



# ABU DHABI INDIAN SCHOOL, BRANCH 1

## TRANSPORT POLICY

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<b>Name of Policy</b>	:	<b>Transport Policy</b>
<b>Purpose of Policy</b>	:	<b>The purpose of our school's transport policy is to ensure the safe, efficient, and equitable transportation of students to and from school.</b>
<b>Approval for this Policy given by</b>	:	<b>Principal</b>
<b>Responsibility for its update</b>	:	<b>Principal</b>
<b>Policy applies to</b>	:	<b>To all the students and parents of Abu Dhabi Indian School, Al Wathba</b>
<b>Date of Approval</b>	:	<b>04-Jan-2021</b>
<b>Date of Review</b>	:	<b>22-02-2024</b>
<b>Proposed Date of Review</b>	:	<b>07-Jan-2025</b>
<b>Principal's Name</b>	:	<b>Dr. Alpana Sawhney</b>
<b>Principal's Signature</b>	:	



# ABU DHABI INDIAN SCHOOL, BRANCH 1

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## **TRANSPORTATION POLICY**

### **AIM**

Abu Dhabi Indian School, Br.1 - Al Wathba to provide safe and comfortable transportation to all students and staff.

### **OBJECTIVE**

The primary objective of the policy is to ensure the safe and efficient transportation of students. It aims to establish clear guidelines for reliable bus services, prioritize student well-being during travel, and streamline logistical operations for an organized and punctual transportation system. The policy also emphasizes continuous improvement and compliance with relevant safety standards.

### **POLICY**

- 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 license. All the drivers comply with DOT and ADEK specifications.

### **OSH OFFICER VERIFIES THAT THE DRIVER/CONDUCTORS are:**

- 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 license 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.

### **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 authorized 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 395 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 ADEK 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.

**Safety measures during a foggy day – Parents will be intimated through an SMS from school on a FOGGY day. You can then contact your ward's bus driver for the pickup timings.**

In case you do not receive an SMS, school will be at the normal timing i.e. 7:45 a.m.

### **SAFETY INSPECTION BY OSH OFFICER**

- 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 supervisor

### **SAFETY MEASURES IN THE BUS BY OSH OFFICER**

- First Aid Kits are supplied in all buses, 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 is responsible for ensuring that fire extinguishers are regularly checked and maintained in an effective working order.
- The Transport In charge will ensure the School Bus sign is prominently displayed on the sides of the buses as required by the DOT.

### **DUTIES AND RESPONSIBILITIES OF THE SCHOOL BUS DRIVER**

The bus drivers of Abu Dhabi Indian School, Br.1 – Al Wathba shall assume the following responsibilities:

- Carry out daily bus inspection before driving the school bus, including the check of lights, tires, bus exterior and seats, keep lists of bus inspection and report any failure to the operator.
- Ensure that the bus is empty and all students have departed the bus at final disembarkation point.
- Ensure the first aid equipment and fire-extinguishers are in place in the school bus.
- Ensure that the bus entrances, exits and aisles, including the emergency exits are free of any obstruction before starting the trip.

- Prepare the bus within sufficient time before student boarding, and particularly ensure the bus cleanliness and control the internal temperature and adjust the AC to 21 – 24 degrees depending on the weather.
- Not to drive the bus at a speed exceeding the legal limit specific for each road and, in any case, not to exceed 80kms/h.
- Use the STOP arm and Warning lights when the students cross the street and walkways and when they get on or off their bus at their designated drop-offs points outside the school.
- Not to allow any student to leave the bus at any point other than the designated drop-off point unless upon written instruction of the school.
- Maintain clean attire and wear the uniform when on duty.
- Present the school bus driver permit to the authorized inspectors on request.
- Abstain from drinking, eating or using the phone when driving school bus.
- Abstain from smoking and not to allow anyone to smoke within the bus at any time.
- Report to school transport coordinator – any misbehavior on part of students.

#### **DUTIES AND RESPONSIBILITIES OF THE FEMALE BUS SUPERVISOR**

All the school bus female supervisors in the Abu Dhabi Indian School, Br.1 – Al Wathba, shall assume the following responsibilities,

- Not to allow students to stand in the bus when moving.
- Ensure that all the students are in their seat with their seat belts fastened.
- Ensure, at the end of the trip, that the bus is empty and all students disembarked the bus.
- Not to allow any students under age 11 years getting off the bus at the designated drop-off point until she ensures that his parent or his designee is present and, if the parent is not present at the designated point, to notify the school so that the student is returned to the school after dropping off other students.
- Monitor any misbehavior on the part of the students and maintain their safety during the trip and report any incident to the school Transport supervisor
- Ensure that the bus entrances, exits and aisles, including the emergency exits are free of any obstruction before starting the trip.
- Help students cross the street if necessary.
- Assist in evacuating the bus in emergency cases.
- Ensure that all the guidelines of manufacturers of seats of buses designated for kindergarten children under the age of 4 years are complied with.
- Abstain from drinking, eating or using the phone when students are in bus.
- Maintain clean attire and wear the uniform when on duty.
- Present the school bus supervisor permit to authorized inspectors on request.

## **RESPONSIBILITIES OF SCHOOL**

The School adequately understands and implements its responsibilities with regard to road transport. These are as below:

- School provides an adequate number of school buses, either directly or by outsourcing, to accommodate all students who desire to use school transport. Buses have an adequate number of seats to ensure there are no standees on the buses.
- A designated person – Mr. Anil is the school transport supervisor and his name and contact details are given to the drivers and the parents.
- Provides the drivers and conductors with students' names and contact information of their parents which can be used in case of emergency.
- Provides adequate explanation to students on how to behave while waiting for and using the bus.
- School bus maintenance activities are not done on the school campus.
- Designated qualified person stays with a student at school if the driver is unable to deliver the student to the guardian.
- The maximum fees for school transport are not increased without prior written approval of ADEK.
- Ensure that buses are maintained at all times so that they meet approved safety standards and technical specifications, and review the operator's maintenance records.
- School Authorities may ban a student from using the school transport services if:
  - The student repeatedly violates the safety regulations or endangers himself or others while on the bus or waiting for the bus; and
  - The student continues to misbehave or creates a nuisance or participates in any inappropriate or aggressive behavior toward other students after receiving three notices of misconduct during one academic year.

## **DUTIES AND RESPONSIBILITIES OF THE SCHOOL TRANSPORT SUPERVISOR**

- Operate school buses that meet the specifications stipulated by the Department
- Operate school buses that are no more than 10 years old. (An exception could be made on an annual basis for buses that are up to 15-years old if the operator demonstrates to the Department that the bus is in good condition and suitable for school transport)
- Appoint drivers with an appropriate school bus driver permit issued by the Department.
- Ensure that all the bus drivers and conductors must have valid DOT and ADEK license.
- Ensure that students are picked up from and dropped off in front of their residences. However, if stopping in front of the residence will cause traffic problems or if there is road construction, the stopping point:
  - Should not exceed 200 meters from student's residence;
  - Should be safe for the student to reach and wait at;
  - Should not require the student to cross a street with a speed limit over 40 km/h; and

- The bus may stop without causing traffic problems or endangering pedestrians.
- Ensure all drivers receive school transport training from providers approved by the Department.
- Records of all accidents and complaints regarding the school transport services are maintained.
- Coordinates with School Counsellor/Principal to handle any student mis-behaviour on school buses.
- School buses are used only for transporting students during the academic year.
- Coordinated with schools to ensure that the one-way journey for a school bus does not exceed 60 minutes from the starting point (picking up the first student) to the final destination (dropping off the last student).
- The School will provide an alternate bus within one hour to transport students to their destination in case a bus breaks down or has an accident.
- Closed-circuit video records are maintained within the School buses.
- Appoint a qualified female conductor for each school bus carrying students under 12 years of age.
- Maintenance reports and inspection records of safety equipment are maintained. This information is available for inspection by schools and the Transport Department.
- Ensured that the drivers are presentable and provide them with uniforms to wear while on duty.
- Trained all escorts and drivers on safety procedures and student evacuation from buses.
- Provided the tools and equipment required to assist students with special needs to use school transport, if necessary.

### **RESPONSIBILITIES OF PARENTS AND GUARDIANS**

Parents shall undertake the following:

- Ensure that the student has reached to the designated bus stop before the scheduled pick up time.
- Designate a person to receive the student from the bus at the scheduled time and place if the student is under 12 years of age.
- Provide the school with necessary and up-to-date contact information.
- Pick up students from school if they are returned there due to unavailability of person to receive them at the designated bus stop.
- Pay the cost of any damage to buses caused by their children.
- Report to the school any violation related to school bus cleanliness or any misbehavior of drivers, escorts or students.
- Parents / guardians are not allowed to enter the bus.
- Parents and guardians must be respectful towards bus drivers and conductors/supervisors.
- In case of any concern that they must inform about the grievances to the Transport in

charge.

- Parents are requested to inform the change of address well in advance.
- Once the child is enrolled for the bus transport – the contract for 10 months, cannot be terminated in middle of the year.
- Educate their children regarding safety during the school bus journey, especially while waiting for the bus, boarding and disembarking, and instruct them to do the following:
  - Reach the assigned bus stop on or before the specified time;
  - Behave in a way that avoids endangering themselves or others during the journey;
  - Remain on the bus until reaching the school or other designated destination;
  - Remain seated during the journey and use seat belts when provided;
  - Refrain from misbehavior, causing noise or trouble; and
  - Report to the school administration any violation related to school bus cleanliness or any misbehavior of drivers, escorts or students.

**Approved by**



**Principal**

**Dr. Alpana Sawhney**

**Reviewed by**



**Administrator**

**Mr. Anish Chaturvedi**



To

The Parent

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

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

The purpose of this report is to notify you of some safety concerns the Transportation Department may have with your child's transportation.

It is our hope we can work together to resolve the issue.

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

Student Name: \_\_\_\_\_ GR.No: \_\_\_\_\_

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

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

- Student not on time at the pickup spot.
- Student is not at correct bus stop.
- Student is not sitting in one place inside the bus.
- Student is not wearing seat belt as instructed.
- Student is displaying unacceptable behavior (fights, bullying, abusive language, throwing of objects)
- Others - \_\_\_\_\_

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

Kindly advise your ward to - \_\_\_\_\_

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

**Reported by - \_\_\_\_\_ Bus no.: \_\_\_\_\_**

Thank you for your attention to this matter.

**Transport In-charge**

**Mr. Anil**

**Admin Manager**

**Mr. Anish Chaturvedi**

**Principal**

**Dr. Alpana Sawhney**