



School Transport Policy

2024-2025

Document control	
Policy responsibility	SLT
Creation date	August 2024
Next review date	August 2025



1. Aims:

The purpose of this policy is to emphasize the school's responsibility to ensure the safety of students during their transport to and from school by bus in accordance with Abu Dhabi Education Council (ADEK) and Integrated Transport Centre (ITC) Safety Standards.

The school aims to provide a safe, high quality, and efficient bus service that meets the needs of all ANS students by delivering quality of service to and from school.

Safety: ANS School buses are compliant with ADEK and ITC guidelines and regulations, including the length of time students are riding buses. The assignment of Bus/Transportation (Bus) will be determined by the route that corresponds with the student's home.

Quality: All school buses will be checked and maintained as per ADEK and ITC safety standards. Drivers and Bus Escorts are qualified, licensed from ITC, experienced, and work under the supervision of the ANS Transportation Supervisor.

2. Roles and Responsibilities:

1. Responsibilities of Parents and Students

1. For morning pick-up, students should be ready and waiting for their bus outside their home at the allocated time. At the end of the school, students in KG to Primary scheduled to take the bus will be escorted from their classrooms to the bus with a Bus Escort.
2. Bus escorts or conductors will be on the bus with your child until they arrive at your home. Students are assigned to seat on the bus, and they must follow the bus rules. Please review with your child the following rules for buses.

Students will:

- For the morning pick-up, be ready and prepared for the bus at the time specified.
- Sit in the place allocated by the bus conductor.
- Buckle the seatbelt.
- Always abide by all school rules and keep the bus clean. No eating or drinking on the bus.
- Always keep their head and hands inside the bus.
- Not using improper language on the bus.
- Be always polite.
- Do not speak to the driver.
- If assistance is needed, ask the bus conductors.
- A parent or guardian should meet their child (KG to Gr. 10) at the allocated bus collection point and be picked up after school at the same point.



- Students must always wear their school uniform.
- 3. It is strictly forbidden for any student not registered on the school bus to ride the bus. Bus students can never invite other students to ride the bus home with them in any circumstances.
- 4. It is strictly forbidden for any child to ride a different bus from the bus he/she has been assigned. Students can only ride the bus on which they have been registered.
- 5. It is strictly forbidden for any student to be dropped off or picked up from any other location other than the registered pick-up/drop-off location.
- 6. A request for any temporary change of drop-off or pick-up location (e.g. son/daughter staying with relatives during parents' travel outside of UAE) must be submitted in writing to the Transportation Supervisor, ideally a week in advance, or in emergency cases, within 24 hours of the required change. Such requests will be approved or refused at the discretion of the Administration on a case-by-case basis.
- 7. All school rules apply to the school bus as well. Any student who breaks the school bus rules or behaves in a manner that threatens the safety of others on the bus will be reported to the administration by the bus escort and will receive a disciplinary warning. Please see the Bus Behavior Policy below. If a student continues to disregard the Bus Behavior Policy, ANS administration can deny the privilege to use the school bus services permanently.
- 8. Parents who register their son/daughter for the school bus service are bound by the Transportation Department Bus Service Rules and Regulations Academic Year 2024-2025.

2. Responsibilities of Bus Monitors

1. Bus Escorts are qualified, licensed by ITC, experienced, and work under the supervision of the ANS Transportation Supervisor.
2. Bus Monitors will ensure that all children have exited the bus upon arrival at school, and after all home drop-offs. If a student has not been collected on the return home journey, the bus monitor will ensure that the bus returns to school.
3. Bus Monitors will keep accurate records of attendance and submit daily attendance sheets to the Transport Supervisor.
4. At the end of the school day, students in KG-Primary scheduled to take the bus home will be escorted from their classrooms to the bus with a Bus monitor.
5. Every Bus monitor has a mobile phone. Parents are asked to call her when necessary. The contact number for the Bus monitor is provided to all parents at the start of the year. Parents can get the phone number from the Transportation Supervisor.
6. Bus Monitors assign each student a seat on the bus, which the student must use.
7. Bus Monitors will be on the bus with your child until they arrive at your home.
8. Bus Monitors are responsible for ensuring the safety of all students and do this by enforcing the Bus Behavior Policy (see below).
9. Bus Monitors will record and report any incidents of behavior that threatens the safety of others on the bus to the Administration.
10. Bus Monitors will record and report any incidents in breach of the Parents' Code of Conduct to the Administration.



3. Responsibilities of Drivers

1. Drivers are qualified, licensed from ITC, experienced, and work under the supervision of the ANS Transportation Supervisor.
2. Drivers of ANS School buses will ensure that their bus is fully compliant with ADEK and ITC guidelines and regulations, including the length of time students are riding buses.
3. Drivers will follow the route determined by the Transport Supervisor.
4. Drivers will ensure that their bus is clean, tidy, and safe always.

4. Responsibilities of Transport Supervisor

1. The Transport Coordinator will ensure that Bus Monitors and Drivers are qualified, licensed with ITC experience.
2. The Transport Supervisor provides supervision of Bus Monitors and Drivers to ensure that they are always fully aware of their roles and responsibilities.
3. The Transport Supervisor determines the transportation route of each bus, and the student allocation to each bus.
4. The Transport Supervisor will ensure that Parents have access to the Mobile Phone corresponding with the students Bus # and Bus Monitor.
5. The Transport Supervisor will liaise with parents regarding any request for permanent changes of drop-off or pick-up location. Such requests will be approved or refused at the discretion of the Administration on a case-by-case basis but cannot be guaranteed.
6. The Transport Supervisor will liaise with parents regarding any request for temporary changes of drop-off or pick-up location. Such requests will be approved or refused at the discretion of the Administration on a case-by-case basis.
7. The Transport Supervisor will supervise Bus Monitors to ensure that all children have exited the buses upon arrival at school, and after all home drop-offs.
8. The Transport Supervisor is responsible for the collection and collation of information from the Bus Monitors' daily attendance sheets.
9. The Transport Supervisor will liaise with any parent who raises a complaint regarding the buses, Bus Driver, Bus Monitor or any school staff, student, or another parent.



3. Parental Bus Registration Understanding

Parents that have registered their son/daughter with the bus service of American National School therefore accept the rules and regulations of the school, the Department of Municipality Affairs and Transportation, and the Abu Dhabi Emirate School Transport Guidebook and Decision (35) for the Year 2012.

By registering, Parents pledge full compliance with the following:

1. Parents are fully committed to the policy of school transportation in terms of:
 - Maintaining the cleanliness of the bus where your son/daughter is seated.
 - Ensuring that your son/daughter uses the seat belt during the bus trip.
 - Ensuring that your son/daughter reaches their assigned bus stop before the specified collection time.
 - Ensuring that your son/daughter sits on his/her assigned seat.
 - Ensuring that your son/daughter follows the instructions of the Bus Monitor.
 - Notify the Bus Supervisor and Bus Monitor if you collect your son/daughter from school.
2. Completely understand and accept that the bus will not wait more than two minutes from the assigned pick-up time for your son/daughter in the morning and missed calls will be given by the escort.
3. Changing Home Address and Updating Details: Contact the Transport Supervisor to change the location one week before changing Home Address, stating the complete details of the new location. Due to a change of location, parents must be aware of the possibility that buses might not be available. Parents undertake to provide clear and accurate data (contact numbers, home address, email accounts) and update these with any change.
4. Parents accept that it will be their responsibility to collect their son/daughter from the school if he/she does not get on the bus on time and is left behind. KG and Primary students are escorted to the bus by the bus Monitors, and therefore will not miss the departure of the buses.
5. Are fully aware of, and accept, the fees for the transportation services and the payment deadline.
6. Accept that they must apply to the Transport Supervisor in writing to cancel the bus service and understand that their son/daughter's bus registration is only cancelled from the date of the application.
7. Understand that parents should make an official complaint to the Transportation Supervisor if any bus issue arises regarding the Bus Driver, Bus Monitor or any school staff, student, or another parent. Complaints should not be discussed with the Bus Supervisor or Bus Driver directly.
8. Fully aware that the safety of their son/daughter while waiting for or coming from the bus is their responsibility.
9. Fully aware of the rules and regulations regarding living in a compound. It is parental responsibility to wait for their son/daughter near the main gate, knowing that many compounds do not allow school buses to enter their premises.
10. Fully aware that ANS has the right to ban any child from using the school transport service if they repeatedly violate the safety regulations or endanger him/her or others while on the bus.



11. Fully aware that parents have no right to step onto the bus at any time, to address another child for any reason, or to threaten the bus Monitor or driver at any time.
12. Fully aware that the safety of their son/daughter while waiting for or coming from the bus is their responsibility.

4. Bus Behavior Policy

This policy establishes rules that students must follow when riding the school bus at American National School.

1. Students must always obey the following rules:
 - Students must always stay seated while the bus is moving.
 - Students riding the school bus will always follow the guidelines.
 - Students will board the bus with their Bus Monitor; students will respect the Bus Driver and the Bus Monitor.
2. Students must always behave responsibly and safely. Students who encourage the incorrect behavior of others will find themselves under disciplinary action based on the school code of conduct:
 - No Bad Language, Teasing Or Bullying
 - No Pushing, Hitting, Spitting Or Obstruction
 - No Interference With Others Or Bus Property
 - No Littering
 - No Food To Be Consumed On Bus
 - No Tampering With Safety Equipment Or Emergency Exit



4.1 Consequences for Misbehavior in the Bus

ANS has the right to impose any punishment deemed to be appropriate.

Guidelines:

Minor Infringement: First offence for minor infringement will receive a verbal warning, e.g., eating or drinking, littering, bad language, leaving seat or standing up while the bus is moving.

Disciplinary Process

- First Offence: Verbal Warning
- Second Offence: Written warning
- Third Offence: Inform parents of both verbal and written warnings.
- Fourth Offence: Meet with Parents at time of the second written warning.
- Suspension from the bus for one week at time of the third written warning.
- Additional offenses: undetermined bus suspension.

Major Infringement: First offence for major infringement will receive a written warning, e.g., physical abuse, willful damage, threatening behavior, vandalism on the bus.

Disciplinary Process

- First Offence: Written warning and informed parents.
- Second Offence: Suspension from the bus for one week at the time of second written warning.
- Additional offenses: cancellation of bus service.

The length of any suspension will depend on the findings of the investigation.

Expulsion may be considered by ANS in any situation where the behavior of the student is a violation of OSH policy and a threat to the safety of himself/herself or to the safety of others.

**This policy is written in conjunction with the following legislation:**

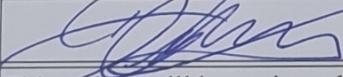
- ADEK Policy and Guidance Manual (2014-2015)
 - Policy 1: The Core Values of Education and Moral Obligation, Corresponding to Article (2) and (6) of the Organizing Regulations
 - Policy 2: Ethical Leadership, Corresponding to Article (4) of the Organizing Regulations
 - Policy 73: Ownership of Means of Transportation, Corresponding to Article (78) of the Organizing Regulations
 - Policy 74: The Condition of the Means of Transportation, Corresponding to Article (79) of the Organizing Regulations
 - Policy 75: Drivers, Corresponding to Article (80) of the Organizing Regulations
 - Policy 76: Buses Supervisors, Corresponding to Article (81) of the Organizing Regulations
- Transportation Department Bus Service Rules and Regulations.
- Federal law (3) of 2016 on child rights (Wadeema).
- Ministry of Interior (MOI) (2018) UAE Fire and Life Safety Code of Practice.
- Department of Municipality Affairs and Transportation and the Abu Dhabi Emirate School Transport Guidebook and Decision (35) for the Year 2012.
- Abu Dhabi guidelines for school bus route regularization (QCC, 2023).

Section	Details
Effective Date	This policy will be effective as of August, 2024 .
Approval/Authorization	Approved by: Dr. Denis Peters
	Title: Principal
	Date of Approval: August 15, 2024
Signature	
Review and Revision	This policy will be reviewed annually , or as needed, to ensure compliance with changing regulations.
Prepared by	Shahid Munir – Health and safety- Facilities officer
Revised by	Dawood Aslam- Transportation officer



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