



## SUMMER CAMP TRANSPORT INFORMATION 2024

Requests for the bus service should be made as early as possible to assure the most effective planning of bus routes. Detailed information on school transport can be obtained directly from Cartour\*. Whereas the objective is to provide school transport to those parents who request it, this service cannot be guaranteed for everyone.

### Transport fees for 2024:

#### MORALEJA-EL ENCINAR

Both Ways:  
80€ - 1 Week

#### MADRID

Both Ways:  
110€ - 1 Week

Special circumstances may force the school to cancel existing routes. The school reserves the right to stop the bus service to students whose bus fees have not been paid in time.

#### Invoice Details:

Full Name:

Address:

ID Number (DNI/NIE):

Mobile contact:

**Even if your address is outside the above mentioned areas, you are welcome to send us your bus request for our consideration.**

*The bus company determines the bus stops, but they are subject to changes that may be introduced by the "Comunidad de Madrid" authorities. Cartour is the Company responsible for organizing the School Bus Service at International College Spain and all queries and matters regarding this service must be addressed to Cartour. The bus fees will be invoiced by International College Spain.*

*Legal warning: we would like to remind you that pursuant to Organic Law 7/2021 concerning protection of personal data, your details are included in our files, for which Cartour, S.A. is responsible. You may exercise your right to access, rectify, eliminate or oppose this data by means of written notification to Cartour, S.A.*

**\*ICS Bus Coordinator: Ms. Amaya Mena**

**Tel: 691-550-304**

**Email: [icstransport@cartour.es](mailto:icstransport@cartour.es)**

## BUS REQUEST FORM

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Service:      Both ways          One way (Mornings)       One way (Afternoons)

Telephone 1: \_\_\_\_\_

Number of Weeks: \_\_\_\_\_

Telephone 2: \_\_\_\_\_

Starting Date: \_\_\_\_\_

**Please note that although the objective is to provide transport to all those who request it, the bus service is not guaranteed. You should be contacted directly by Cartour that must confirm the status of your request.**

Signature of Parent or Guardian: \_\_\_\_\_

## SCHOOL BUS RULES

- Seat belts must be fastened at all the times. It is not permitted to move or stand up whilst the bus is moving.
- Eating is not permitted.
- The bus must remain clean and tidy.
- All objects must be kept safe in the school bag. Sports balls must be kept in a bag.
- Behaviour must be respectful, kind and polite amongst students and towards the bus monitor, bus driver and any other person. No shouting is permitted and voices must be soft and calm.
- Students in Grade 5 or below must be met at the bus stop by the nominated adult. In the event that there is no responsible adult to collect the child at the designated bus stop, arrangements will be made for the child to be transported to the final stop on the route.
- In order to ensure we receive notifications about any change on your kids bus schedule such as absences, please communicate these changes as follows UNTIL 12:00:

Write to Amaya Mena by email at [icstransport@cartour.es](mailto:icstransport@cartour.es) or contact her by phone at +34 691 550 304.

Signing this request, you are confirming you have read and accepted the rules previously mentioned.