

TRANSPORTATION POLICY

Approved by: Governing Board

Date: December 2022

Last reviewed on:

Date: August 2026

Next review due by August 2027

All employees will read, and understand, this policy in conjunction with our Child Protection & Safeguarding Policy, Bullying Prevention Policy, Inclusion Policy, Behaviour Management Policy, and The Employee Handbook.

Applies to all staff (teaching and administration) working in the school.

Monitoring and review

This policy is subject to continuous monitoring, refinement, and audit by the School Management, who will undertake a complete annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. All staff will be informed of the updated/reviewed policy, which will be made available to them electronically, or by hard copy on request.

Signed:

Suhair Ghandour

School Director

This policy will be reviewed by the School Management no later than August 2027 or earlier if significant changes to the systems and arrangements occur or if legislation, regulatory requirements or best practice guidelines are required.

AIMS

In accordance with the rules and regulations of the **Roads and Transport Authority (RTA)**, the school is responsible for ensuring the students' safety while on school buses, whether managed by the school or outsourced to a third party.

In order to meet the needs of all SABIS® students, the school strives to ensure a safe, high-quality, and efficient bus service.

RTA GUIDING MANUAL OF SCHOOL TRANSPORT IN THE EMIRATE OF DUBAI

In addition to implementing rigorous safety procedures outlined in this school policy, the school will also ensure the full implementation of the guidelines outlined by RTA Guiding Manual of School Transport in the Emirate of Dubai¹.

SAFETY ON SCHOOL TRANSPORT

- Our School Transport System follows the RTA's "Guiding Manual of School Transport in the Emirate of Dubai." At ISCDIP, we comply with all required safety guidelines in this guide.
- All safety rules and behaviour expectations set by the school and enforced by personnel must be adhered to by students and parents.
- Safety belts must be worn on school buses at all times.
- The students must be seated according to an assigned seating plan.
- Discipline Prefects are appointed by the SLO® to report any unacceptable, inappropriate, or unsafe behaviour.
- A bus conductor is present on all school buses in the morning and the afternoon. The conductor gets down from the bus every time a student gets on or off the bus. The conductor steps down first, and then students proceed to enter/exit the bus. Once the conductor makes sure that all is in order and the students are safely on the bus or with their designated caretaker, then she gets on the bus again and the bus can proceed to the next drop off/collection point.
- Cameras are installed on all buses. These cameras ensure optimum safety and security for students, especially if there is an incident that requires supporting evidence for the investigation.
- School transportation drivers must drop children off in a designated safe drop-off area and remind students to be cautious when alighting from the bus.

QUALITY:

School buses will be checked and maintained in accordance with the RTA's safety standards. SABIS® Transportation Coordinators supervise drivers and bus assistants, who are qualified, licensed from the RTA, and trained.

ROLES AND RESPONSIBILITIES:

RESPONSIBILITIES OF PARENTS AND STUDENTS

- For morning pick-up, students should be ready outside their homes at the scheduled time for the bus to arrive.
- Bus assistants/supervisors will accompany PreK-Grade 3 students who are scheduled to take the bus home, from their classrooms.
- Children will be accompanied by bus assistants or conductors until they reach their destination.
- There is a seat assignment on the bus, and students are expected to adhere to the bus rules.
- Students who are not registered in transportation services are not allowed to board the bus
- Students are only allowed to board the buses they are assigned to
- Pick-up/drop-off locations are fixed and students are not allowed to embark/disembark the bus at another location
- Please submit a written request to the Transportation Coordinator a week in advance for any temporary changes in drop-off or pick-up locations (e.g., son or daughter staying with relatives during parent's travel outside of UAE). The Administration will decide whether to approve or reject such requests on a case-by-case basis.
- Continued breach of the Bus Behaviour Policy might result in the denial of school bus service.

Parents of children using the School transportation service must review and reinforce the below rules regularly with their children:

- Prepare yourself and be ready for the bus at the specified time for the morning pick-up.
- Ensure that you sit in the place that the bus conductor has assigned you.
- Seatbelts should be buckled.
- Maintain a clean bus and adhere to all school rules. It is not permitted to eat or drink on the bus.
- Keep your head and hands inside the bus at all times.
- Please refrain from using inappropriate language on the bus.

¹ https://www.rta.ae/wpsv6/links/schoolBuses/Dubai_School_Transport_Manual-Eng.pdf

- Always maintain a polite attitude. ○ Do not speak to the driver, unless there is a valid/urgent reason.
- The bus assistant will provide assistance and support to students, please let her know if you face an issue whilst on the bus.
- PreK to G4 students should have a parent or guardian present at the bus collection point, and will be picked up after school at the same location.
- All students are required to wear their full uniform at all times.

RESPONSIBILITIES OF BUS ASSISTANTS

- Licensed by the RTA, the bus assistants are under the supervision of a SABIS® Transportation Coordinator.
- Upon arrival at school, and after all home drop-offs have been completed, the bus assistants will ensure that all students have exited the bus. A bus assistant is responsible for ensuring that the bus returns to school if a student has not been picked up on the return journey from home.
- Transport coordinators will receive daily attendance sheets from bus assistants who will keep accurate records of attendance. ○ PreK-G3 students who are scheduled to take the bus home will be escorted by a Bus Assistant from their classrooms to the bus.
- A mobile phone is available to every Bus Assistant. If necessary, parents should contact her. During the first few weeks of the school year, all parents are provided with the phone number of the Bus Assistant/Bus driver. The Transportation Coordinator can provide parents with the phone number.
- Each student is assigned a seat on the bus, which he or she must occupy. ○ A Bus Assistant will accompany the child on the bus until they reach their residence. ○ By enforcing the Bus Behavior Policy (see below), Bus Assistants ensure the safety of all students.
- Whenever there is an incident of behavior on the bus that threatens the safety of others, the Bus Assistants will report it to the Administration.
- In the event that there is an incident involving a parent, Bus Assistants will report the incident to the Administration immediately.

RESPONSIBILITIES OF DRIVERS

- Licensed and trained SABIS® drivers work under the supervision of the SABIS® Transportation Coordinator.
- School bus drivers are responsible for ensuring that their bus complies with all RTA guidelines and regulations. This includes the length of time that students are on the bus.
- The Transportation Coordinator will determine the route for the drivers.
- It is the responsibility of the driver to maintain a clean, tidy, and safe bus at all times.

RESPONSIBILITIES OF TRANSPORTATION COORDINATOR

- Transportation Coordinators will ensure that bus assistants and drivers are qualified, licensed by the RTA and experienced.
- Bus Assistants and Drivers are supervised by the Transportation Coordinator in order to ensure that they are fully aware of their responsibilities and roles at all times.

¹ https://www.rta.ae/wpsv6/links/schoolBuses/Dubai_School_Transport_Manual-Eng.pdf



- Each bus route is determined by the Transportation Coordinator, as well as the assignment of students to each bus.
- Transportation Coordinators shall ensure that parents have access to the mobile phone number associated with each student's bus number and bus assistant.
- Parents will be contacted by the Transportation Coordinator in the event that permanent changes to the pick-up or drop-off location are requested. The Administration will approve or deny such requests on a case-by-case basis, but cannot guarantee approval.
- In the event that a parent requests a temporary change of drop-off or pick-up location, the Transportation Coordinator will coordinate with them. Requests of this nature will be approved or denied at the discretion of the Administration on a case-by-case basis.
- Upon arrival at school, and after all home drop-offs, the Transportation Coordinator will supervise the Bus Assistants to ensure that all children have exited the buses.
- The Transportation Coordinator is responsible for collecting and collating the daily attendance sheets of the Bus Assistants.
- It is the Transportation Coordinator's responsibility to communicate with any parent who raises a complaint regarding the buses, the bus driver, the bus assistant, any school staff, student, or another parent.

BUS BEHAVIOUR POLICY

The rules established in this policy should be followed by all students using the School's transportation services. Failure to comply with the school bus rules will result in disciplinary action, which may include stopping the student from using the bus service.

Failure to comply with all transportation rules set by the school will result in disciplinary action and will affect the students' registration chances for the following academic year.

1. Students must adhere to the following rules whilst on the bus:
 - Remain seated at all times.
 - Always follow the school's latest Rules and Regulations policies (published on the SABIS® Digital Platform (SDP))
 - Respect the bus driver, bus assistant and the other passengers
2. Students who encourage or instigate bad behavior will be in breach of school rules, as much as the students carry out the negative behavior.

¹ https://www.rta.ae/wpsv6/links/schoolBuses/Dubai_School_Transport_Manual-Eng.pdf