn Bhd via e-mail to jsklbusing@pandujaya.com. The Operations Manager will be on site at the campus to assist you with any concerns or suggestions, and you may contact either 012-275-2888 (H/P), (03) 7843-9788 (JSKL Busing Office), or (03) 7845-1789 (Fax).

Liability Waiver Form for JSKL Bus Riders

OPTION 1 -- ADULT MUST BE PRESENT BUT MAY CALL DUE TO UNFORESEEN CIRCUMSTANCES TO DROP OFF THE STUDENT AT THE GUARD HOUSE

Instruction That Adult Must Be Present

I, ① _____ hereby agree to be present when my child/children
 (Parent's Name)
② _____ ③ _____ is/are discharged at the designated bus drop off
 (Name) (Grade) (Bus#)
 location. I am delegating the responsibility to ④ _____ to meet
 (Name & Photo Identification)

and supervise my child/children in the event that I may not be able to fulfill my obligations for their safety. I understand that my child/children will be returned to school on the bus unless the designated adult is present.

Waiver for Adult To Be Present in Unforeseen Circumstances

In the event that I am (or my adult delegate is) unable to be present at the time the bus arrives due to unforeseen circumstances, and if I am able to contact and communicate with the busing office, I hereby grant permission as instructed over the phone for my child/children

⑤ _____ to be dropped off without a designated adult to
 (Name) (Grade) (Bus#)

meet and supervise him/her/them. Under these circumstances I hereby indemnify and hold harmless the JSKL, its employees and its Board of Directors from any suit, claim or damage, including all monetary damages, medical expenses, attorney's fees, and all other claims whatsoever which may arise as a result of any injury or accident occurring after the drop off of my child/children according to these written instructions.

⑥ _____ ⑦ _____
 Signature of Parent Date

OPTION 2 -- ADULT MUST BE PRESENT AND NO WAIVER UNDER ANY CIRCUMSTANCES

Instruction That Adult Must Be Present

I, ① _____ hereby agree to be present when my child/children
 (Parent's Name)
② _____ ③ _____ is/are discharged at the designated bus drop off
 (Name) (Grade) (Bus#)
 location. I am delegating the responsibility to ④ _____ to meet
 (Name & Photo Identification)

and supervise my child/children in the event that I may not be able to fulfill my obligations for their safety. I understand that my child/children will be returned to school on the bus unless the designated adult is present.

No Waiver Under Any Circumstances

Under no circumstances should my child/children ⑤ _____
 (Name) (Grade) (Bus#)

be dropped-off unless I or the designated adult is at the drop-off point to meet/supervise him/her. I understand that my child/children will be returned to school on the bus in this event.

⑥ _____ ⑦ _____
 Signature of Parent Date

OPTION 3 -- NO REQUIREMENT FOR ADULT PRESENCE

I hereby instruct the bus company to drop off my child/children ① _____
 (Name)

② _____ at ③ _____ without any adult present to meet or supervise
 (Grade) (Bus#) (Place)

him/her/them. I hereby indemnify and hold harmless the JSKL, its employees and its Board of Directors from any suit, claim or damage, including all monetary damages, medical expenses, attorney's fees, and all other claims whatsoever which may arise as a result of any injury or accident occurring after the drop off of my child/children according to these written instructions.

④ _____ ⑤ _____
 Signature of Parent Date

同意書の記入例

(帰宅時の降車の際の方法を選択します)

Option1

保護者からバスオフィスに連絡をした場合

(迎えがいなくても降車できる。)

- ① 保護者氏名
- ② お子様の氏名、学年(利用する児童、生徒全員)
 小学部・Pと表記し学年を記入
 中学部・Sと表記し学年を記入
 (表記例・小学部2年 P2 中学部1年 S1)
- ③ Bus# 記入不要です
- ④ 代理人3名まで登録可
 JSKLの保護者以外の方(メイドなど)が迎えに来る場合は
 写真を添付してください(ホチキスで留めてください)
- ⑤ お子様の氏名、学年(利用する園児、児童、生徒全員)
- ⑥ 署名
- ⑦ 記入日(日/月/年)

Option2

必ず保護者もしくは代理人のお迎えが必要。

いない場合は降車できず、学校へ戻される。

*幼稚部の方はこちらを選択してください。

ただし幼稚部と小中学部は用紙を分けて提出下さい

- ①保護者氏名
- ②お子様の氏名、学年(利用する園児、児童、生徒全員)
 幼稚部・Kと表記しクラス名を記入(例 K-RISU)
- ③Bus#は記入不要です
- ④代理人は3名まで登録可
 JSKLの保護者以外の方(メイドなど)が迎えに来る
 場合は写真を添付してください(ホチキスで留めてください)
- ⑤お子様の氏名、学年(利用する園児、児童、生徒全員)
- ⑥署名
- ⑦記入日(日/月/年)

Option3

電話連絡や保護者のお迎えがなくとも降車できる。

- ① お子様の氏名、学年、(利用する児童、生徒全員)
- ② Bus#は記入不要です
- ③ Place=降車場所です(コンドミニアム名をご記入下さい)
- ④ 署名
- ⑤ 記入日(日/月/年)