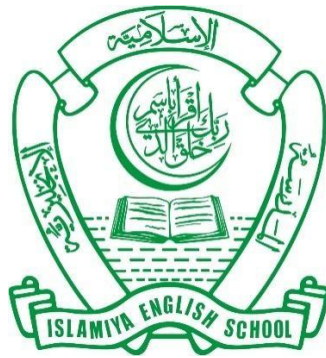


TRANSPORTATION POLICY

(Revised in Aug 2025)



Islamiya English School Abu Dhabi LLC



Transportation Policy

Introduction

IES attaches the greatest importance to the safety of the children under its care during the transport to and from the school. IES is committed to with regards to the provision of the safe, high quality and efficient school bus service.

Purpose

- To ensure the safety of students related to transportation. Therefore the arrival and departure from the school including the transportation to home of the children has particular safety considerations that are addressed under this policy.
- To establish the roles and responsibilities of various stake holders.

1. Scope of Policy

1.1 Applicability of Policy: The policy is applicable to all operators and School bus service staff.

All operators and school bus service staff shall comply with ITC requirements listed in the Executive Regulation Concerning School Transport Service Regulation in the Emirate of Abu Dhabi and the Guidelines for Movement Paths Starting and Stopping Points for School for the School Transport. Operators shall comply with the traffic law requirements of the Abu Dhabi Police.

2. Obligations

2.1 Provision of School Bus Service and Rider Safety

1. **Mandatory Provision of School Bus Service:** IES provides school bus services to their students in line with the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi. IES provides any required support or related aids and services for students with additional learning needs to avail of School bus services. In exceptional cases where it is not feasible to provide school bus service to individual students, the school should request the ITC to grant an exemption.
2. **Rider Safety:** IES and the third party operators are ultimately responsible for the safety of all the students and individuals on School buses during the journey.
3. **Training students for school Bus service:** IES ensures that operators provide bus safety and pedestrian safety training for students in line with Guidelines for Movement Paths and Starting and Stopping Points for School Transport.
4. **Student Discipline:** IES ensures that student discipline and Behavior Policies include provisions for student behavior during the journey. Students are expected to treat the school bus environment as an extension of the school environment and to abide by the school rules on student behavior during the journey.
5. **Educating Parent about School Bus Service:** Communicating with parents and providing educational information regarding Guidelines for Movement Paths and Starting and Stopping Points for School Transport.

2.2 Duration of Journey, and Associated Pick-up and Drop – off Points

1. **Maximum Journey Time:** The duration journey for a school bus should not exceed 60 minutes from the pick-up point to the final drop –off point in line Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi any unless otherwise agreed to by the parents of the students by signing an undertaking.
2. **Designated Pick-Up and Drop-Off Points:** The Students would be picked-up and dropped off at designated pick-up and drop –off points in accordance with the Guidelines for Movement paths and Starting and Stopping for School Transport.
3. **The bus supervisor shall ensure that the parent/parent** –appointed responsible adult of a student **under the age of 11** is present to receive the student at the drop off point. If the parent is not present, they **shall inform the school and return the student to school** after dropping off the rest of the students at their destinations.

2.3 Exclusive use of School Buses

1. **Use of School Buses:** The School Buses will not be used to transport passengers other than students in line with the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi.

2.4 School Bus fees

1. **School Bus Fees:** The School bus fees shall be proposed by operators based on the ITC Bus fee framework and approved by ADEK.
2. **Exceptional Fee increases:** Request for exceptional fee increase shall be **coordinated with ITC before** approved by ADEK.

2.4 School Buses Owned by Schools/ Third party operators

1. **School- Owned Buses:** All concerned shall adhere to all the ITC regulations and policies that apply, including school bus specifications, maintenance, and record-keeping requirements. The regulator of school bus requirements is the ITC and hence the ITC will be the authority for the related queries.

2.6 Picking up of Younger Siblings by Elder Siblings

1. **Picking up Younger Siblings:** Elder siblings (15 years or above) are permitted to pick up younger siblings (grade 1 and above) in place of a parent appointed responsible adult only when parents provide a signed consent form to the school. The consent form should state the following:

- a. Parents recognize that the elder sibling's maturity level is deemed sufficient for them to provide consent.
- b. Parent(s) have explained the responsibility to the elder sibling and the latter is aware of what it entails.
- c. Schools will not be liable in case of any incidents resulting as a consequence of this policy.

2.7 SCHOOL TRANSPORTATION AND TRAFFIC MANAGEMENT

School Transportation and Traffic Management: IES has developed effective school transportation and traffic management, at a minimum:

1. IES has developed , maintained and updated a **traffic management plan** , detailing internal /external traffic flow to ensure the safety of school community , specifically during peak hours (drop off/ pick up timings).
 2. IES has Deployed a **trained task force**, composed of sufficient numbers of current staff that are assigned the **task of directing traffic flow** during pick –up and drop-off timings to effectively manage the daily traffic operations on or near the school grounds.
- 3.** IES has developed and maintained an updated transport emergency and communication plans which is communicated appropriately to all stakeholders.

The Responsibilities of the Management:

How to manage the traffic

There should be an up-to-date traffic management plan and it should be based on ADEK and D.O.T. rules and regulations. This plan should include the following:

- Pedestrian routes
- Private cars routes
- Bus routes
- Staff parking
- Bus parking
- Visitor parking

The security, bus drivers, bus conductors or supervisors, parents, OSH officer and all related staff must be aware of this plan.

The six Stages of the School Management:

Before the morning trip, during the morning trip, arriving to the school, during the school hours, departure time and home drop off.

The included tasks of the six stages are:

Before the morning trip:

1. First, to ban all vehicles from parking in the allocated places of the buses when it is drop off or pickup times. These places should be kept for buses.

During the morning trip:

1. In case of any help, the responsible people in the bus should refer to the transportation Lead. It should be that any comments are welcome and the management should deal with it in a proper way.
2. The designated supervising staff should make sure that the students are in place to collect them at 7am.

Arriving to the school:

1. To check that the bus is empty and follow up with the bus driver and conductor in case there are any problems.
2. In case the students are absent the school should inform the parents before the beginning of the first

period

3. The attendance list should be updated and the bus conductor should be informed of any changes.
4. The students' misbehavior reports in the bus should be followed up, documented and if needed referred to Senior Leadership.
5. Students under the age of 11 will be returned to the school if no adult is available to receive them.

During the school hours:

All students should board the bus at the end of the day according to the updated name list.

Home drop off:

1. Students who are below eleven years old, there should be a staff member to get them back to school in case there was no adult to receive them from the bus.
1. The bus conductors should obtain appointment notice from Private Schools and Quality Assurance Sector (PSQA) in ADEK and be properly trained on how to deal with students.
2. The bus conductors should make sure that the school buses are free from any sharp equipment.
3. The bus conductors should inform parents, if needed, using cell phones (Credits provided by the school) regarding arrival timings and drop off locations.
4. The bus conductors are not allowed to use mobile phones during the trip except for emergency cases.
5. The bus conductors should arrange a seating plan for students according to their age and gender.
6. The bus conductors should accompany all students below eleven years old when crossing to the other side of the road.
7. The bus conductors should ensure that the students are safe in the morning when coming to the school and in the afternoon when returning from the school and also during school activities and field trips.
8. The bus conductors should ensure that all students are seated with seat belts fastened while the bus is moving.
9. The bus conductors should assist in evacuation from the bus on emergency cases.
10. The bus conductors should report any misbehavior from the side of the students during the transportation and report this to the senior management.
11. The bus conductors should check the attendance in the morning and afternoon especially when it is time for students' pick up and drop off. This should be done to check if there is any student hiding behind the chairs or is missing.
12. The bus conductors only allow students to drop off the bus in their assigned locations.
13. The bus conductors should help students especially those below eleven years to lift and drop their school bags and place them in the appropriate, safe location.
14. The bus conductors should follow all the rules and procedures outlined in School Transport Regulation for the Emirate of Abu Dhabi, with ADEK and D.O.T. regulations, and with daily procedures and duties during the bus trips.
15. The bus conductors should be trained on fire fighting and first aid procedures.
16. The bus conductors should make sure that the bus drivers are following all the traffic laws and are driving safely at all times. Concerning any deficiencies by the drivers, the bus conductors should report to the bus Coordinator.
17. The bus conductors should make sure that students, below eleven years, are handed to their parents or guardians who are assigned by the parents.
18. The bus conductors should report directly about any type of minor or major accidents to the school senior management.
19. The bus conductors should make sure that all school's code of conduct, discipline related rules and procedures are followed rigorously in and out of the bus and take necessary action

based on the school rules in the event of student misbehavior during the trip.

The Responsibilities of the Bus

Conductor

Before morning trip starts

1. Check to see if the bus is free of any dangerous equipment to ensure the safety of the students.
2. Have the parents' contact numbers in case of emergency.
3. Have the updated attendance roster to check the attendance.
4. Check if the safety equipment is present and in good condition.

Home pick up

1. To assist the students in getting up on the bus and help them seat in their allocated places and fasten their seatbelts.
2. To arrange the bags in a way that they do not block the aisles.
3. To take the attendance to ensure that everyone is present.

During morning trip

1. To make sure that students are in their seats seating safely during their trip.
2. To instruct students not to touch the safety equipment's such as: first aid kit, fire extinguisher, glass breaking hammers and emergency doors.
3. To report to the senior management any form of deficiencies by the driver.

Arriving at school

1. To inform students to stay seated till the bus stops completely.
2. To assist students in taking their bags out of the bus especially those who are below eleven years.
3. To take the attendance when each student leaves the bus.
4. To make sure that the bus is empty from students and all their belongings.

Before morning assembly

1. To document to the transport coordinator of any misbehavior by students or even the driver.
2. To provide the assigned transport coordinator with the list of absent students.

During school hours

1. To inform the senior management of any misbehavior by students or even the driver.
2. To update the list of names of late or early departure of any student, to avoid keeping any student at school.

Departure from school

1. To ask students to wait at the assembly point.
2. To help students ride the bus.
3. To arrange the bags in a way to prevent any disturbance.
4. To take the attendance before moving.
5. To inform the school about absent students.
6. To ask the school transportation coordinator sign the attendance roster.

Home drop off

1. To assist students to get off the bus.
2. To ensure the road is free from any danger and ensure they are received by their parents (hand-to- hand for Foundation Stage and Cycle 1 students).
3. To help the student cross the road from behind the bus.
4. To take the attendance again after handing the students to their parents.
5. To make sure that no one is on the bus.

The Responsibilities of the Bus Driver

1. The bus driver should be trained by an ADEK and D.O.T. recognized agency for fire-fighting and first aid procedures.
2. The bus driver should make sure the safety of the students onboard the buses from their homes to school and back, as well as during school field trips and our door activities.
3. The bus driver should have a valid UAE school bus Driving License issued by the Emirate of Abu Dhabi.
4. This should be parallel with all rules and responsibilities as per the School Transport Regulations of the Emirate of Abu Dhabi, and with daily procedures and duties in the bus trip.
5. The bus driver never uses his mobile phone during the trip.
6. The bus driver ensures with the help of the bus conductor that no student is left behind on-board at the end of the trip.
7. The bus driver helps evacuating the bus in case of emergencies.
8. The bus driver should obey traffic laws at all times and drive safely.
9. Only students are allowed to enter and exit the bus at their assigned pickup and drop off points, or as instructed in case of emergencies.

Before morning trip starts:

1. To perform an in-depth daily inspections and confirm the well operation of all mechanical check points on the bus.
2. To fill in the daily bus condition checklist to avoid missing the inspection of any essential part of the bus.

Home pick up

1. The driver should pick up the students from a safe area.
2. The driver should not drive until he makes sure the student sat down and fastened the seat belt.

During morning trip

1. The driver should follow the traffic rules and drive safely.

Arrival at school

1. The driver should drop the students in a safe area that is designated for buses only.
2. The driver should check that the bus is empty of students and their belongings.
3. The driver should put the empty bus sign at the end of the bus with the help of the bus conductor.

Before morning assembly

1. The driver should be cautious for any emergency situation.
2. The driver should park in the designated place of the bus.

During school hours

1. The driver should prepare the bus and ensure that it's safe for departure.
2. The driver should avoid overstressing to be ready for the next trip.

Home drop off

1. The driver should make sure the drop points are safe.
2. The driver should open the stop arm.
3. The driver should ensure the students are away from the danger zone and ensure that students do not come back to take their forgotten belongings.
4. The end of any trip put the "empty bus" sign after making sure that the bus is empty of students and their belongings

The Responsibilities of the Parents

1. Report any unsafe condition observed, relevant to school bus transportation, the driver or bus conductor to the school senior management.
2. Comply with all rules and responsibilities as per School Transport Regulation for Abu Dhabi Emirate, and with daily procedures and duty in the bus trip.

3. Sign the Behavior Undertaking Form during student registration, provided by the school senior management.
4. Parents have to deliver their children to the school bus or the assembly point at the specified time. If there is a delay on their part, parents have to deliver their children to the school, without holding the driver accountable.
5. Parents should help in training and educating their children on the importance of traffic safety, and how to wait and ride the school bus.
6. Parents should notify the school administration of any offence or negligence from the driver.
7. The driver may return the students to the school if no one came to collect them upon returning at home, under the responsibility of the parents.
8. Students should maintain the bus cleanness and notify the school management or their parents of any offences committed by the driver or students.
9. The school is entitled to deny any student the school transport service if he/she makes one of the following offences:
 - a) If a student causes the school bus to delay more than three times during the academic year.
 - b) If a student violates any safety rules or poses danger to others during the bus trip.
 - c) If a student refuses to ride the bus from the students gathering point agreed upon in advance by the school administration.
 - d) If a student leaves the school bus before reaching his/her designated drop off point without prior permission.
 - e) If a student continues to make troubles during bus trips, with more than three cases reported against him/her.

The Responsibilities of the Students

Before morning trip starts

1. The student should make sure that they took all their belongings.

Home pick up

1. The student should wait at the bus pick up area at least 5 minutes earlier than the bus arrives.
2. The student should not run to the bus when the bus is still moving.
3. The student should use the handrail to get on the bus.
4. The student should not push when getting up the bus.
5. The student should sit in his allocated place and fasten the seatbelt.

During morning trip

1. The student should not eat and drink on the bus.
2. The student should keep his hands and legs to himself.
3. The student should always keep the bus clean.
4. The student should be quiet.
5. The student should be seated at all times and have the seatbelt fastened until the bus stops to the destination.

Arrival at school

1. The student should not move till the bus stops completely.
2. The student should not push while getting off the bus.
3. The student should walk and descend the bus in an orderly manner.
4. The student should not forget his belongings in the bus.
5. In case any student was sleeping the student should inform the bus conductor for help.

Before morning assembly

1. The student should wait for the bus conductor to take him to class (EYFS and KS1).
2. The student should proceed to the morning assembly allocation as scheduled by the school.

End of school day

1. The student should get ready at by the time the bell rings, should take his belongings with him.

Departure from school

1. The student ascends the bus carefully and watching his steps.
2. The student does not push anyone on his way.

Home drop off

1. The student remains seated till the bus stops completely.
2. The student takes all his belongings before descending from the bus.
3. The student stays at least one dozen steps away from the bus so the driver can see him.
4. The student should never go beside the bus even if he has dropped something.
5. The student heads straight to his home after getting off the bus.

VIDEO CAMERAS

Video Cameras are used in school buses as means to deter vandalism and identify Student, bus conductor, and driver activity that may pose a threat to anybody on the bus.

School Policies and Procedures:

1. The bus will only wait for 2-3 minutes for each student. The Bus Staff will not be allowed to accept a student's belonging on the bus if the student does not accompany it.
2. In the event that a student will not be using the bus service parents must notify administration before 12pm on the email islamia@islamia.ae we will not be allowing students after this time for pick up unless preapproved by administration or in cases of emergency.
3. Students not registered for the bus will not be allowed to use the bus.

2.8 Grievances and Complaints

1. **Handling of Parent Concerns:** IES establishes processes for Handling Parental Concerns regarding safety of their wards in line with regarding of the *Guidelines for Movement Paths and Starting and Stopping Points for School Transport*. For the Principal or the governing board, safety shall be the prime consideration when evaluating a complaint, and not personal circumstances or convenience.

2.9 Parking in Schools and Speed Limits in School Zones

1. **Designated Parking Lots:** In IES, as it has outsourced to third party operators, they drop the bus students in designated parking lots and buses leave the campus. The Staff park their vehicles outside the campus.

2. **Speed Limit of Other Vehicles:** Vehicles should adhere to the speed limit of the school zone as set out by the Traffic Law of the Abu Dhabi Police.

2.10 Bus Services for Field Trips:

1. **Vehicle Specification:** Students shall be transported by school buses for field trips in accordance with the technical requirements outlined in the Abu Dhabi Guideline for School Bus Route Regularization, including the trips where the distance travelled exceeds 80

kilometers. Where it is necessary to use **tourist buses**, they shall meet the following technical requirements.

- a) Seat belts
 - b) Fire extinguishers
 - c) Automatic systems for extinguishing engine fires
 - d) First aid kits
 - e) Availability of emergency exits
 - f) Cameras, if available
 - g) Providing comprehensive insurance for the driver and the passengers.
 - h) Registering tourist buses in ITC's Asateel platform.
 - i) Any other technical requirements requested in the future.
2. The school should inform the ITC when using tourist buses and shall **bear responsibility for tracking such trips**. Schools shall also **inform parents of the type of bus that will be used** on the field trip consent forms.

2. **Speed Limit:** Vehicles to adhere to the speed limitations of the road and the vehicle in case of non- regular transportation of students, such as field trips, inter-school activities etc.

3. **Duration of Journey:** The 60-minute maximum duration of a journey will not apply in these cases

2.11.1 Authorization of cycle 3 students to arrive and depart unaccompanied

Only students in **Cycle 3 (not younger)** are **authorized to arrive at and depart from school unaccompanied** without a parent/ parent – appointed responsible adult using non-school bus transportation , in line with the requirements in the Safeguarding Policy.

2.11.2 Tracks and Parking Spaces

If the use of such vehicles on premises is accepted by the school, the school shall **prepare the necessary infrastructure**, including tracks and parking spaces.

2.11.3 Non- School Bus Transportation

1. School's Liability: Schools are not responsible for the use of non- school transportation by students since they do not have supervisory oversight over the journey. In such cases, the school's supervision begins the moment the student enters the school's premises and the school has the right to regulate the admissibility, usage of appropriate pathways, and parking of such modes of transportations.

2. Consent form: IES collects the consent form signed by parents stating that they should uphold their roles and responsibilities and the school will not be reliable in case of any

incident resulting from the use of non-school non-school bus transportation . Additional aspects will be outlined in the consent form based on the type of non- school bus transportation are outlined below:

- a. Parents understand the implications of distance travelled to School using other non-school bus transportation such as scooters, bicycles, etc.
- b. Parents shall ensure compliance with the relevant ITC regulations regarding permits, usage of pathways, etc.

3. Transportation Requirements; IES will inform parents of the latest requirements regarding the use of non-school bus transportation. The criteria applicable to the usage of the following modes of transportation during the journey and they may be subject to change based on ITC regulations.

- a. **Scooters:** Scooters and e- Scooters will be allowed to the students who are at least 16 years old on cycling paths at a speed of 20km per hour.
- b. **Bicycles:** Bicycles could be used on cycling paths. Appropriate parent/ adult supervision will be required for students under the age of 12 who use bicycles as a mode of transportation to and from schools.

3. School Bus Service Staff

3.1 Staffing Requirement

- 1. **Driver:** The requirements of drivers as per the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi. In this regard IES should ensure the following:
 - a. Drivers have obtained a QCC license followed by the ITC license.
 - b. Drivers are familiar with the *ADEK Student Protection Policy*.
 - c. Drivers are registered on PASS.
 - d. They have considered the long processing time for the licensing procedures and planned their school bus service accordingly

2. Bus Supervisor:

Schools shall ensure the following: The requirements for Bus Supervisors of the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi and of Guidelines for Movement Paths and Starting Points for School transport. In this regard IES should ensure the following:

- a. Appoint a Bus Supervisor for each bus used for transporting students aged 11 years or above.
- b. Only female Bus Supervisors are employed, except for all-male school buses with Cycle 2 and 3 students where a male supervisor may be employed.
- c. Bus supervisors shall have obtained a QCC license followed by the ITC license.
- d. Bus Supervisors familiar with the *ADEK Student Protection Policy*.
- e. Bus Supervisors are registered on PASS. Schools shall consider the long

processing time for the licensing procedures and plan their school bus services accordingly.

3. School Transport Coordinator:

In IES, one member of staff is appointed as the School Transport Coordinator.

Schools shall ensure that this person shall be familiar with the *ADEK Student Protection*

Policy, is registered on PASS, and can adequately speak, read, and write in the language of instruction at the school.

3.2 Communication with Schools and Parents

1. Bus Supervisor:

The role entails regular communication with the parent(s) and schools regarding the following aspects:

Notifying the parent-appointed responsible adult regarding delays of the school bus for pick-up and drop-off.

- a. Notifying the school and parent in case of the absence of the parent-appointed responsible adult at the drop-off point.
- b. Notifying the School Transport Coordinator of any misconduct by students.
- c. Other aspects related to the daily journey as required.

2. Driver:

The role entails reporting to the School Transport Coordinator any incidents while driving the school bus and misconduct by students.

3. School Transport Coordinator:

IES shall provide operators and parents of students with the contact details of the School Transport Coordinator and ensure that he/she is the point of contact for parents on matters beyond the remit of the Bus Supervisor, such as an emergency or system-wide issues outlined as follows:

1. Delays related to fog or accidents.
2. Changes in the schedule of school buses.
3. Other emergency or system-wide issues that may arise.

ROLES AND RESPONSIBILITIES

RESPONSIBILITIES OF THE STUDENTS

The following should be implemented at all times.

While traveling on the bus each child should be seated in a single seat. The seat must never be shared. Children should never be seated on another child's lap. Children must never be standing while the bus is moving.

- Children must be wearing a seat belt.
- The windows must be closed at all times.
- The driver and the bus attendant should never leave children unattended on the bus.
- Drivers must never smoke or use bad language while working for IES.

- Drivers and bus attendants make check the bus after the end of each journey.
- The length and duration of the bus route to comply with ADEK regulations.
- Female Attendant mandatory.
- Attendance of students (At the time of drop - off and pick up at school)
- Behave courteously and respectfully towards bus drivers, bus escort, and other students in all circumstances.
- Follow the bus safety rules at all times during the journey, when boarding or leaving the bus.
- Walk quietly to their seats and fasten their seat belts or allow the bus escort or a teacher to fasten them into their booster seat before the bus departs.
- Wear their School ID badge when boarding
- Store all bags and equipment under seats and do not obstruct the aisles.
- Avoid causing a disturbance or unnecessary noise or movement during the journey as this can distract the driver while the bus is moving or pulling off and prevent the bus driver or escort being alerted to an urgent situation inside bus
- Not to eat or drink anything other than water on the school bus for H&S reasons - if the bus has to stop quickly or has an accident you could choke. For safety reasons, eating and drinking on the bus other than water is not permitted.
- Keep all windows on the bus closed; the bus has AC, opening the windows prevents the AC from working properly. Only touch or use emergency equipment in an emergency in the absence of an adult to operate or if directed to do so by an adult.
- Follow all school behavior rules when using the school bus. School transport is an extension of the school and any breach of school behavior expectations will be reported to and sanctioned by the school.

Disciplinary Process for breach of school behavior expectations or bus safety rules:

- The bus escort will complete and handover a behavior slip to the School Transport Coordinator no later than the next school day to report any behavior incident or any breach of bus safety rules which endangers the H&S, mental or physical well-being of themselves or others on the bus.
- The School Transport Coordinator will hand over the behavior slip, on the same day he receives it, to the Principal/ Vice- Principal and Social Worker who will investigate the matter.
- If necessary the School Transport Coordinator will retrieve the CCTV from the bus or Bus Company.

Please note, depending on the day the incident is reported to the school and the CCTV system on the bus, it can take up to 48 hours to get a recording of the incident.

RESPONSIBILITIES OF THE BUS SUPERVISOR:

- Check the bus daily to ensure the safety of the students; seat belts and booster seats are free from damage and are in good working order and the interior of the bus does not present any risk to students' H&S.

- Check that the required safety equipment is present and in good condition; fire extinguisher, first aid kits, 'break the glass' hammers, booster seats.
 - Keep an up to date copy of the parent's or designated guardian's contact numbers in case of an emergency.
 - Have an up to date attendance register to record attendance as soon as the student enters the bus.
 - Ensure students do not stand in the bus when moving.
 - Ensure that all students are in their designated seats with seat belts fastened throughout the trip.
 - Ensure children under the age of 4 use the booster seat provided at all times on all journeys
 - Support students if they need any assistance to fasten their seat belts or booster seats.
 - Arrange the bags safely in a way that does not block the aisles.
 - Ensure students do not touch the safety equipment such as first aid kit, fire extinguisher, 'break the glass' hammers, and emergency doors.
 - Do not allow students under the age of 11 Years to get off the bus at the designated drop off point until she ensures that the parent or designated guardian is present to collect them.
 - Notify the school (bus coordinator) if the parent or designated guardian is not present to collect a student under the age of 11 years and bring the student back to the school after dropping off all other students.
 - Hand students under the age of 11 to the parent or designated guardian no less than 10 meters away from the bus door step. If the property entrance is less than 10 meters from the school bus door step, hand students under the age of 11 to the parent or designated guardian at the property entrance.
 - Always leave the bus with all students and assist in taking their bags out of the bus if necessary.
 - Escort all students (including those age 11 and over who have written consent to leave the bus without the presence of a parent or designated guardian and students who are already handed over to a parent or designated guardian) to cross the road if this is necessary to reach their property entrance.
 - Do not allow parents or designated guardians to take students directly from the bus.
 - Do not allow students under the age of 11 to leave the bus with older siblings who have written consent to leave without an adult present if there is no parent or designated guardian present
collect them.
- Do not allow any student to join or leave the bus at a point which is not a designated pick up or drop off point on that route.
- Monitor student behavior and report any concerns or incidents to the School Transport Coordinator.
 - Ensure that the bus entrances, exits, aisles and emergency exits are free of any obstructions before starting the trip.
 - Assist in evacuating the bus in case of an emergency.
 - Abstain from drinking, eating or using the phone when the students are on the bus.
 - Wear the designated uniform when on duty.
 - Maintain a clean and professional appearance, ensure you are well presented at all times when on duty or wearing the designated uniform when off duty.
 - Operate the Salama system clearly and efficiently.
 - Report any damage or defective seats, seat belts, booster seats or equipment to the Bus School Transport Coordinator.
 - Make parents or designated guardian aware of any incident or behavior which endangers the H&S of their child or other students on the bus using the approved

procedure.

- Carry a valid School Bus Escort Permit at all times and show it to authorized inspectors or officials when requested.
- Ensure, at the end of the trip, that the bus is empty and all students have disembarked the bus.
- Return any lost property to the child by dropping at Reception.

RESPONSIBILITIES OF THE BUS DRIVER:

- Carry out a daily bus inspection before driving the school bus, including but not limited to checking the lights, tyres, bus exterior, seats, flooring, warning and H&S systems
- Maintain a log of trip wise bus inspections and report any issues to the Bus Supervisor and School Transport Coordinator.
- Ensure that the first aid kit and fire extinguishers are intact, are in place and are in date.
- Prepare the bus with sufficient time before student's board; ensure the bus is clean inside and out and adjust the AC to ensure the bus is at a comfortable temperature when the students enter.
- Do not drive the bus at a speed that exceeds the legal limit specified for each road on the route.
- Always maintain a speed below the maximum speed limit for school buses; 80 km/h.
- Use the stop arm and warning lights when any students are boarding or leaving the bus until they are safely onboard at pick up or the bus escort is back on the bus and has given the all clear to move during drop off.
- Wear the designated uniform when on duty.
- Maintain a clean and professional appearance, ensure you are well presented at all times when on duty or if wearing the designated uniform when off duty.
- Always abstain from drinking, eating, smoking or using the phone while driving the bus.
- Monitor student behavior and report any concerns or incidents to the bus escort and School Transport Coordinator. Ensure and priorities the safety of the students onboard the bus whether this is during a journey from their home to school and back or during school educational visits or to and from outdoor activities, events, matches or competitions.
- Always carry a valid UAE school bus Driving License issued by the Emirate of Abu Dhabi and present it to authorized inspectors or officials when requested.
- Never drive until you make sure that all of the students are sat down and have fastened their seat belts or are fastened into the booster seat provided (under age 4 only).

Ensure, at the end of the trip, that the bus is empty and that all students have disembarked the bus. Never drive the school bus across the front, IES side or back of school during parent drop off or pick up. It is the responsibility of the driver to make sure the above rules are followed.

Management, Parents and students, should never put pressure on any driver to break this policy. If this should happen, the driver must refuse the request made and report the matter orally to the Principal and put in writing what was asked and by whom. Any member of staff found pressurizing a driver to disregard this policy will face disciplinary action. By following this policy drivers jobs are guaranteed. Similarly, any driver from disregarding this policy will face disciplinary action which will include dismissal.

Transportation to school.

- Children should be waiting for collection at their designated pick up points (supervision

of the children at this point is wholly the responsibility of the parents.) If after three minutes waiting they are still not there the driver may continue the journey.

- The driver should make sure that the bus stops in a safe position, free of other traffic or dangers. (Preferably the Bus Stops).
- The bus attendant is responsible for making sure that the child gets into the bus safely.
- The bus attendant should make sure the children are seated and wearing a seat belt.
- On arriving at school the bus attendant should make sure the children get out of the bus safely and go into the ground where their supervision will be taken over by the duty teachers.
- The bus attendant will take attendance as the child enters and leaves the bus.

Taking the children to the Buses.

- The teacher on duty at the end of the day is responsible for taking the children to the buses. (Secondly children will go to the buses Independently)
- Once the children arrive with the teacher, the teacher should make every reasonable effort to make sure the children get into the correct bus as quickly as possible
- The bus attendant will take responsibility for making sure that the children stay on the buses until it is ready to leave.
- The bus attendant should make all reasonable efforts to make sure that children are seated and wearing a seat belt.
- Once all the buses have left the duty teachers will finish their duty.

Transportation to designated bus pick up & drop off points.

- Before departure, the driver or bus attendant should make sure that the children are seated and wearing a seat belt.
- Before departure the driver should satisfy that he has all the children he is taking home. (Non- bus commuters are totally not allowed to use the bus service)
- On arrival at the home address, the bus attendant make sure the children get out of the bus safely.
- For Early Years: FS-2 and Year 1 children - The child must be collected by an adult. If there is no adult present the driver should wait for at least three minutes and inform the school office. He should then continue the route and return the child to the school. The office will then take responsibility for contacting the parent Children of Year 2 upwards are expected to go to their house independently.

If the bus commuters are ignoring the instructions given by the driver and the bus attendant then the names of these students must be reported to the Admin officer, who will take further take action on the related matter

The following procedures will be followed:

- **Warning 1.** The Admin officer will speak to the child and warn them about the future behavior. The incident will be recorded in the bus incident book & the parents will be informed.
- **Warning 2.** The parents will be telephoned by the Admin. Officer and given a written warning to their child's future behavior. The call will be recorded in

the bus incident book.

- **Warning 3.** The parents must attend an interview with the Principal where they will both orally and in writing be given a final warning. The warning will be recorded in the bus incident book.
- **Wanting 4.** The child will be no longer be able to use the school Buses. A letter will be sent to the parents explaining this and the reasons why.

As mentioned at the start of the policy the safety of all people who travel on the buses is of paramount importance. Children who cannot abide the safety rules & indiscipline cases will be excluded from using school transportation.

RESPONSIBILITIES OF THE PARENTS:

- Ensure a parent or designated guardian is available at the pick-up point on time to collect their children under age 11 or 11 and over who do not have a written consent to leave the bus without an adult present.
- At drop off time, stay 10 meters away from the school bus doorstep or at the property entrance if this is less than 10 meters from the school bus doorstep.
- Provide the School with the contact details of both parents and any designated guardians and confirm or update the same as and when required.

Inform the school, no less than two weeks in advance, of any temporary or permanent change of address so that the School Transport Coordinator can liaise with the transport companies and confirm they can accommodate the change.

Picking Up of Younger Siblings by Elder Siblings:

Picking Up Younger Siblings: Elder siblings (15 years or above) are permitted to pick up younger siblings (grade 1 and above) in place of a parent-appointed responsible adult only when parents provide a signed consent form to the school. The consent form shall state the following:

1. Parent(s) recognize that the elder sibling's maturity level is deemed sufficient for them to provide consent.
 2. Parent(s) have explained the responsibility to the elder sibling and that the latter is aware of what it entails.
- Schools shall not be liable in case of any incidents resulting as a consequence of this policy
 - Pick up the students from school if he/she is returned to the School because no parent or designated guardian was available at the designated drop off point at the designated time.
 - Pay the repair cost for any vandalism or malicious damage caused to the bus by their child.
 - Notify the school of any issues or concerns related to; H&S on the bus, the cleanliness of the bus, any misbehavior of the driver, bus escort or students.
 - Fill and sign the transport application form with terms and conditions at the time of registration and annually thereafter.
 - Fill and sign the Designated Guardian Form designating an adult other than the parent to receive the child from the bus escort if the child is under the age of 11.
 - Read and sign the IES Terms and Conditions for School Transport annually.

- Ensure all students under the age of 11 are accompanied by a parent or designated guardian at the pick-up point until they board the bus.
- Ensure that the children are on time for pick up as the buses will not wait for a child if they are late.
- Ensure that your child is wearing their school ID badge when they board the bus.
- Treat bus drivers and escorts politely and with respect at all times.
- Never board the school bus or speak to a child on the school bus that they are not the parent or designated Guardian of.
- Notify reception before 1.30pm and collect the child from the pick-up point designated for their year group if the child is not returning home on the bus at the end of the day.
- Do not bypass school systems and put the bus escort in a difficult position by contacting her or your child directly to make a private arrangement as this can delay bus departure and lead to mistakes being made and result in safeguarding issues.
- Do not bypass school systems by trying to collect your child from the bus hall as they leave to board the bus as this can lead to mistakes being made and result in safeguarding issues.
- Respect that rules are the same for everyone and whilst they may seem excessive they are there to protect the students who use school transport daily at IES.
- Respect that any delay caused by you or your child to the start or continuation of the bus journey has a knock on effect on everyone else using the same bus so please avoid being late for pick up or drop off.
- Respect that from time to time due to adverse weather conditions ITC will delay or cancel school transport and that this is beyond the school's control. In such circumstances please monitor Class notifications regarding arrangements for all school transport (heavy rain, high wind or sandstorms affecting many areas of Abu Dhabi) and accept calls or return missed calls from the bus escort regarding temporary changes affecting individual bus routes (usually fog or heavy rain affecting isolated areas of Abu Dhabi).
- Comply with any temporary or permanent suspension of a child from school transport due to repeated incidents in violation of the student or school transport code of conduct especially where these endanger their H&S or that of others, or one incident constituting gross misconduct which seriously endangers their H&S or that of others on the bus.
- Comply with any transport suspension resulting from a 3 day school suspension for non- payment of fees.
- Re enforce the school's efforts to educate their children about the importance of adhering to school transport codes of conduct, traffic and transport safety during the trip and when waiting for, boarding or leaving the bus including but not limited to the following
 - > Be present at the pick-up point on or before the designated time.
 - > Comply with all school transport safety regulations to avoid exposing him/herself others to danger during the school bus trip.
 - > Remain on the bus until reaching the school or the designated drop off point.
 - > Remain seated with seat belt fastened at all times.
 - > Use any booster seat provided (under age 4 only).
 - > To follow the school behavior expectations at all times as school

transport is an extension of the school and any breaches will be sanctioned in line with the school behavior policy.

- > To follow the instructions of the bus driver and escort at all times.
- > To treat the bus driver and escort respectfully and politely at all times.

Non-School Bus Transportation/OWN Transport

School's Liability:

School will not be responsible for the use of non-school bus transportation by students since they do not have supervisory oversight over the journey. In such cases, the school's supervision begins the moment the student enters the school's premises, and the school has the right to regulate the admissibility, usage of appropriate pathways, and parking of such modes of transportation.

Consent Form:

School will collect a consent form signed by parents stating that they shall uphold their roles and responsibilities, and schools shall not be liable in case of any incidents resulting from the use of non-school bus transportation.

Additional aspects to be outlined in the consent form based on the type of non-school bus transportation are outlined below:

1. Parents will understand the implications of distance traveled to school using other non-school bus transportation such as scooters, bicycles, etc.
2. Parents will ensure compliance with the relevant ITC regulations regarding permits, usage of pathways, etc.

Transportation Requirements:

School will inform parents of the latest requirements regarding the use of non-school bus transportation. The following modes of transportation during the journey, may be subject to change based on the ITC regulations:

1. **Scooters:** Scooters and E-scooters shall only be allowed for students who are at least 16 years old on cycling paths at a speed limit of 20km/h.
2. **Bicycles:** Bicycles shall be used on cycling paths. Appropriate parent/adult supervision will be required for students under the age of 12 who use bicycles as a mode of transportation to and from schools.

OWN TRANSPORT:

Arrival

1. The School gate No 2 & 4 (Gate assigned for Own Transport Students) will be open from 6:50 am.
2. Parents are expected to be with their children until the gates are opened.
3. Students using their own transport should arrive not later than 7:30 am.
4. Parents are not permitted to escort their children to the classroom.
5. Students who come after 7:30 am should first report to the reception with their parent/guardian and fill the late entry form.

Dispersal

1. Parents are expected to pick their children from the following locations:
 - KG1 & KG2 (Pre-primary Section) Students 1:20pm - 1:45pm from Gate No. 2
 - Grades 1-3 (Primary Section) Students 1:40pm - 2:00pm from Gate No. 2
 - Grades 4-12 (Girls' Section) Students 1:45 pm - 2:00pm from Gate No. 2
 - Grades 4-12 (Boys' Section) Students 1:45 pm - 2:00pm from Gate No. 4
2. Grade 1-12 Students must be picked up before 2:30pm.

Since all staff leave the school by 3:00pm, we have no facility provided for extended stay beyond 3:00 pm.

Note: This policy has been fully explained to all the school drivers & bus attendants. Circular sent to the parents regarding School transport/picked by parents.

UNDER TAKING

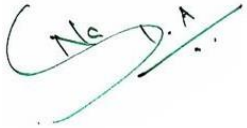
I have read, understood, and agree with the above school transport terms and conditions.

Students Name and Grade: _____

Parents Name: _____

Parent Signature: _____ **Date**

This policy is to be reviewed and checked annually by the SLT. This policy is also approved by the governing bodies

Draft Date:	03/07/25
Approved By Board of Governors:	Approved
Principal Approval:	
Review Date:	22/08/25

The End.