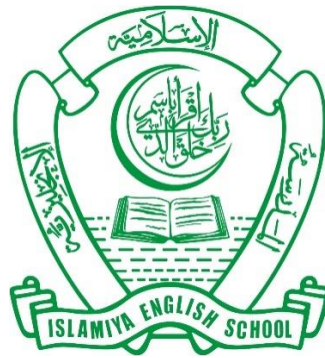


TRANSPORTATION POLICY

(Revised in August 2024)



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

All operators and school bus service staff must be familiar with this policy and its contents and shall comply with Integrated Transport Centre (ITC) requirements.

2. Obligations

2.1 Provision of School Bus Service and Rider Safety

1. IES provides school bus services to students through third party operators.
2. IES and the third party operators emphasizes on Rider Safety for all students and individuals S
3. IES ensures that operators provide bus safety and pedestrian safety training for students based on the Guidelines for Movement Paths and Starting and Stopping Points for School Transport.
4. IES ensures that student Discipline and Behavior Policies include provisions for student behavior and to abide by the school rules during the journey.
5. 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. The duration journey of the School for a school bus should not exceed 60 minutes from the pick-up point to the final drop –off point unless otherwise agreed to by the parents of the students by signing an undertaking.
2. The Students would be picked-Up and dropped off at designated pick-up and drop –off points.

2.3 Exclusive use of School Buses

The School Buses will not be used to transport passengers other than Students.

2.4 School Bus fees

1. The School bus fees shall be proposed by operators based on the ITC Bus fee framework approved by ADEK.
2. Request for exceptional fee increase shall be approved by ADEK.

2.5 School Buses Owned by Schools/ Third party operators

All concerned shall adhere to all the ITC regulations and policies that apply, including school bus specifications, maintenance, and record-keeping requirements.

2.6 Grievances and Complaints

IES establishes processes for Handling Parental Concerns regarding safety of their wards and also in line with regarding 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.

2.7 Bus Services for Field Trips

1. Vehicles other than school buses are permitted to transport students for other school-related activities (such as field trips, etc.) only with approval from the ITC. Schools shall apply for such approvals to the School Transport Team within the ITC, through their website.
2. The 60-minute maximum duration of a journey shall not apply in these cases

3. School Bus Service Staff

3.1 Staffing Requirement

1. Drivers have obtained a QCC license followed by the ITC license.
2. Drivers are familiar with the *ADEK Student Protection Policy*.
3. Drivers are registered on PASS.
4. They have considered the long processing time for the licensing procedures and planned their school bus service accordingly

Bus Supervisor:

Schools shall ensure the following:

1. Appoint a Bus Supervisor for each bus used for transporting students aged 11 years or above.
2. 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.
3. Bus supervisors shall have obtained a QCC license followed by the ITC license.
4. Bus Supervisors familiar with the *ADEK Student Protection Policy*.
5. Bus Supervisors are registered on PASS. Schools shall consider the long processing time for the licensing procedures and plan their school bus services accordingly.

School Transport Coordinator:

Schools shall appoint one member of staff to be 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.

4. Communication with Schools and Parents

Bus Supervisor:

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

1. Notifying the parent-appointed responsible adult regarding delays of the school bus

- for pick-up and drop-off.
2. Notifying the school and parent in case of the absence of the parent-appointed responsible adult at the drop-off point.
 3. Notifying the School Transport Coordinator of any misconduct by students.
 4. Other aspects related to the daily journey as required

Driver:

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

School Transport Coordinator:

Schools 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 to

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, tires, 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 prioritize 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.
- **Warning 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 underage 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:	02/07/24
Approved By Board of Governors:	Approved
Principal Approval:	
Review Date:	22/08/24

The End.