



Transport Policy

Policy Created	September 2024
Policy Review date	August 2026

This policy has been adopted by the Creative British School Principal and board of Governors

Signed Principal: Mr. Phillip Morris

A handwritten signature in black ink, appearing to read 'P.M.', is written over the printed name of the principal.

Date: 01-09-24



Introduction

It is the privilege of the school to provide a safe, courteous, consistent, and efficient transportation service. At Creative British School, the primary purpose of the school transportation system is to ensure the safety of our students. The school offers transport services in well-maintained buses approved by the Department of Transport (DOT). The institution's transport policy has established specific rules and regulations that must be strictly adhered to by staff, students, and parents/guardians.

PURPOSE

The purpose of this transport policy is to ensure that our buses comply with the ADEK/DOT School Bus Policy by taking responsibility for the entire journey of our students. To achieve this, all buses are equipped with seat and lap belts, a CCTV camera system, and GPS technology. We are committed to providing well-maintained buses that meet safety standards and adhere to technical specifications, along with clearly defined protocols for monitoring and protection.

Responsibilities of Bus Escort:

- ❖ Check the bus for any dangerous equipment to ensure the safety of the students.
- ❖ Have parents' contact numbers on hand in case of emergency.
- ❖ Maintain an updated attendance roster to check attendance.
- ❖ Ensure safety equipment is present and in good condition.
- ❖ Assist students in boarding the bus, helping them to their allocated seats and fastening their seatbelts.
- ❖ Arrange bags so they do not block the aisles.
- ❖ Ensure students remain seated safely during the trip.
- ❖ Instruct students not to touch safety equipment, such as the first aid kit, fire extinguisher, glass-breaking hammers, and emergency doors.
- ❖ Inform students to stay seated until the bus stops completely.
- ❖ Assist younger students (under eleven) in taking their bags out of the bus.
- ❖ Assist the students in crossing the road and ensure they are handed over to their parents.
- ❖ Confirm that the bus is empty of students and their belongings upon completion of the trip.
- ❖ Report any deficiencies by the driver to senior management.

Responsibilities of Drivers:

- ❖ The bus driver must ensure the safety of the students on board the buses from their homes to school and back, as well as during school field trips and outdoor activities.
- ❖ The bus driver must have a valid UAE school bus driving permit issued by the Emirate of Abu Dhabi. This must align with all rules and responsibilities as per the School Transport Regulations of the Emirate of Abu Dhabi.
- ❖ The bus driver must never use a mobile phone during the trip.
- ❖ The bus driver is responsible for evacuating the bus in case of emergencies.
- ❖ The bus driver must obey traffic laws at all times and drive safely.
- ❖ 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.
- ❖ The driver should pick up students from a safe area.
- ❖ The driver must not drive until ensuring that all students are seated and have fastened their seatbelts.
- ❖ The bus driver, with the help of the bus conductor, must ensure that no student is left behind on board at the end of the trip.

The Responsibilities of the Parents:

- ❖ Report any unsafe conditions observed related to school bus transportation, the driver, or the bus conductor to the school senior management.
- ❖ Comply with all rules and responsibilities as per the School Transport Regulations for the Emirate of Abu Dhabi, as well as with daily procedures and duties during the bus trip.
- ❖ Sign the Undertaking Form during student registration, as provided by the school admission/transport department.
- ❖ Parents should wait with their children in the bus pickup area before the arrival of the bus.
- ❖ Parents must reinforce the mandatory requirements of remaining seated, fastening seat belts, and maintaining the required behavioural standards throughout the journey.
- ❖ Parents are responsible for ensuring that pupils are ready to board the bus at the designated time.
- ❖ Parents or their designated person are responsible for receiving the pupil at the designated bus stop. Pupils under the age of 11 will not be released from the bus unless the authorized person is present to collect them. Such students will be taken back to school, where parents can collect them.
- ❖ Pupils above the age of 11 can be dropped off at the designated points unaccompanied.

The Responsibilities of the Students:

- ❖ In all circumstances, pupils are expected to behave courteously and respectfully towards drivers, bus attendants, and other pupils.
- ❖ It is a prerequisite that pupils traveling on our buses are familiar with the following Bus Safety Rules: pupils must walk quietly to their seats and fasten their seat belts before the bus departs.
- ❖ Pupils must use their identity cards when boarding or leaving the bus.
- ❖ Bags and equipment must be stored under seats and not obstruct the aisles.
- ❖ Drivers must never be distracted when the bus is in motion.
- ❖ No food is permitted on the bus.
- ❖ Fighting, loud, indecent, or disruptive behaviour, bullying, and disregard for safety rules will not be tolerated. Such incidents will result in immediate disciplinary actions.

Actions taken by the School:

- ❖ In the event that there are three reports of misbehaviour or pupil disregard for safety, parents will be informed in writing that the pupil may not continue to use the bus, with no refunds issued. Notwithstanding the above, the Principal reserves the absolute discretion to immediately remove a pupil from the bus if it is felt that the pupil's behaviour presents an unacceptable safety risk to other pupils using the bus service.
- ❖ Damage caused to the bus through vandalism or malicious intent will be chargeable to parents.
- ❖ The school will not tolerate or permit alcoholic drinks, tobacco, illegal substances, or potentially harmful devices (lighters, matches, pen knives, etc.) to be carried onto the bus. Pupils found in possession of any of these items will be permanently denied access and face further school disciplinary measures. No refunds will be issued.
- ❖ Pupils must board their designated bus at the end of the school day. Should they fail to do this on time, parents will be informed, and an appropriate course of action will be agreed upon.
- ❖ Parents will be required to collect pupils from school if they are returned there due to the unavailability of the person to receive them at their designated stop.
- ❖ We expect drivers and attendants to treat parents and pupils traveling on the buses with courtesy, and for this to be reciprocated in return. Rude or aggressive behaviour towards drivers or bus attendants is not accepted.

Responsibilities of School Transport in Charge:

- ❖ The transport in charge is responsible for the transportation of school and sees that day-to-

day operations are going on without any delay.

- ❖ The transport in charge is in charge of setting the routes for the buses, dispatch of the buses, working out their schedule and managing the drivers.
- ❖ The transport manager assists the school authorities in the development of operating procedures.
- ❖ The transport in charge maintains a positive relationship with parents, students, and the staff members of the school.

Transport rules and regulations:

- ❖ Transport fees must be paid before the beginning of each term. (Due dates are 15th August, 15th December, and 15th March.)
- ❖ There will not be any concession for one way of school transport.
- ❖ Student will be picked up and dropped off at the common bus stop, which will be designated by the school authority.
- ❖ A minimum of one week's notification is required for a change of location. Parents need to submit the form for the change of location. The change of location is subject to the availability of a bus and a seat in the new location, and the school will not be responsible if a seat is not available.
- ❖ Temporary change of bus stop and temporary discontinuation of bus facility will not be entertained.
- ❖ Discontinuation Policy: A minimum of one month's notice must be submitted to the transport department. Transport services cannot be cancelled in the middle of the term; if cancelled, the whole term's fees will be charged.
- ❖ A child will only be handed over to an authorized adult. If there is any change, the school must be informed at least two working days in advance in writing.
- ❖ For the safety of students, the school advises parents to use one of the following options for commuting to school:
 1. The transport facility provided by the school.
 2. Parents using their own transport.
 3. Only students aged 15 years or above (Years 10 to 13) can be given permission to walk home alone. 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.