	<p style="text-align: center;">PROVISION OF THE TRANSPORTATION SERVICE POLICY</p>	<p>PR-TR-02 March 07, 2019 Version 2</p>
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1. OBJECTIVES

The objectives which apply to *CNG's* Provision of the Transportation Service are:

1. Establish the policies and guidelines for the provision of the transportation service for CNG users.
2. Organize the framework to implement and execute the transportation service
3. Evaluate the outsourcing administration of the transportation service.

2. SCOPE

All *CNG's* users: students, teachers and in general all school personnel and other third party workers, who work in school.

3. RESPONSIBLE

Those responsible for the provision of the school's transportation service are: *CNG's* Financial Director, the Chief of Security, the Transportation Chief and the Third Party Provider.

4. DEFINITIONS

Some definitions, to have in mind in this document, are:

Transportation: Is a means used to move people from one place to another.

Users of the service: Students, teachers, all school personnel, and other third party workers, who work in school.

Requirements: Needs or expectations, generally implicit or obligatory.

Pickup routes: Place where the route begins.

Distribution routes: Place where the route ends.

5. CONTENT OF THIS POLICY

5.1 Provision of the Transportation Service

The provision of the transportation service given by *CNG* is a **PRIVILEGE, and not an OBLIGATION.**

CNG provides transportation service to all users, according to the following guidelines:

- *CNG* must give the administrator of the transportation service, the data base with the names of the users of the service.
- *CNG* defines routes and bus stops.

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- 4:45 p.m. routes are unified according to the needs of the operation.
- No door to door service will be provided.
- All third party workers in school are authorized to use the transportation service.
- All personnel within the school is authorized to take the transportation service, in the morning and in the afternoon.

Transportation is a means used to move people from one to place to another. Therefore, it is not permitted to use this service to pick up or deliver elements such as: lunchboxes, homework, money clothes, electronic devices, etc.

If a bus route is delayed for any reason in the mornings, this should not interfere with the arrival of the staff member to school. It is the staff member’s responsibility to arrive on time to school. CNG should not reimburse for any expense incurred on transportation.

Our student’s security is our major concern. Therefore, other than those mentioned above, cannot ride the school bus. If a parent wishes to take the school bus, he or she must have a previous authorization from the school’s Security Chief.

a) Scope of the Routes

CNG will provide the transportation service having into account the following geographical limits:


- To the North, from CNG to *Aposentos*.
- To the South from CNG, to *Plaza Santa María, Calle 28 con carrera 5ta and 7ma*.
- To the West from CNG, to *el puente peatonal (Av., Suba retorno 21 Ángeles)*.
- To the East from CNG, to *Restaurante Tramoniti (without entering the residential area)*.

The school personnel, driver or monitora are not authorized to make changes to the routes, without consulting the Administrator of the transportation service.

b) Internal Procedure to Request Bus Passes

CNG has established an Internal Procedure to request Bus Passes. School busses are not authorized to let a student ride a bus without a signed pass.

- Bus passes should be requested in the school offices, before 11:00 a.m.
- If a student does not ride the bus, the bus monitor must immediately call the transportation office and inform the name of the student who did not ride the bus. **This applies only for Primary students.**
- A student who does not have a bus pass and needs to ride a bus, will stay in school until the next route, while the transportation office verifies the necessary information for the student to leave school.

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- The Primary Assistants K4-K5 must walk their students to the buses and make sure they are riding the correct bus.
- It is CNG’s obligation to inform parents that all buses have a GPS system, the phone numbers for the transportation office, mobile numbers and e mails.

5.2 Third Party Provision of the Transportation Service

The school’s transportation service is administered by a third party, according to the following:


- Before the beginning of the school year, the third party will do an initial route with the list of students and employees who will eventually use the transportation service.
- After doing the pre-bus routes, the TR Administrator will validate and approve it.
- The routes length depends on time, distance and commute elements.
- In order to get an optimal transportation service, the users will be picked up in a maximum distance of two blocks from their residential places.
- The school buses will only enter a residential area if the house or apartment is located **maximum 2 blocks away from the residence**. In case the school bus needs to enter, there must be a previous authorization and entrance measurements must be verified.
- It is responsibility of users to be five minutes before in the pickup point. **The school bus will wait for 30 seconds, no extra time for waiting is allowed.**
- It must be clear that students and other school bus users must adapt themselves to the planned routes.
- Neither the driver nor the bus monitor are authorized to make stop the vehicle and pick up or drop off a student in a different point but the established one.

a) Obligations of the Third Party Service Provision

The Third Party Transportation Provider must guarantee an excellent quality service. The TR administrator must take into account, that every employee who belongs to the area, and the ones in charge of this service, must accomplish the necessary profiles and requirements in order to achieve their roles appropriately.

The transportation service administrator has to:

- Have a bus driver and monitor, permanently assigned for each bus route.
- Do the annual evaluation to bus drivers and monitors and report results.
- Supervise the bus drivers and monitors use their uniforms appropriately.
- Verify that the drivers are up to date with parking fines or traffic tickets.
- Make random alcohol tests and ask for psychological exams yearly.
- Control the insurance deadlines of all vehicles that are part of the school.
- Revise all speed and GPS devices once a year.
- Supervise the good usage and maintenance of all vehicles and everything related to this.

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- No replacement of equipment that is property of CNG, without previous authorization, such as radios or GPS systems.
- Do the mechanical and preventive check for CNG vehicles every year.
- Design and assure that all trainings is done to the transportation employees, during the school year.
- Train and qualify the transportation team, along with the quality coordinator, in important issues like the PLAN ESTRATEGICO DE SEGURIDAD VIAL (PESV).
- Report to the school about any special situation or inconsistency during the transportation service caused by external or sudden elements.
- Inform the school and parents by E-mail about any bus route changes.
- Provide the services that are not stablished within the school year schedule; occasional, daily or weekly services such as Fundación Colegio Nueva Granada, athletics, UNCOLI, etc.

b) Novelty or change report

A novelty is defined like a sudden change inside the daily operation, which must be informed by the person in charge, taking into account that novelty reports must be notified before 24 hours within the business days.

This Policy is valid as of January 1, 2014.

<p>Done: Elkin Barragán TR Chief</p>	<p>Revised: Fabiola Arensburg L. QMS Coordinator</p>	<p>Approved: Monique Duchamp Financial Director</p>
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