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	Transportation Committee – Yangpu		

Meeting minutes

1. Time: Oct. 10th, 2024, 09:00am to 10:15am

2. Present:
 - LFS:
 - Mr. Benjamin BILTERYST, CEO
 - Mr. Willy BONGA, COO
 - Mrs. Min LI, Assistant of CEO
 - Mrs. Xiaohui QIAN, Vie Scolaire of Primary School
 - Mr. Renaud CONING, staff Representative
 - M. Michael John DEKMETZIAN, Parent Representative
 - Mr. Denis BOISSEAU, Parent Representative*
 - Miss Claire MIMOUNI (4YB), Student Representative


 - DSS:
 - Mrs. Ann-Claire Fötsch, Head of Administration
 - M. Kenan Dizdarevic, Head of COCU
 - M. Matthias BRUGGEMANN, Kindergarten
 - Mrs. Anna WANG, Bus contact Administration
 - Mr. Alexander DIEFENBACHER, Student Administration
 - Ms. Nicole HÄNDEL, Heard of Parent Representative*
 - Ms. Nadine MOSER, Parent Representative

 - Common team:
 - Mrs. Yuchen CHENG, Bus Coordinator LFS/DSS

 - Bus service supplier – PEIXING
 - Mr. Xinghu LENG, CEO

3. Absents excused:
 - LFS:
 - Mrs. Nathalie MOTTET, Director of Primary School
 - Mr. Jean-Joseph KOUDAYA, Director of Secondary School
 - Mr. Kai LIU, Support Service Supervisor
 - Mr. Achille MESSI, staff Representative

4. Agenda:
 1. Committee regulations
 2. Transport committee – Members & Bus Organization
 3. Main indicators of the Bus Service
 4. Operational indicators of the YP Bus Service
 5. Incidents reported by bus assistants
 6. Training on safety & behavior – For bus assistants & drivers
 7. Training on safety & behavior – For students
 8. Presentation of new supplier – PEIXING
 9. Bus Design
 10. Q&A

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5. Development:

1) Committee regulations

The basic rules described in the slide are explained by M. Willy BONGA and Mrs. Ann-Claire Fötsch.

GOAL

Committees are dedicated to handle regular questions related to the topics of Bus. Generally, Committees promote a mutual, healthy and transparent relationship between Schools, parents, staff and student representatives, as to improve the general service quality, within its existing constraints, by sharing information about works, projects in progress, and answering questions about areas of concern.

LIMITS OF SCOPE

Committee Members are not a decision-making body, but a consulting body.
Decisions will be made by schools' services, principal and boards.
Committee Members shall set aside any personal conflict of interest during Committees.

COMPOSITION OF COMMITTEES

Committees are joint Committees of both LFS and DSS schools.

TIME FRAME

Joint LFS/DSS Committees are in-person Committees and take place at least twice per school year, on the Schools' initiative.
When events require it, Schools can call for extraordinary Committees with 3 days of forewarning. They can be in-person or online Committees.
Dialogue and feedback to the Schools are possible all along the school year, as well as informal Committees involving LFS only or DSS only.

2) Roundtable members presentation & Bus organization

The committee members of LFS and DSS schools are as follows:

LFS		DSS	
Administration		Administration	
Executive Director	M. Benjamin BILTERYST	Head of Administration	Mrs. Ann-Claire Fötsch
Operation Director	M. Willy BONGA	Head of Cocu	M. Kenan Dizdarevic
Support Service Manager	M. Kai LIU	Kingdergarten	M. Matthias BRUGGEMANN
Director of Secondary School	M. Jean-Joseph KOUDAYA	Bus contact Administration	Mrs. Anna WANG
Head of Primary School	Mrs. Nathalie MOTTET		
CPE /Vie Scolaire Secondaire		Parents Representatives	Mrs. Nicole HADNEL*
Assistant of Vie Scolaire Primaire	Mrs. Xiaohui QIAN		Mrs. Nadine MOSER
Staff Representatives	Mr. Achille MESSI		
Parents Representatives	M. Michael John DEKMETZIAN		
	M. Denis BOISSEAU*		
Student Representatives	Miss Claire MIMOUNI (4YB)		
Bus Common Team LFS/DSS		Bus service supplier - Peixing	
Bus Coordinator YP	Mrs. Yuchen CHENG	CEO	M. Xinghui LENG



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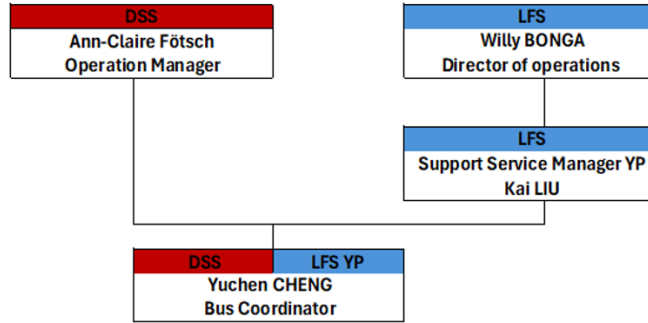
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Bus Manager Reporting line – YP CAMPUS



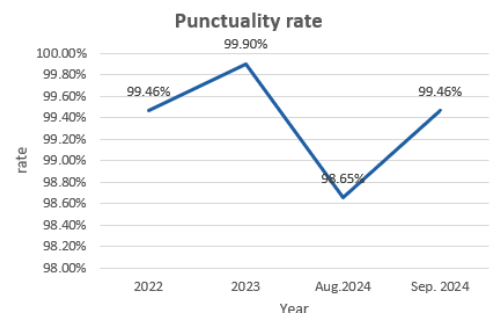
3) Main indicators of the bus service


Indicators	Key figures		
	2023-2024	2024-2025	Key figures
Number of students taking the bus (LFS + DSS)	568	520	-8.45%
Number of buses	43	42	-2.33%
Number of bus lines in the morning	39	38	-2.56%
Number of staff bus lines	4	4	0.00%
Number of bus lines after 5pm	20	20	0.00%
Number of bus assembly points in the morning	169	164	-2.96%
Filling rate	64%	60%	-6.25%
Punctuality Rate	99.90%	99.32%	-0.58%
Number of KM performed per day by all lines	2250km	2150km	-4.44%

4) Operational indicators of the YP bus service

PUNCTUALITY REPORT (Sept. 2023- Sep. 2024)

Duration	NUMBER OF TRIPS (Morning)	PUNCTUALITY RATE
2022-2023	7600	99.46%
2023-2024	7600	99.90%
Aug. 2024	74	98.65%
Sep. 2024	722	99.46%
Sep. 2023	780	99.86%



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Mr. Willy pointed out that the school has changed its school bus supplier this year and explained the actual situation as follows:

Main information

1. We requested all drivers to conduct a trial run before the school year began. As the bus company has changed, most of the drivers are new.
2. At the start, several buses were delayed due to traffic jam. We have updated the pick-up times since then, and now all buses are arriving at school on time.

INCIDENT REPORT (Sep. 2023-Sep. 2024)

Item	2023-2024	2024-2025	
		Aug.	Sep.
Accident	0	0	0
Light accident (scratches)	6	0	1
Technical failure	3	0	0
Others (abnormal incident)	2	0	2
Our bus took the responsibility of the accident			

Mr. Willy explained the two abnormal incidents at YP campus.

Abnormal incident in Sept

1. In the afternoon on 9th Sept, the driver of bus 6Y decided to run a different route and was stuck in the traffic, the bus was late for more than 1 hour.

It is forbidden for the driver to change the route by himself unless he got authority from school. PEIXING changed the driver, and he is not working for our campus anymore.

2. In the morning on 27th Sept, the bus 29 was stuck in the parking lot, the driver reported to the bus company and school around 0610h, they sent the back-up bus there, it arrived at the first stop at 0740h, it was late by 1 hour.

We reviewed the issue with bus company, and they committed that they will arrange back-up buses and drivers at different area in Shanghai, it will only need 45 minutes to arrive to any stop if needed.



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Mr. Benjamin BILTERYST explained to the representatives the process of applying for a school bus permit and why it is not possible to change routes and even add an additional stop during the school y. So, it's best for parents to confirm the school bus station with the school bus manager before renting a house. We must pay close attention in August when families change their residence.

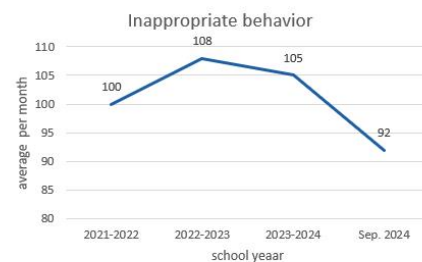
School buses of outing do not need to apply for the school bus permit, so the school can freely plan the route.

The parent representative also pointed out that due to the concentration of French families in the same campus, the rent in the community has been increasing year by year. Mr. Benjamin BILTERYST suggests that the bus committee could create a wish list and find solutions to clarify the entire process for parents.

5) Incidents reported by bus assistants

Willy introduced the situation of student misconduct, which totaled 92 times in September 2024, a decrease of 12.3% compared to last year.

Date	Bus No.	Ride Type	school	Inappropriate Behavior
2024-09-13	24Y	Drop-off	LFS	misbehavior and naughty
2024-09-13	24Y	Drop-off	LFS	misbehavior and naughty
2024-09-13	29Y	Drop-off	LFS	shout with high voice
2024-09-13	29Y	Drop-off	LFS	change seat when car is moving
2024-09-13	29Y	Drop-off	LFS	shout with high voice
2024-09-13	29Y	Drop-off	LFS	take off shoes affects other people
2024-09-13	15Y	Drop-off	LFS	parents late for picking up the kid
2024-09-13	15Y	Drop-off	LFS	change seat when car is moving
2024-09-13	1Y	Drop-off	LFS	shout with high voice
2024-09-13	1Y	Drop-off	LFS	shout with high voice
2024-09-12	203Y	Drop-off	LFS	shout with high voice
2024-09-12	203Y	Drop-off	LFS	shout with high voice
2024-09-12	203Y	Drop-off	LFS	eat
2024-09-12	203Y	Drop-off	LFS	shout with high voice
2024-09-12	36Y	Drop-off	LFS	shout with high voice
2024-09-12	36Y	Drop-off	DSS	shout with high voice
2024-09-11	15Y	Drop-off	LFS	parents late for picking up the kid
2024-09-11	15Y	Drop-off	LFS	parents late for picking up the kid
2024-09-11	15Y	Drop-off	LFS	parents late for picking up the kid
2024-09-11	15Y	Pick-up	LFS	shout with high voice
2024-09-10	203Y	Drop-off	LFS	change seat when car is moving
2024-09-10	14Y	Drop-off	LFS	shout with high voice
2024-09-10	20Y	Drop-off	DSS	shout with high voice
2024-09-10	20Y	Drop-off	DSS	misbehavior and naughty
2024-09-10	20Y	Drop-off	LFS	shout with high voice
2024-09-10	20Y	Drop-off	LFS	misbehavior and naughty
2024-09-10	20Y	Drop-off	LFS	shout with high voice
2024-09-10	20Y	Drop-off	LFS	misbehavior and naughty
2024-09-10	24Y	Pick-up	LFS	shout with high voice
2024-09-09	203Y	Drop-off	LFS	eat



Compared to 2023, it has decreased by 12.3%

Mrs. Ann Claire introduced the school bus regulations and management process as follows:

We have a clear process together with the Vie Scolaire and DSS school:

- 1. LFS Vie Scolaire/CPE/DSS class teacher receive the warning messages from Bus Assistant and will orally speak to the concerned students, Support Services can help to check with the Bus Assistant as well.
- Process is applied as follow

1 – Oral warning 1

2 – Oral warning 2 + Email to parents

3 – Written warning 1 (Pronote / Cahier)

4 – Written warning 2 (Pronote / Cahier)

5 – Temporary exclusion from the bus (3 days)

6 – Definitive exclusion from the bus

- 2. LFS/DSS Support Services will send to Vie Scolaire /DSS class teachers a monthly view on the warnings
- *Process will be applied depending on the incident recorded

6) Training in safety & behaviors for bus assistants & drivers

On 29th August 2024, the police conducted a training session with bus assistants and drivers. Additionally, all drivers' knowledge and skills will be tested, and vehicles will be inspected by the police bureau.



Driver Training:

1. Yutong (Bus Manufacturer) – 16th August 2024 Yutong provided training on operating the new high-tech buses.
2. Bus Manager – 13th September 2024 The bus manager will provide further training to drivers.

Bus Assistant Training:

Bus assistants have undergone four training sessions: 16th August 2024

- 22nd August 2024
- 26th August 2024
- 31st August 2024
-

Covered topics: Behavior management inside the bus, use of the Transun application, and general organization.

Quality Process Improvements by Key Performance Indicators (KPIs):

- **Daily:** Cleaning, disinfection, and safety checks after each trip
- **Weekly:** Maintenance
- **Monthly:** Police inspections

7) Training on safety & behaviors for students

- ✓ Every school year each class is trained on safety and behavior.
- ✓ Students also have a training to leave the bus in case of accident
- ✓ We did the training early this year on Sep.19th at YP campus, this is the first school bus safety training jointly conducted by LFS&DSS students



For kindergarten

- Training took place on the bus only. Student learn how to fasten and unfasten the seatbelt.
- Students some information about the rules inside the bus and respect of bus assistant and driver

For grade 1 to grade 4 / CP to 3ème

- Training in the Class
- Exercices inside the bus

For grade over 4 / Seconde to terminal

- Training only in the Class

The parent representative asked, what is the feedback on training LFS&DSS students together?

The training of LFS&DSS students together makes students aware that the boarding and punishment rules of the two schools are consistent, which is also beneficial for teachers from both schools to become more familiar with the process.

Student and employee representatives also pointed out that the form of joint training is good, but alternating between French and German takes time, so the training appears to be too long.

Willy pointed out that next year LFS&DSS primary school students will receive separate training, while middle school students will receive joint training in English. we need to check with the students if that's feasible.

The student representative added that not all students like the current training method: it is suggested to have a video. Previously, when LFS was trained separately, elementary school students used videos for training.

Some representatives pointed out that police officers can also be invited for next year's training. Make students feel the pressure.



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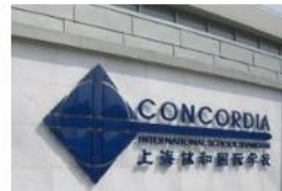
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8) Presentation of New Supplier - PEIXING

Peixing has 560 buses, they have a wealth of experience serving many international schools in Shanghai, including but not limited Dulwich Shanghai, YCIS, Wellington, WISS, Concordia and Harrow.

The company focuses on the service concept and constantly improves the service quality. The Dulwich Shanghai School bus team had been awarded as the city's civilized advanced group by Shanghai Civilization Office.



Main information

1. The bus company changed to Peixing starting from August.
2. New school year, 42 buses in Yangpu, 45 buses in Qingpu.
3. All the school buses permit got approved latest on 23rd August.



Transition highlights

1. All the new buses were delivered to the campuses on 7th July.
2. Logos were ready before the end of August.
3. Drivers and Ayis training were hold on 16th August in Qingpu.
4. 19th August- 25th August, drivers did the test of all the routes.

9) Bus design:




9. BUS DESIGN

The design of the school bus body logo, featuring the logos of both the German and French schools. The design serves as a dynamic advertisement, promoting the Eurocampus concept and mission across Shanghai.

10) Questions & Answers

LFS Parents Questions:

1. **What are the returns in terms of punctuality, bus incidents and traffic incidents/accidents compared to the previous service provider?**
A: Please see pages 9 and 10.
2. **There were incidents of delay, particularly on line 14Y, and timetables had to be adjusted. Apart from the collection points which require part of the journey, how are the journeys between the last collection point and the LFS defined? Are these journeys imposed by the authorities? Are these journeys optimized by the service provider? Do drivers have freedoms to take emergency routes if they encounter unusual traffic conditions?**
A: The route is decided by the school and the company, then it needs to be approved by local authorities. We always communicate and work together on the routes. It is forbidden for the driver to change the route by himself unless he got authority from school. If the bus meets the traffic jam, the driver needs to report to the bus manager, the bus manager makes the decision to change the route if necessary.
3. **I would like to take advantage of the transport commission meeting to talk to you about a problem we encountered when picking up our children: our bus assistant does not have access to the bus application to know when the bus arrives, so she risks missing the bus or waiting a long time. This problem arises more when the two children do not come home at the same time. And this is a common problem for all bus assistants and grandparents.**

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I suggest allowing bus assistant to create a WeChat group and communicate with the people who pick up the children if necessary.

A: “Transun” is the software we are using for parents to communicate with buses assistants, it can also tracks the location of the bus to let parents know where the bus is. We understand sometime the bus assistants are picking up the kids instead of the parents. The bus assistant only needs to download the app and log in with the parents’ ID and password, then she could know when the bus will arrive.

DSS Staff Questions:

- 1. How well does the supervision work in the afternoon? Due to the stairways and in general the setup of the bus station area, it seems difficult to keep the overview of correct onboarding and so on.**

We see only one person from LFS in the morning escorting the children to their classes. Is it possible to have more assistants?

There is no French supervisor downstairs to ensure the children board the bus at the bus departures in the afternoon.

A: DSS: Coco team is always present on the bus area

LFS: Vie Scolaire is present on the bus area in the morning, at 12:30 and 3:00pm:

- 1). Normally, there are three people in the morning. Vie Scolaire will double-check this.
- 2). At 5 o'clock, they were all high school students and the LFS vie score was not there.

Mr. Kenan DIZDAREVIC (DSS COCU) pointed out that every day the students, in the school bus area, play and run everywhere, especially in the stairs area, there are significant security risks. I am very concerned about this.

This issue was raised last year, but it has not been effectively improved.

He also suggested that LFS could arrange a teacher for VIE Scolaire at 5 o'clock to strengthen student management. Cocu and Vie Scolaire can collaborate to find a new operating system.

Other questions or Topics to discuss:

- 1. Can school buses use the bus lane during rush hour in the morning and evening?**


A: Yes, we could use.

- 2. If the school bus changes its route due to an abnormal situation, do we need permission from the authorities?**

A: Yes, we need to obtain permission. However, if the situation is occasional, we can explain it to the traffic police, and they may understand.

- 3. Are children allowed to eat on the bus when it is stopped?**

A: They are not allowed to eat inside the bus, even when it is stopped. However, drinking is permitted on the bus. If they want to eat, they can do so in the bus parking area before departure. We must prioritize their safety.

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4. **Regarding behavior issues reported by the bus assistant, is it possible to inform the kindergarten teacher?**

A: For LFS, behavior issues are reported to Vie Scolaire and parents. It might be useful to have a weekly report for DSS as well, particularly for major issues like seat belts, etc.