

# SCHOOL BUS TRANSPORTATION SERVICE

School Year  
2024 / 2025



# MIS School Bus Service

The Munich International School provides an extensive School Bus Transportation System, a service that is optional. The prices are calculated to cover costs.



Offering 70 different routes with close to 500 stops, MIS bus routes cover approximately 80% of the areas in which MIS students reside. For more details, see the chart on page 9. In determining annual bus routes, factors such as cost, time and distance are taken into consideration. Due to an annual student turnover rate of approximately 20%, bus capacity, routes, stops, and travel times are likely to vary from year to year. Taking pertinent legal issues into consideration, we try to accommodate a pick-up/drop off point as close as possible to your home. However, in some cases the implementation of a new bus stop may exceed time and economic constraints of the system and may, therefore, be deemed unfeasible. **We strongly recommend that parents discuss bus availability with the Transportation Office before establishing residence or when planning to move.** Since seats are allocated in July in accordance with applications submitted, space may not be available from your new location later during the school year.

Children will be provided with bus transportation only after a bus contract has been completed, signed, and returned to the Transportation Office. A maximum of one seat per child can be assigned, i.e. one seat in the morning and/or one in the afternoon. Once a bus contract has been submitted and a seat on the bus has been reserved, you will receive your individual bus information indicating the location and time at which he/she is to board and disembark the bus. Please carefully review the bus stop assigned to your child(ren).

Based on the number of bus contracts received prior to the beginning of the school year, MIS commits to ordering the appropriate number of buses for the given year. Contracts with bus companies are signed on an annual basis. Once the routes have been established, it is not possible to alter them. Latecomers can only be assigned a seat **if** space is still available on the requested bus.

# RULES & REGULATIONS

## BUS STOPS

Where two streets are indicated for a bus stop (e.g. Hauptstr./ Bahnweg), the bus travels along the first street and stops where the second road intersects. "ÖHS" means public bus stop (öffentliche Haltestelle). Times listed on individual schedules are approximate and, therefore, may vary up to 5 minutes. We ask all passengers to be waiting at the assigned stop **at least 5 minutes before** the scheduled time of departure. During the first few days of each new school year, please bear with any time variations until bus services run smoothly.

Parents take responsibility for their children, regardless of their age, until they have boarded and after they have disembarked the MIS school bus. Junior School children (grade EC through grade 4) will not be allowed to disembark the bus unless an adult is present at the bus stop to accompany them. Exceptions can only be made after the parents have provided a written waiver, stating that they will assume full responsibility after the child has disembarked the bus.

Parents must be punctual when meeting the bus. Time delays affect the entire bus route and all other passengers on the bus. If a parent fails to meet the bus, the student(s) will remain on the bus. The bus driver will inform the School, which will make arrangements with the parents for the child's safe return home. Additional costs resulting from these arrangements must be borne by the parents.

German School Bus & Insurance Regulations specify that school buses may only stop at existing public bus stops or designated school bus stops (SBHS).

Exceptions can only be made after formal approval by municipal and / or state traffic authorities.



If you have made "emergency arrangements" with a neighbor, friend or other parent, etc. in case you are delayed and have given authorization to this person to pick up your child(ren), please inform the Transportation Office in writing and, if possible, include a photograph of the person authorized to collect your child(ren). The bus driver will be provided with a copy of your letter and the photograph to ensure your child is at all times met by an authorized adult.

## RULES & REGULATIONS

# MISSING THE BUS

The school strives to ensure efficient bus service. Yet, it cannot be held responsible when a bus runs late or does not reach a given stop. Students are advised to wait at the bus stop for at least 15 - 20 minutes past departure time, especially during bad weather conditions, before calling the Transportation Office or the Bus Company (see pages 5 and 10).

Should a student have missed the bus or decide to use public transportation, the school does not pay for taxis or other transportation used. It is the responsibility of the student/parent to inform the School about the late arrival.

## OCCASIONAL USE OF A DIFFERENT BUS

Your child's safety is our foremost concern. Each bus has limited seating capacity. Under no circumstances may any bus exceed its allowed seating capacity.

Should the need to take ANY other bus than the one assigned to the student arise, **permission from parents or legal guardians must be submitted** to the Transportation Office for all students under the age of 18.

Preferably, this request should be turned in one day prior to departure to allow for alternative arrangements in case it is not possible to provide your child with a seat on a given bus. **In any case, all bus pass permissions must be received in the office prior to 12:00h noon.**

Permissions received later cannot be considered for transport on the same day. If seating is available, the Transportation Office will issue a "bus pass" permitting the student to ride on a different bus. The bus pass must be shown to the bus driver.

**Other deadline applies for "early release days" and "half days", pls. refer to page 5 for further details.**

School bus transportation will be denied to anybody not listed on the corresponding passenger list or not in possession of a valid Bus pass.

Please understand that for insurance and security reasons exceptions to these rules cannot be made.

## RULES & REGULATIONS

# BUS PASSENGER LIABILITY

Parents will be held responsible for any damage to the bus that their children may cause. A bill for the damage and other incidental expenses will be sent to parents for settlement.

The Transportation Director and / or the principal reserve the right to suspend a student from using the school bus for a limited time or for the remainder of the school year. Bus fees are not refundable. Any liability of the school for other misfortune in connection with school bus transportation is hereby excluded, subject to the regulations defined in paragraph 276, section II of the BGB (German Civil Code).

### SEAT BELTS

Please be aware that according to German Law, restraint systems must be applied if present in a bus. In case of non-compliance, authorities will impose a monetary fine (€40), which will have to be paid by the parents.



## BUS MONITORS

Middle and Senior School students enrolled in the bus system are automatically eligible to be bus monitors. They can volunteer and are then approved by the Transportation Director and / or appropriate principal. The role of a Bus Monitor is very important as he/she serves as the link between the school, the driver, and the children. Bus monitors act as a role model for younger students regarding their behavior on the bus.

To ensure a safe bus ride, the bus monitor will see to it that students are in compliance with the MIS Code of Conduct (see pg. 11). The bus monitor will report any misconduct to the principals or to the Transportation Office.

This service will be recognized as a contribution towards the community service program at MIS. It may also be counted as CAS activity hours for Senior School students and may be mentioned in application letters when applying to universities.

## RULES & REGULATIONS

# EMERGENCY PROCEDURES

In the event of a breakdown, the bus driver will immediately inform his company, which will then inform the Munich International School.

Should the bus need repair, the bus company will provide another bus or taxis to assure that the children arrive at school or home safely. In the case of an accident, the driver will inform the police and the bus company immediately. The company will, in turn, inform MIS. If necessary, the police will execute the required emergency precautions. The school will notify the parents once full details have been established.

# DEPARTURE TIMES

Buses are required to arrive at school on time (app. 9:00h). The School reserves the right to alter bus routes and pick-up times as deemed necessary. In the afternoon school buses for pupils in **EC 4/5** through **Grade 4 depart at 15:25h**; buses for **ASC and students grades 5 - 12 depart at 16:15h**.

## BUS NUMBERS

**MORNING** bus numbers are 2 digits only and range from **01 - 35**

**AFTERNOON** buses with STD at 15:25h range from **101 - 132**

**AFTERNOON** buses with STD at 16:15h range from **201 - 234**

Have your child(ren) memorize the assigned bus number for both the morning as well as the afternoon bus. The MIS bus park is very large with many buses of all sizes waiting for the students. Memorizing the bus number will help your child(ren) to board the correct bus.

**Please note that some pupils may travel with a different bus company / bus size in the afternoon than in the morning because passenger numbers vary greatly from morning buses to afternoon buses.**

## RULES & REGULATIONS

# SPECIAL DAYS

On “**early release days**” and on “**half days**”, **ALL STUDENTS** (grades E/C through 12) will be released from school at the same time. Please see dates and bus departure on page 8.

On these days’ students will have to ride home on their **MORNING** bus, which will re-track its morning route. Only the morning buses have adequate seating capacity and necessary routing and required bus stops to return students of **ALL** grades back home, when released from school at the same time.

### Example

A child who rides Bus 27 (minibus) in the morning and Bus 209 (coach) in the afternoon is to ride Bus 27 home (minibus) on those special days.

The child will disembark at the opposite side of the same bus stop it boarded the bus in the morning, unless explicitly prohibited by traffic laws.

**Students with morning service only** are eligible to return home on the school bus on those days. **Parents of children with afternoon bus service only** are responsible for picking up the child on short days. They may ride home on a morning bus with a bus pass, if a seat is available on the given bus.

**Deadline for requesting bus passes** is 16:00h on the working day before. Exceptions are not possible.

### Please note

- Connection to STA NORD (S6) is available with public transport at :05h past the hour; connections to Hohenschäftlarn (S7) at :0:37 past the hour.
- On these days the JS return buses, the MS/SrS return buses as well as the Late Activity Buses (LABs) will not be in operation.

“**early release days**” with bus departure at 14:15h are the following Fridays: will be published prior to the beginning of the school year

“**half days**” with bus departure at 12:15h: will be published prior to the beginning of the school year

## RULES & REGULATIONS

# EMERGENCY CLOSINGS

In the event of school cancellation due to adverse weather conditions, decisions to halt bus service will be made no later than 06:30am. The decision to close the school will be made by the School Administration and is based upon information gathered from police stations, bus companies, news and weather forecasts reg. road conditions.

**If the information suggests that the majority of students can NOT be transported safely to school with the school buses, bus service will be cancelled, and the school will remain closed.**

When weather conditions are poor and the buses are running, delays must be expected. All parents should have very clear contingency arrangements for their children in case of delays. We advise, if there be a delay of more than 30 minutes in bus pick-up, that parents have an alternative plan for their child, perhaps to get him/her to school by other means or to have, at the very least, a home to go to where there is adult supervision.

Families are informed about a school cancellation via SMS / text message, e-mail and a message on the front page of our MIS website. In this respect, please make sure that MIS has all current mobile telephone number and e-mail address so that our announcement are received.

**If the children are at school** and the weather deteriorates during the school day, you should be on alert for the possibility that Late Activities and Athletics are cancelled, and your child might be sent home early.

Make sure that the school has not only your home and work **telephone numbers on file**, but also the number of an emergency contact during the day. Listen to the radio for any messages.

### Reminder

We herewith remind all parents that they are ultimately responsible for deciding whether to send their children to school, particularly when conditions are potentially hazardous, no matter what the decision of the school may be.



# BUS ROUTES

Bus routes are finalized prior to the beginning of the new school year and will vary from year to year, depending on annual student turnover rate. Some destinations may have been removed, and others may have been added. Please be aware that not all destinations are served for all age levels in the morning and in the afternoon.

Make sure to check with the Transportation Office before establishing residence or when planning to move.

DESTINATION	SECTION	DESTINATION	SECTION	DESTINATION	SECTION
Ambach	C	Gräfelfing	C	Neuhausen	D
Ammerland	C	Grosshadern	C	Neuried	C
Andechs	C	Grünwald	C	Niederpöcking	A
Allmannshausen	B	Hadorf	B	Nymphenburg	D
Assenhausen	B	Haidhausen	D	Pentenried	B
Aufkirchen	B	Harlaching	D	Perlach	E
Au-Haidhausen	D	Hechendorf	C	Planegg	C
Baierbrunn	B	Herrsching	D	Pöcking	B
Berg - Ort	A	Hohenschäftlarn	B	Possenhofen	B
Berg - OT Maxhöhe	B	Icking	C	Pullach	C
Berg - OT See	A	Irschenhausen	B	Schondorf a. Ammersee	E
Bogenhausen	E	Kempfenhausen	A	Schwabing	E
Breitbrunn a. Ammersee	D	Krailling	C	Seefeld	C
Buchenhain	B	Laim	C	Sendling	C
Deisenhofen / Oberhaching	D	Lehel	D	Söcking	A
Eching a. Ammersee	E	Leutstetten	A	Solln	C
Ebenhausen	B	Lochham	D	Starnberg	A
Farchach	B	Ludwigvorstadt	D	Stockdorf	C
Feldafing	B	Maxvorstadt	D	Strasslach	C
Fürstenried	C	Mörlbach	B	St. Heinrich	E
Gauting	B	Münsing	B	Taufkirchen	D
Gelting	D	Neufahrn (Schäftlarn)	A	Tutting	C

Section A is closest and section E is furthest away from MIS. Calculating appr. 10 minutes per section will give you a basic idea of overall travel time. Exceptions apply, depending on sequence of bus stop on a given route.

This table is from previous school year – update will be published once all routes are finalized for the new school year in early August 2024)

# BUS FEES

The School Bus Transportation Service is an optional service of the School. The costs for the service depend on the number of buses and routes required. Based on the number of bus contracts received by the end of the school year, MIS commits to ordering the appropriate number of buses with adequate seating for the coming school year. Please see the fee tables below.

Bus contracts deemed to exist for the entire school year, unless a shorter term is indicated on the contract. Reductions or refunds of bus fees are not possible for early withdrawal from or late arrivals to MIS; prolonged absences, when changing residence or not using the bus service after the beginning of the school year.

## PAYMENT

The bus fee is due in full within 10 days after receipt of the electronic invoice, to the following bank account:

**KREISSPARKASSE STARNBERG,  
Wittelsbacherstr. 9, 82319 Starnberg**

**Account no.: 002282 7273**

**Bank code: 702 501 50**

**IBAN no.: DE42 7025 0150 0022 8272 73**

**Swift-BIC: BYLADEM1KMS**

### BUS FEES IN EURO (€) SCHOOL YEAR 2024 / 2025, incl. VAT

Section	KM	Morning and Afternoon Roundtrip for one school year	Morning or Afternoon one way for one school year
A	0-7	€1.846	€923
B	7-14	€2.584	€1.292
C	14-21	€3.324	€1.662
D	21-28	€4.062	€2.031
E	>28	€4.922	€2.461
LAB		€756 for all three seasons	€270 per season

(1) = afternoon return does not include travel with any Late Activity Bus (LAB).

(2) LAB (Late Activity Bus) \*= A separate contract is required to enroll with the LAB service. Please contact the Transportation Office.

#### Proration in Case of Late Enrollment:

The School Bus Transportation Service Annual fee is prorated for students who enroll at MIS late as follows:

1st day of school in (month)	Aug & Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Payable % of Bus Fees	100%	95%	85%	75%	65%	55%	45%	35%	25%	15%

**Proration in Case of Early Termination:** by participating in the School Bus Transportation Service, a % of the annual fee will be refundable in case of termination and are as follows:

Termination effective in (month):	Dec
Refundable % Bus Fee in case of termination	50%

# LATE ACTIVITY BUS (LAB)

MIS provides Late Activity Buses (LAB) for Middle and Senior School students as an extra service for students attending After School Activities.

Depending on the numbers of passengers using the LABs, either coaches or minibuses serve the bus routes. Students need to register when enrolling for the corresponding activities. Since this is an extra service based on the number of students enrolled in After School Activities and Sports Program, the route may be changed, or the run may be cancelled at short notice. An updated bus schedule for the current school year can be obtained from the Transportation Office, the Athletics Office or the Fine Arts Activities Office or from the MIS web site under MIS -> Transportation.

## FEES & TIMES

The annual fee is €736,00, incl. VAT; the seasonal fee is €263,00 incl. VAT. Scheduled time of departure from MIS 18:05h.

**These buses will not run on days with MS / SrS Parent- / Teacher Conferences, on "half days" and "early release days".**

## PUBLIC TRANSPORTATION

The school is not involved in the decisions regarding the time schedules and the fee structure of the public transportation system. MIS can, therefore, only provide limited information about public transportation. Students using public transportation are eligible to apply for an "annual student ticket. Order forms are available online under [mvg.de/365](http://mvg.de/365). Confirmation from the School about enrolment at MIS is available at the Admissions Office or the School Secretaries.

# MIS CODE OF CONDUCT

The following standards are expected of all MIS students and always apply en route to and from school, as well as on school premises. Please make sure that you and your child carefully read and understand these rules.

Any report of passenger misconduct will lead to a first warning. Should a second incident be reported during the school year the parent will be informed of the incident by the School Principal and/or the Transportation Director. Upon the third incident the student will be expelled from the bus temporarily. The student will then be allowed back on the bus, on probation. Should another report follow during this period, the student may be suspended from the bus for the remainder of the school year. If the School considers the behavior of a student to fall well outside the expectation, harsher discipline than specified may be invoked.

# MIS school students will be expected to:

- Conduct themselves properly
- Board and disembark the bus in an orderly and safe manner
- Use passenger restraint systems (seat belts), when available
- Remain seated; do not switch seats en route, unless in an emergency
- Behave in a manner consistent with personal and peer safety
- Be respectful of the driver and other passengers at all times
- Converse quietly for not distracting the driver from safe driving
- Not use profane or abusive language or make obscene gestures
- Promptly comply with the bus driver's and/or bus monitor's instructions
- Not disrespect, distract or interfere with driver
- Not fight, push, shove, spit or be involved in horseplay
- Respect all contractors and the private property of others
- Not smoke, eat, drink or chew gum to prevent choking and other possible injuries in case of sudden break maneuvers
- Do not litter on the bus
- Do not bring any large items (instruments, suitcase, skate boards, roller blades, etc.)
- Not use any devices (instruments, computer games, etc.) creating excessive noise
- Not throw or shoot objects in, on, to, or from the bus
- Not use tobacco products or have in their possession matches or lighters
- Remain fully and properly clothed
- Allow no body parts or other items to protrude from the bus windows
- Keep aisles, steps, and empty seats free from obstruction
- Have in their possession only what is needed for school.
- Not convey any prohibited or unacceptable items (i.e. weapons of any kind, drugs, explosives, alcohol, animals, bulky items, laser pointers, other disruptive items, etc.
- Not tamper with bus controls or emergency equipment, except in an emergency

## **Only applicable in case of a pandemic: additional special Hygiene Protocol (pending on regional authority order)**

- When waiting at bus stop keep the minimal distance of 1.5 m (5 ft.) to other passengers
- Wear mouth-nose-cover when always boarding and during travel. Boarding the bus without a mouth-nose-cover is not permissible and access to school bus will be denied
- When entering the bus choose a seat furthest away from the entrance
- Sit on your assigned seat at all times and throughout the school year; do not choose a different seat on different days
- Do NOT remove mask during travel
- Do not touch eyes, nose and mouth
- Do not touch other passengers
- Sneeze and / or cough in your elbow crease, while still wearing your mask
- Do not exchange personal belongings with other passengers

# The MIS bus drivers will be expected to:

- Know the route and drive safely
- Check bus pass. Not allow unknown and/or unauthorized persons to board the bus
- Report passenger misconduct
- Not smoke while travelling
- Not provide passengers with food, drinks, or tobacco products
- Stop only at designated stops and not allow or cause passengers to get off the bus anywhere except their designated bus stop
- Contact the school office immediately and transport the student to the location directed (either to the designated bus stop, to the bus depot or to MIS) if a student remains on a bus at the end of a run
- Stop the vehicle on the side of the road until order is restored and contact the bus company and the school in cases of serious misconduct (vandalism, assault, fighting, etc.). Enforce discipline in a dignified and non-threatening way
- Maintain appropriate decorum in all communication with members of the MIS community

**By German law, bus drivers must be certified; must be in possession of an updated and renewed drivers' license; must be up to date on all legally required professional development packages and must have undergone and passed the MIS security back-up check. Police clearance certificates must be renewed every two years. It is illegal for drivers to be under the influence of alcohol, drugs, or medication while driving. Bus drivers are not directly employed by MIS, but rather are employees of bus companies under contract with MIS, which currently are:**

**Ammersee Reisen**, Gewerbestr. 70, 82211 Herrsching  
Tel: (0 81 52) 34 57

**Baumann Busbetrieb GmbH**; Barmseestr. 7; 81477 München  
Tel: (0 89) 78 06 06 60

**Dallas Schulbus**, Bahnhofstr. 1; 82069 Hohenschäftlarn  
Tel: (0 81 78) 9 50 95

**Erhart Busservice**; Prantlstr. 5; 80997 München  
Tel: (0 89) 8 11 24 02

**Helbig Kleinbus GmbH**; Feldafinger Str. 22; 82343 Pöcking  
Tel: (0 81 57) 37 10

**Magerl Personenbeförderungsservice**; Gartenstr. 3; 82067 Ebenhausen  
Tel: (0172) 2 88 55 14

**Pavle Reisen**, Königswiesen 1; 82131 Gauting  
Tel: (0 89) 8 50 50 44

**Starnberger Autoreisen GmbH**; Petersbrunner Str. 14; 82319 Starnberg  
Tel: (0 81 51) 60 55

**Watzinger GmbH & Co. KG**, Landsberger Str. 181, 80687 München  
Tel: (0 89) 2 42 48-501