

COTSEV
TRANSPORT REGULATION



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GENERAL RULES

The purpose of the Cooperativa Gestione Trasporti alunni Scuola Europea di Varese (COTSEV) is to organise and coordinate the transport of pupils of the European School of Varese from their residence, i.e. from their homes, to the buildings used as school facilities run by the European School of Varese and vice versa.

The COTSEV Board of Directors is responsible for the management of the school transport service.

These Transport Regulations set out the rules and procedures underlying the school transport service and its operation.

These rules establish the framework for all day-to-day and operational decisions and are mandatory for all users of the service.

ENROLMENT

General rules

Only pupils regularly enrolled at the European School of Varese, as detailed in our Informative Letter, may register for our transport service.

It is essential to receive medical documentation for students with ascertainable medical, physiological or psychological difficulties prior to registration for transport in order to assess admission to our service in order to ensure safe transport for all students. It is understood from the outset that the adults on board may not have the qualifications to administer medication and will therefore call 112 in case of need. Each change in health conditions that could compromise the safety of the student itself or of the other students, must be communicated in due time in order to agree the necessary measures to maintain the necessary safety conditions. In the event that this communication shouldn't be sent, our Cooperativa reserves the right to value the suspension of the service with nothing to be claimed by the family.

Registration for the transport service is done for each pupil exclusively via the COTSEV web platform and must be renewed every school year.

It is important that parents or legal representatives keep their own and their children's registration details (home address, telephone numbers, etc.) regularly updated on the COTSEV online platform so that we can contact you in case of need or emergency.

Pupils may only be admitted to their respective buses once their parents or legal representatives have received confirmation of their annual registration.

All staff involved in COTSEV's transport service respect and comply with COTSEV's data protection policy, in line with the EU General Data Protection Regulation 2016/679, ref. Annex A - Information on the processing of personal data.

Regarding the handling of hazardous or accidental situations on the bus, please refer to our procedure Ref. 49/24 of 26/06/2024, which can be consulted on our website in the Documents section.

Types of enrolment

There are currently three possible options for subscribing to the school transport service, namely

1. a full season subscription, which covers the home/school/home route,
2. a partial subscription
3. a "Garderie" season subscriptions, which only covers the afternoon buses to the OIB after-school centres.

Annual subscription and costs

The subscription contract is on an annual basis (10 months) and must therefore be paid for the entire school year, unless the Cooperativa notifies any change in the performance of the service. There are no partial payments even in the event of partial use of the subscription.

Any ad hoc cases will be handled in agreement with the Board of Directors.

Fares and the relating reductions for transport are set by the Board of Directors for each school year.

Reductions do not apply on additional 'Garderie' bus services.

Costs are debited directly by means of invoices sent by e-mail by 30/09 for the first four months; by 31/12 for the next three months; by 31/03 for the final three months.

If the invoice is not settled by the fixed date, a reminder will be sent, including a bill of € 15 to cover administration costs. Legal proceedings will follow and the pupil will be excluded from the bus service if the invoice remains unpaid. These amounts must be paid prior to any new registration for COTSEV services.

For School employees who receive "school allowances" and have their children attending Primary and/or Secondary school, payment of the bus will be made directly by the School unless otherwise ordered by the Central Office.

For JRC Ispra staff only who are enrolling new pupils_For officials and contract staff working for the Commission who receive 'school allowances' and whose children are attending primary and/or secondary school, payment for the school bus, as well as for the special supplementary service for pupils enrolled at the JRC Garderie, will be made directly by the European Commission's services.

It is therefore necessary for Officials and Contract Staff to enter the 'Paying Parent' details as follows:

- For Officials, enter the Per ID code and upload a PDF copy of the certificate of service.
- For Contract Staff, however, in addition to the Per ID code and a copy of the certificate of service in PDF format, it is mandatory to specify the expiry date of the contract.

To retrieve the required Per ID code, log in to Sysper and follow this path: My File > Personal data > Identity.

Should the PMO fail to cover the travel expenses to COTSEV for any reason, the parents (Officials/Contract Staff) undertake to pay these costs directly.

Starting from this academic year, following the constructive dialogue between COTSEV and the PMO aimed at promoting equal opportunities and better support for the diverse childcare arrangements of our families, the PMO will also reimburse additional partial bus transport contracts for journeys to childcare facilities, after-school services or other regular caregiving arrangements (such as care provided by grandparents or other trusted caregivers) for all Primary and Secondary pupils. The existing conditions remain unchanged, including the maximum reimbursement of three bus lines per pupil and the applicable reimbursement ceiling.

School Staff_For school staff who receive 'school allowances' and whose children are attending primary and/or secondary school, payment for the school bus will be made directly by the school, unless otherwise specified by the Central Office.

BUS ROUTES AND STOPS

Rules for designing school bus routes

COTSEV provides a collective transport service that must take into account the general interest of the pupils. The main objective is to guarantee a seat for every pupil on our buses, ensure safety and reduce journey times wherever possible, taking into account the Cooperativa's ability to support the route.

All bus routes are designed according to the following rules and requirements:

- The transport service only covers the journey home/school/home and school/gardens (transport service for the European Commission employees, after-school OIB).
- Buses make stops and routes authorised by TPL (Trasporto Pubblico Locale).

The Transport Office, in the good of the service and in agreement with the Board of Directors, reserves the right to establish new routes, change the mornings departure time, change the location of stops or move stops between routes before the start of or at any time during the school year in order to optimise bus routes, balance pupil numbers or respond to emerging problems (e.g. road works). Such changes may be temporary or permanent.

If these changes occur during the school year, parents will be informed by e-mail before they come into effect.

In the event of definitive changes, the travel plans of the pupils involved will be updated accordingly.

No change to the bus stop or bus route is official unless it is communicated through official communication channels between the Transport Office and the parents concerned.

Please note that:

- Journey times may vary due to delays that may occur exceptionally due to road works, accidents, strikes and events that have a significant impact on traffic.
- The Cooperativa works in the exclusive interests of the pupils and their families for a collective service and the interests of one pupil cannot prevail over those of others. It is always the Cooperativa's concern to listen, propose and discuss ad hoc solutions where possible, without prejudice to the principle of collectivity.

DAILY OPERATION OF THE SERVICE

In the morning

Out of respect for all users, we ask you to arrive at the bus stop at least five minutes before the official departure time.

The bus will depart at the official time set for each stop.

On each bus there is a bus monitor who watches over the safety of the pupils during the entire journey and accompanies the nursery school children, after all the other pupils have disembarked, to the entrance of the Primary School (blue gate) where the nursery school teachers are waiting for them.

The Transport Office will inform the parents in the event of a delay of more than 15 minutes.

Provisions in the event of snowfall and night frost are sent to all families each year by means of a specific communication.

In the afternoon

For children from M to P5 and from S1 who are not authorised to get off the bus independently: parents or legal representatives or authorised persons are requested to be at the bus stop five minutes before the official arrival time to pick up their children.

Buses cannot wait for parents to arrive so as not to delay the rest of the route. Should parents or legal representatives or authorised persons be unable to arrive on time, they must immediately contact the Transport Office (tel. No. +39 0332 242092).

On each bus there is a bus monitor who watches over the safety of the pupils during the entire journey. Before arriving at the bus stop, he/she identifies in advance the pupils who are to get off at the scheduled stops by checking the travel list previously ticked on the school bus yard and:

- lets a pupil under the age of 18 get off independently, upon parents' or legal representatives' authorisation sent to our Office in due time;
- hand over with the utmost care to the respective legal guardian/parent or delegated adult the pupil under the age of 18 who is not authorised to get off independently.

For any kind of absence of the child, please inform the Cooperativa Trasporti writing to valentina.erba@partner.eurisc.eu jointly to the school.

This will allow us to efficiently manage the lists of pupils on the bus even in cases when the pupil only uses the one-way or return service.

It is understood that the Cooperativa accepts no liability should a pupil fail to board the bus by the scheduled departure time from the school forecourt (1.00 pm on short school days and 4.20 pm on long school days). Buses cannot wait beyond the set times so as not to delay departure and, consequently, arrival at the various stops.

Bus change

Only members of the Cooperativa Trasporti may request bus changes for their children enrolled in our service.

It is only possible to request daily bus changes for Wednesday and Friday return journeys according to seat availability and for what concerns Friday afternoons exclusively according to the official exit time of the class attended (e.g.: S1 class pupil cannot use the organised service at 16.20).

The requesting parent must send the relevant request to the Transport Office by Monday for Wednesday returns and by Wednesday for Friday returns using the Bus Change function on the Cooperativa's website <https://www.trasportisev.eu/> under Information and Services/Bus Change.

Parents of nursery and primary schools, having received confirmation, must also notify the teacher.

Transfer of responsibilities

As regards the school transport COTSEV's responsibility begins when pupils get on the bus and ends when the bus arrives at the school (in the morning) and at the stop indicated by their legal guardians/parents (in the afternoon), and when pupils under the age of 18 are not authorised to get off independently, they are collected by their legal guardians/parents or authorised adult people.

Only nursery school pupils arriving at school by bus are handed over by the COTSEV bus monitors to the nursery school supervising teachers.

At the end of school hours, the nursery and primary school teachers accompany their pupils to the correct bus.

All Secondary pupils walk to their bus on their own. COTSEV takes responsibility from the moment the pupils get on the bus.

Specific provisions

- Buses are **in service** from the first day of school.
- On the **first day** of school, all nursery, P1-P5 and S1-S3 pupils receive a yellow bus card with their name, class, bus number and bus stops, as well as telephone numbers to contact parents in case of need before the buses depart. We encourage parents to place this tag prominently on their backpack.
- Parents are requested to communicate any **changes to their child's bus schedule** by e-mail to the Transport Office. In the case of nursery and primary school pupils, the teacher and the school office must be copied.
- **Luggage** On the buses organised by our Cooperativa on the home/school/home route, only hand luggage/backpacks may be carried, which must be of a suitable size so that they can be placed in the overhead compartments or under the seat.
A bus cannot stop at various stops along the way to load and unload luggage or large objects in the luggage compartment as the driver cannot leave the vehicle unattended and because this would cause severe delays both on arrival at school and on the return home of all the pupils on the bus with the relating consequences.
- The use of **buses on Fridays** at 16.20, as indicated in our Informative Letter, is for the exclusive use of students from S4 to S7 and those attending Latin and music classes.
- All **extra-curricular activities** are not part of the COTSEV services and therefore no transport is provided. Possible exceptions will be evaluated for the good of the school community within the limits of the Cooperativa's possibilities and without prejudice to the specific operations provided for by statute.
- Notwithstanding the above, for **school trips**, the organisation of which is the responsibility of the school, COTSEV allows pupils to use our buses, both in the morning and in the afternoon, loading only hand luggage (max. size 55x40x20cm). Pupils may only return home using our buses according to the official exit time of the class attended (e.g.: pupil class S1 cannot use the organised service at 16.20).

Lost & found items

COTSEV accepts no liability in the event of items being lost on the bus and not being found.

If a pupil has forgotten something on the bus, he/she must report it to the bus monitor or to the Transport Office staff. Normally all items forgotten and found on the bus are returned to the office the next day and handed in to the Primary School, which has a 'Lost and Found' area.

Contact tracing APP

Through this APP, created for COVID-19 case reports, each bus monitor on duty records the presence and bus seat occupied by each pupil using the bus and our Transport Office will have access to this information, which will be used exclusively for this purpose and will not be disclosed to third parties.

SAFETY AND DISCIPLINE PROVISIONS

Pupils are obliged to behave politely and respectfully towards both their fellow pupils and the adults in the service. He/she may incur disciplinary measures, depending on the seriousness of the incident, which may also be determined in an adversarial manner or in the presence of teachers or educational advisors. Corrective actions may consist, by way of example, of a clarifying apology interview, verbal warning, bus seat assignment, temporary suspension and indefinite suspension, all accompanied by a written communication to the family. The Cooperativa may also apply similar measures in the event of inappropriate behaviour by the pupil's legal guardians/parents should the attitude be deemed detrimental to the Cooperativa, the service, the safety or well-being of the pupils and the transport staff, including the assessment of exclusion of membership status.

Please remember that in the event of an ascertainable medical, physiological or psychological difficulty in order to assess admission to our service in order to ensure safe transport for all students, it is essential to receive the relevant medical documentation prior to registration for transport. It is essential that this information is also shared during the school year should there be any changes in the pupil's health as described above.

It is understood from the outset that the adults on board may not have the qualifications to administer medication and therefore in case of need we will call 112.

In pursuing the welfare of pupils, the Cooperativa works in synergy with the entire school community of which we are a part (schools and families) in line with the relevant competencies and within the limits dictated by privacy legislation.

LIST OF RULES BY WAY OF EXAMPLE BUT NOT EXHAUSTIVE:

You are kindly requested to share this information with your children

1. Pupils must always follow the instructions given by bus monitors or bus drivers; both work for the good and safety of the pupils. Respect for these figures must be unquestionable in order to ensure the well-being of all pupils.
2. Any questions, concerns or personal issues should be discussed in private and with the support of the relevant adults.
3. Older pupils must give precedence to younger pupils when boarding the bus at the bus stop to ensure that boarding takes place in a calm and safe manner.
4. Pupils must remain seated on the bus and fasten their seat belts for the duration of the journey.
5. They must not leave the bus once boarded, unless expressly authorised to do so by the COTSEV staff present on the bus yard until all buses depart.
6. They must not damage seats or other materials and must not move along the bus aisles or play in them. COTSEV may assess the claim for reimbursement in the event of damage.
7. They must not hit or insult other children, the bus monitor or the driver and must avoid any act of harassment, threat and/or use of verbal or physical violence towards any passenger on the bus.
8. The bus is not a suitable place for physical displays, rough-and-tumble games or behaviour that may cause discomfort, embarrassment or misunderstandings.
9. They must not eat (they may only drink water) and must not throw any kind of rubbish on the bus.
10. It is strictly forbidden to carry dangerous objects (knives, scissors, foam, sharp objects, etc.) on the bus.

11. Rucksacks, jackets and personal belongings must be placed under the seat and not on your lap or between the seats.

12. They may only use their mobile phones in private and on silent mode and must not disturb the other children in any way. They are not permitted to show or share videos, images or content that is violent, explicit or otherwise unsuitable for their age group.

13. Photographing or filming other children, either bus drivers or bus monitors on the bus is not permitted.

However, it is understood that the rules, dictated by the regulations in force in the various sectors that apply to the type of our service, remain implicit. For this reason we remind you that:

11. On board of our buses there is an absolute ban on smoking, including electronic cigarettes and the like. Considering the fact that our buses also carry nursery and primary school children (ref. Law 16 January 2003 no. 3 art. 51 'Protection of the health of non-smokers'), as this Cooperativa has specific responsibilities towards all our users, students caught smoking will be suspended from the service we organise with immediate effect for one month.

It is understood that in the event of repeated behaviour, more drastic measures will be taken, such as indefinite suspension.

The school's policy against drugs and other addictions - ref. CODE OF CONDUCT FOR SECONDARY SCHOOLS - EUROPEAN SCHOOL OF VARESE, also fully applies during the COTSEV transport service.

COMMUNICATION

Parents can contact the Transport Office by e-mail (valentina.erba@partner.eursc.eu) or by phone (+39 0332 242092), depending on the urgency and nature of the request.

For any feedback regarding our bus service that you would like to send directly to the Board of Directors, please send an e-mail to the FMB info@trasportisev.eu.

The COTSEV Transport Regulations were adopted by decision of the COTSEV Board of Directors on 18 June 2026. It may be amended or otherwise revised by a new decision of the Board of Directors.