




## ABUDHABI INDIAN SCHOOL, BRANCH 1 SCHOOL TRANSPORT POLICY

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Name	:	SCHOOL TRANSPORT POLICY
Purpose of Policy	:	To inform and ensure that the SCHOOL TRANSPORT POLICY is clear and understood by all
Approval for this Policy given by	:	Principal
Responsibility for its update	:	Principal
Policy applies to	:	To all the staff of Abu Dhabi Indian School, Branch 1
Date of Approval	:	10-01-2021
Proposed Date of Review	:	01/01/2025
Principal's Signature	:	



## VISION

The goal of the Abu Dhabi Indian School Transportation Division is to provide safe, effective and efficient transportation to and from school for our students. As an adjunct to this goal, the Division will provide service for educational programs, cultural trips, athletic team movements and special events.

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Transportation Services Division is an integral part of the total educational system, contributing significantly to the learning process by safe and dependable transportation.

## MISSION

To regulate, plan and develop an efficient and well-integrated transport system that serves the school students by enhancing mobility and delivering safe and secure services. The primary responsibility of a school bus driver is to safely transport students.

## VALUES

The values of the Transport Department are:

- **Commitment:** We take ownership of our objectives and are fully accountable for achieving them.
- **Integrity:** We apply the highest legal, ethical and moral standards to our work.
- **Transparency:** We ensure the highest level of transparency in our internal and external interactions by behaving, at all times, with fairness and openness.

Road concentration is essential to safe driving. A higher probability of accidents occurring happens the lower the level of driver road concentration.

## TRANSPORT COMMITTEE

The School Principal will head the committee, all the legal verification and the documents check will be done by the Admin Officer and ground work and coordination with the drivers and conductors will be managed by the transport in-charge.

## CRITERIA TO DRIVE SCHOOL BUSES

- The driver must meet the medical and eyesight requirements
- All applicants must complete an Application form to drive a School Bus
- The driver must hold an appropriate bus unrestricted driving licence.

All the drivers comply DOD and ADEC specifications.

## ADMIN OFFICER Mr. ANISH CHATURVEDI VERIFIES THAT THE DRIVER/CONDUCTOR:

- Is a responsible, mature person of good moral character.
- Has the ability to apply basic supervisory skills in relation to students.
- Can communicate effectively with students, parents, and school staff.

- Has had recent, satisfactory bus driving experience.
- The driver/conductor must give a written undertaking that he/she will advise of any change in licence circumstance.
- The driver/conductor is not in any conviction of a criminal nature and does not have any offences incurred under the Road Traffic Act.
- The driver/conductor at all times while driving the bus be able to satisfy a zero blood alcohol reading as required by legislation (any breach of this requirement could result in instant dismissal).
- Not take any drug likely to impair his/her performance as a bus driver/conductor.

## **DISCIPLINE ON BUSES**

Principal is responsible for the setting of standards of behaviour of students on buses and ensuring that drivers control those standards and report breaches accordingly. Principal follows up reports of misbehaviour and take whatever action is deemed necessary, in accordance with the school policy on student behaviour on buses, including suspension from bus travel, but only after prior consultation with the parent/guardian.

## **STUDENT RESPONSIBILITIES**

- Be on time to the school bus stop: wait for the bus back from the road: wait until the bus comes to a complete stop before moving towards it.
- Follow proper crossing and discharge procedures when entering & exiting the bus.
- Enter and exit the bus in an orderly manner.
- Take a seat as quickly as possible and remain seated during the entire ride.
- Do not throw anything inside or out of the bus.
- Keep the bus clean.
- Do not bring articles that create a hazard, such as water guns, matches, etc.
- Keep the aisle of the bus clear at all times: if you carry a musical instrument or school project, you must make sure it will fit on your lap in the seat with you.
- Do not distract the bus driver.
- Use proper conduct; horseplay or fighting will not be tolerated.
- Know all the emergency procedures.
- Obey all the driver's/conductor instructions.
- Report concerns to the bus driver, parent, principal, or teacher.

## **SCHOOL RULES FOR TRANSPORTATION;**

- Every student is encouraged to take the school transport
- Students who take the school transport is given an ID card for easy identification

- All the school buses are identified by their Bus numbers which is displayed on the front side of the bus.
- The drivers and conductor checks the areas from where the student has to be picked.
- Children are handed over to the parents or persons authorised and nominated by the parents
- If the parents do not come to pick up the children then the parents are informed and the children are brought back to the school.
- Seat belts for safe driving are compulsory for all the students travelling by school bus
- All the bus drivers are appointed based on the legal documents and police clearance certificate
- Bus attendance record is maintained in each and every bus. Teachers are also responsible for the safety of the children while travelling in the bus
- Bus fare is AED 350 per month
- If the child misbehaves in the bus, the parents are informed and even after informing if the child still misbehaves then the child is suspended from using the school transport
- Bus drivers and conductor sign the register every day in the morning and afternoon
- Bus drivers and conductors of the school are trained on "Child Protection Policy"
- All the transport and safety rules of ADEC are followed by the School

Ongoing review of driver/conductor performance is maintained by the Principal and will ensure that drivers continue to meet the criteria described above. Only after the principal is satisfied, the driver/conductors can maintain their driving skills by driving buses on a regular basis throughout the year.

*If there is a bus breakdown within half an hour, we will be sending another bus to drop or pick up the children.*  
**SAFETY INSPECTION** *The Bus will have a driver and a conductor.*

- All vehicles owned by the school shall be maintained by the Vehicle Maintenance Centre Staff or designated provider.
- All school vehicles shall be inspected daily by the driver/substitute driver assigned to the vehicle, and a maintenance program designed to inspect the vehicles by a mechanic on a routine schedule to ensure maximum safety and a minimum of road failures and general deficits.
- Service records maintained by the transport in charge

### SAFETY MEASURES IN THE BUS

First Aid Kits are supplied in all buses owned and operated by the medical department, drivers and transport in charge must ensure that the kits are stocked and left in the bus at all times. In the event of a complete kit needing to be replaced, it should be ordered through Transport Services.

Fire extinguishers are made readily available for use. Every fire extinguisher shall be maintained in an effective working order, have adequate operating instructions displayed. Transport in Charge are responsible for ensuring that fire extinguishers are regularly checked and maintained in an effective working order.

School bus signs The Road Traffic Act provides legislative protection for buses which display the words "School Bus" on the front and rear thereof. It requires that persons shall not drive a vehicle at a greater speed than 25kms per hour while passing a school bus that has stopped on a road for the purpose of permitting children to board and alight.

## **TRANSPORTATION FOR DISABLED STUDENTS**

Transport for students with disabilities Types of travelling allowance Transport assistance is available in the following forms to students with disabilities as established.

## **DUTIES AND RESPONSIBILITIES**

- Ensure the safety and behaviour of students while they are entering, travelling in and alighting from the bus, and report continued or serious
- When carrying students, ensure that the lights are switched on (low beam).
- Constantly monitor gauges and warning systems and stop the bus on any indication of fault. Report the fault immediately to the service garage. Any other suspected or noted faults must also be reported to the garage. In cases of damage to a bus which can be proven to be caused by driver negligence
- Ensure that doors are closed when the bus is in motion.
- Ensure that keys are not left in the ignition when the bus is not being driven, and that the bus is locked when unattended.
- Ensure that the parking brake is engaged when the bus is stationary.
- Fuel the bus (Refer to Fuelling buses).
- Avoid reversing a bus unless a responsible person is available to provide guidance.
- Ensure that children sit in assigned seats as this procedure has been authorised by the principal.
- Not convey any person other than approved students and staffs of the school.
- Do not allow parcels or equipment, other than hand held luggage, to be carried on the bus.
- Adhere strictly to the bus timetable (as amended from time to time) prepared by the Transport In charge.
- Arrange delivery of the bus for service and repair work as required, issue and sign order prior to the work being performed.
- Complete entries in the Bus attendance book daily.
- Maintain the bus in a clean condition, inside and out.
- Ensure that fire extinguishers are regularly checked and maintained in an effective working order.

- Ensure that first aid kits are maintained in a clean condition and stocked in accordance with the list provided in the kit.
- Report all vehicular accidents immediately to the transport in charge and the school authorities.
- Not drive in bare feet, thongs or derivatives, or high-heeled shoes.
- Not use ear plugs, mobile phones, ear muffs or ear phones while driving a bus.
- At all times while driving a bus be able to satisfy a zero blood alcohol reading as required by legislation (any breach could result in dismissal).
- Not take any drug likely to impair performance as a bus driver.
- Not smoke in buses.
- Not set children down at other than their normal bus stop without specific approval in advance from the principal.
- At all times observe local speed restrictions, exercise judgement and regulate speed according to road and/or weather conditions.

#### **DRIVERS OF CONTRACT OPERATED BUSES CARRYING CHILDREN TO AND FROM SCHOOL MUST**

- Ensure safety and behaviour of students while they are entering, travelling in and alighting from the bus, and report continued or serious misbehaviour to the principal.
- Drivers/conductors must not, under any circumstances, put students off the bus as a disciplinary measure or use any form of corporal punishment.
- Observe the requirements of the Road Traffic Act and Motor Vehicles Act, all signs, signals, road restrictions and be courteous to other road users.
- Use discretion in an emergency situation, but on no account leave children unsupervised in such a situation.
- When carrying students, ensure that the lights are switched on (low beam).
- Ensure that doors are closed when the bus is in motion.
- Must sign the attendance register in the morning and in the afternoon.

**Please review this material with your child! If you have any questions, please contact the Admin Officer Mr. Anish Chaturvedi (+971 (050) 5706946) and Transportation Department Mr. Anil - +971 (055) 8027984**



To  
The Parent

**ATTACHMENT A**

**TRANSPORTATION BUS SAFETY REPORT TO PARENTS/GUARDIAN**

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The purpose of this report is to notify you of some safety concerns the Transportation Department is having with your child's transportation. It is our hope we can work together to resolve the issue.

Bus # \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

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

Stop Location: \_\_\_\_\_

The following unsafe actions are occurring at the loading and unloading location:

- ☐ Student not on time in the pickup area.
- ☐ Student is not at correct bus stop.
- ☐ Student not sitting in one place inside the bus.
- ☐ Student not wearing seat belt when instructed

The above checked unsafe action(s) are occurring at the bus loading/unloading location. We ask that you follow the safe procedure(s) listed below to ensure your child's safety.

The proper procedure is: \_\_\_\_\_

\_\_\_\_\_

Failure to comply with the School's guidelines may result in suspension or termination of transportation privileges.

1st offense - Parents/Guardian Bus Safety Report sent home

2nd offense - Conduct Report

3rd offense - 3 School Days Suspension of Transportation Privileges

4th offense - Termination of Transportation Privileges for the remainder of school year

Thank you for your attention to this matter.

Transport In Charge

Admin Officer

Principal

To

The Principal

**ATTACHMENT B**

**BUS CONDUCT REPORT ABU DHABI INDIAN SCHOOL, BRANCH I, AL WATHBA**

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Student's name: \_\_\_\_\_

Bus no. \_\_\_\_\_

Class – grade \_\_\_\_\_ gr no. \_\_\_\_\_

Student placed on a) probation ☐ b) student suspended ☐

Case referred to \_\_\_\_\_

Present action and recommendations:

Student regrets incident ☐ perative ☐ rring incidents will be reported stud ☐  
denied bus privilege until \_\_\_\_\_

Preliminary action:

- ☐ Checked student's folder
- ☐ Held conference with student
- ☐ Consulted counsellor
- ☐ Sent previous report home
- ☐ Telephoned parent

Driver's report: \_\_\_\_\_

Driver's name: \_\_\_\_\_

Notice to parents:

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

Date of incident: \_\_\_\_\_

Driver

Conductor

Admin Officer

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



Annexure to the Transportation Policy:

The transport system is an integral part of the total education system. In view of the precautionary changes being implemented due to the onset of the COVID-19 pandemic, certain changes have been made to the transportation system to ensure the safety of the students.

In conjunction to the responsibilities updated in the Transportation Policy, the below are additional responsibilities of the students using the School transport facilities:

1. All students of G1 and above must wear a mask at all times in the bus.
2. Temperature checks will be done prior to boarding the bus from home. In case of increased body temperature, the student may be requested to return home. In such cases, the student must continue with distance learning.
3. Students will maintain a distance of 1.5 mts from each other on the bus and remain seated throughout the journey on their designated seats. However siblings may be seated together.
4. Students will alight from the bus, as directed by the school authorities. Students will alight one bus at a time at the designated areas. This may entail some waiting time on the bus. Students will remain seated on the bus until they are asked to descend.
5. Buses will carry a maximum capacity of 50%.
6. Buses will be sanitized after every journey to ensure the safety of the students.