Transportation Policy

Introduced:	December 2015
Review 1:	December 2021
Review 2 :	December 2023
Review 3 :	September 2024
Review 4 :	September 2025
Review 5 :	September 2026
Next review:	September 2027

Definition:

The school is fully committed to safeguarding our pupils through a high quality, secured and efficient bus service as they travel to and from their home to school.

Purpose:

This policy aims to illustrate the preventive measures related to school transport in order to maintain student safety and security. These policy help DUNES INTERNATIONAL SCHOOL Abu Dhabi achieve its mission through working collaboratively with other government entities to ensure the provision of safe means of school transportation as well as minimize the risks which students may encounter during their daily travel from/to school. The policy aims to meet the requirements of key stakeholders such as (DOT) and Abu Dhabi Occupational Safety and Health Center (OSHAD) and (ITC Integrated Transport center)

Policy

This Transportation Policy is designed to ensure the safety, reliability, and efficiency of transportation services offered to students of Dunes International School. It underscores our commitment to adhering to the highest standards of operational safety and regulatory compliance as mandated by Abu Dhabi's Department of Education and Knowledge (ADEK) and relevant UAE transportation laws.

Operational Standards

- Compliance and Licensing: Ensuring all transportation services are conducted by providers licensed under UAE law, maintaining up-to-date operational permits and safety compliance certificates.
- Continuous Policy Updates: The policy is reviewed and updated annually to integrate new safety protocols, regulatory changes, and community feedback.
- Obligations of schools
  - Provision of school bus service and rider safety

Mandatory Provisions of school bus service:

- DOT is considered the regulatory authority managing school transport regulations across the emirate of Abu Dhabi. It has issued school transport legislations which deals with bus specifications and stake Holder's responsibilities (i.e. students, schools and service providers).
- OSHAD is considered the legislator to implement management system and monitor aspects related to occupational safety & health at workplace. Such legislations are considered binding for all parties.
- DUNES INTERNATIONAL SCHOOL mission is to support monitoring and applying the regulations. In order to ensure that all stakeholders abide by the applicable legislations as well as to maintain the safety of students.
- DUNES INTERNATIONAL SCHOOL, OSH Section has issued this illustrative policy, which identifies the roles of all stakeholders with regard to school transport.
- The policy addresses several areas to include mandates of monitoring school busses, risk assessment methods of school transport and means of continuously monitoring daily school bus trip.

Rider safety:

- Dunes international school commits to rigorously implementing, monitoring, and continuously improving transportation practices to ensure the welfare and safety of all students. This commitment is in strict alignment with current laws and regulations set forth by local authorities.

Training students for school bus service:

- Conduct and Safety Training: Students receive orientation and ongoing training on appropriate behavior and safety measures specific to transportation.
- Emergency Preparedness: Comprehensive emergency response strategies are detailed in this policy, including evacuation procedures, accident response, and emergency communication protocols.
- Discipline
- Educating parents

Policy: A School Transport Users

The school transport will ensure that each bus has a trained female supervisor and driver who can speak English.

- **From Monday to Thursday**
- Arrival time for the buses : 7:40 a.m.
- Departure time for the buses:
  - For KG : 2:45 p.m.
  - For Primary / Secondary: 2.45 p.m.

- **Friday**
- Arrival time for the buses : 7:40 a.m.
- Departure time for the buses:
  - For KG : 11:10 a.m.
  - For Primary / Secondary: 11:10 a.m.

School Principal/Senior Management

- Ensure only the approved and licensed school transport operator is contracted for providing school transport.
- Comply with all roles and responsibilities as per school transport regulation for Abu Dhabi and ADEK policy (school transportation).
- Ensure the bus drivers and supervisors are following their roles and responsibilities that are outlined by school transport regulation of Abu Dhabi
- Ensure school buses are checked in the morning and in the afternoon in the trips to and from the school
- Organize the pickup/ drop off (buss assembly areas) for school buses in appropriate school location
- Create traffic management plan
  - Conduct random bus inspection
  - Ensure all bus drivers and supervisors are competent
  - Ensure each bus has an attendance register

OSH Officer

- Follow and ensure OSH Manual procedure is implemented in the school bus.
- Must ensure that first aid kits are present, adequately stocked and in good condition. Also, bus driver and supervisor are familiar with its location.
- Must ensure that fire extinguishers are available, fixed and in good operating conditions.
- Register all school transport incidents in OSH Incident and register it within School OSH Manual and report them to ADEK.
- Review and update School OSH Risk Assessment Register where necessary.

Parents:

- Comply with all rules and responsibilities as per School Transport Regulation for Abu Dhabi, and with daily Procedures and duties in the bus trip.
- Report unsafe condition observed, relevant to school bus transportation, the driver or bus conductor to the school senior management
- Sign the Undertaking Form during student registration, which shall be provided by School senior Management (form attached below).
- Parents/Guardian should be present at least 5 minutes before the schedule drop off time of the bus.

- Parents or their designated person are responsible for receiving the pupil from 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, the parents can collect them from there
- Parents must reinforce the mandatory requirements of remaining in seats, fastening seat belts and maintaining the required behavioral standards throughout the journey
- Pupil above the age 11 can be dropped off at the drop point unaccompanied provided the parents give an application for the same. From attached here.
- Parents are encouraged to use the Salama application to track their ward's school bus and receive updates regarding school transportation.

Bus drivers:

- Comply with all roles and responsibilities as per School Transport Regulation for Abu Dhabi, and with daily procedures and duties in the bus trip.
- Must have a valid UAE school bus Driving License issued of Abu Dhabi.
- Must be trained in firefighting and first aid procedures.
- Must obey traffic laws and drive safely.
- Ensure the safety of the students on-board the buses from their homes to school and back, as well as during the school picnic and activities.
- When the bus is moving, all the students must be seated properly and their seatbelt fastened well.
- Don't allow students to drop off the bus only in their assigned drop off points or in case of emergencies.
- Don't use mobile phones during the trip only in case of emergencies. If needed, use the phone head seats.
- Ensure that no student is left behind on-board at the end of the trip.
- Help in evacuation from the bus on emergency cases.
- Maintain discipline in and out of the bus and take necessary action according to the school rules up on the Student misbehavior during the transport process and report it to school administration

Procedures & responsibilities (bus supervisors):

- Check to see if the bus is free of any dangerous equipment to ensure the safety of the students.
- Have the parents' contact numbers in case of emergency.
- Have the updated attendance roster to check the attendance.
- Check if the safety equipment is present and in good condition.
- Assist the students in getting up on the bus and help them seat in their allocated places and fasten their seatbelts.
- Arrange the bags in a way that they do not block the aisles.
- Take the attendance to ensure that everyone is present.
- Make sure that students are in their seats seating safely during their trip.
- Instruct students not to touch the safety equipment such as first aid kit, fire extinguisher, glass breaking hammers and emergency doors.
- Inform students to stay seated till the bus stops completely.

- Assist students in taking their bags out of the bus especially those who are below eleven years.
- Take the attendance when each student leaves the bus.
- Make sure that the bus is empty from students and all their belongings.
- Report to the senior management any form of deficiencies by the driver.

Procedures & responsibilities (School Bus Co-coordinator):

Stages	Tasks
Before morning trip starts	Organize the drop off / pick up zones for school buses. Prevent other vehicles from using or blocking drop off / pick up zones.
During morning trip	Being prepared to receive any comments or complaints regarding the daily bus trip.
Arrival at school	Follow up with bus supervisor and driver to double check the bus is empty.
During school hours	Inform parents of the absence of their children before the start of first class. Update the daily bus attendance sheet in coordination with the bus supervisor Follow up on any students misbehavior reports in the bus
Departure from school	Ensure school day ends on time and all students' board on buses according to the (updated) daily attendance sheet.
Home drop off	Assign a staff member to accompany who may be returned to school if no adult is there to receive them from the bus (students below 11 years).

Arrival at School

Bus Transport users

- Bus drivers shall stop at designated area
- Conduct a walk through to ensure the bus s empty
- Put the empty bus sign at the end of the trip during school hours.
- The school is providing the, maroon color lanyard for the purpose of identification of this group of students.

- Bus drivers shall prepare the bus and ensure that bus is ready for departure
- Bus transport user will enter from the designated gate(No.5)
- The school is providing the identification card for the bus transport students(Maroon color)

Departure from school

- DIS management shall ensure that school days ends on time and all students board on the bus according to the attendance sheet
- Bus supervisor shall
- Organize students waiting at the assembly point within the school
- Assist students in boarding the bus
- Fill in the attendance sheet of each students

Return to school

- Incase if the child is below 11 years, if parents or guardians are not available at the drop off time it is bus supervisors responsibility to bring the students back to the school and handover to the school authorities
- She will inform the transport coordinators and parents that the child is in school

Emergency response

- If No one is available to receive the student of below 11 years at designated drop point
    - First Driver should Complete the scheduled route
    - Supervisor should Call School Transport Operator to accompany the student back to school after the trip is finished
    - Transport coordinator should receive the student from bus super visor and call parents to collect the student.
    - School should Notice letter must be signed by guardians

Emergency Response (Bus accident)

- DRIVER Call (999) immediately, give your location and advise if anyone has been injured
- Call the School Transport Operator
- Immediately evacuate students from the bus to a safe area.
- Keep students calm and quiet. Inform school bus coordinator.

Driver's Responsibilities

- Check for injuries.
- Call dispatcher with the accident location and report any injuries.
- Secure vehicle and display warning signs.
- Keep all students on the bus unless it is unsafe to do so. If a threat of fire exists, move everyone to a safe location.

- Administer first aid, if necessary.
- Account for all students. Record extent of all injuries.
- Complete necessary incident(s)/report(s).
- Contact with school bus operator to arrange alternative bus, driver, and go to the site.
- Ensure students safe arrival to their homes. Notify ADEK OSH at 026156999.
- Act according to ADEK OSH
- Policy in regard to incident reporting & investigation.
- Inform the parents.

Emergency Response (Bus Fire) and climate change

- Bus driver should Stop in a safe place and call (999) immediately, and give your location.
- Attempt to extinguish the fire with a fire Extinguisher if it can be done without posing a risk to the driver or other passengers
- Immediately evacuate students from the bus to a safe area.
- Keep students calm and quiet. Call School bus coordinator
- OSH & School Bus Coordinator will Contact with school bus operator to arrange alternative bus, driver, and go to the site.
- Ensure students safe arrival to their homes.
- Notify ADEK OSH at 026156999.
- Act according to ADEK OSH Policy in regard to incident reporting & investigation.
- Inform the parents

Actions taken by the school on Misbehavior

- In the event that there are 3 reports of misbehavior /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 where it is felt that a pupil's behavior presents an unacceptable safety risk to other pupils using the bus service.
- Damage caused to the bus, through vandalism or malicious intent, will leads to penalties to parents.
- School will not tolerate or permit alcoholic drinks, tobacco, illegal substances or potentially harmful devices (lighters, matches, pen knives etc.) to be carried on to 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.
- Students 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.
- 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 travelling on the buses with courtesy and for this to be reciprocated by return. Rude or aggressive behavior towards drivers or bus attendants is not tolerated.

Transport rules and regulations:

- Transport Fees has to be paid before the beginning of each quarter. (To be paid in March, September, November and January)
- A minimum of one week notification is required for the change of location. (Form attached here or to be collected and filled at the reception). Do not contact the Drivers/ Bus Conductors for the same.
- Discontinuation Policy: (Do not contact the Driver/ Bus Conductors for the same)
- A Minimum of one month notice is to be submitted at the school reception.(Form available at the reception)
- The fee for the entire quarter will be charged even if the student uses the transport for 1 day of that quarter
- Transport Facility cannot be discontinued for the month of December and March.

For the Safety of students:

School advices the parent to use one of the following for commuting to school

- The Transport facility provided by the school
- Parent use their own transport
- Students may come by walk if your residence is very close to the school.
- A child will only be handed over to an authorized adult. If there is any change, the school MUST be informed at least 2 working days in advance.

MISBEHAVIOUR IN SCHOOL BUS REPORTING TO THE PARENT/ GUARDIAN

Date: ……

Dear Parent /

Guardian

Subject: Misbehavior in School Bus

Greetings!

It has been brought to my notice that your ward, Master/Miss …… Studying in Grade ……in Dunes International School, using school transport Bus no.: …… has repeatedly misbehaved in the school bus.

She / He was verbally warned by the driver / nanny against the misbehavior.

Kindly note this as an official warning against child's misbehavior. If child's misconduct in school bus continues she / he may be prohibited to use the school transport as per school policy.

Dunes International School
Plot no 19; Shabiya 9; Mussafah; Abu Dhabi; P.O Box 5121
Tel.: 0097125527527
school code : 90201 | Affiliation number : 6630051

مدرسة ديونز الدولية
رقم قطعة: ١٩, شعبية ٩, مصفح, أبوظبي, ص ب : ٥١٢١
هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧
كود المدرسة : ٩٠٢٠١ | رقم الانتساب: ٦٦٣٠٠٥١

TRANSPORT APPLICATION FORM

Name of Student:……Enrolment No: ……..
Grade & Section:…….. Sex: (Male/Female)

Name of Parent:	Father:		
	Mother:		
Contact No.	Father:	Mob:	Res:
	Mother:	Mob:	Res:

Pick Up Point:

Building Name:	
Name of Shop on Building:	
Villa/Flat/Floor No:	
Nearest Land Mark:	

Drop off Point: (Fill this if location differs from Pick up Point)

Building Name:	
Name of Shop on Building:	
Villa/Flat/Floor No:	
Nearest Land Mark:	

Transport Rules and Regulations

1. Transport Fees has to be paid before the beginning of each quarter. (To be paid in March, September, November and January)
2. For the Safety of students, School advices the parent to use one of the following for commuting to school

   - The Transport facility provided by the school
   - Parent use their own transport
   - Students may come by walk if your residence is very close to the school.
   - A child will only be handed over to an authorized adult. If there is any change, the school MUST be informed at least 2 working days in advance.

3. Students should report at least 5 minutes before the scheduled pick-up time.
4. Parent/guardian should be present at least 5 minutes before the scheduled drop off time of the bus
5. Students under the age of 11 years will be released by the bus nanny only to the parent/guardian. (In case of a guardian, a request letter should be emailed to the school).
6. In case the parent/guardian is not present at the designated venue during the drop off then the student will be brought back to school. Parent/guardian will have to coordinate with school.
7. Do not expect a missed call from the bus nanny for the pickup/drop off.
8. In case of shifting to a new location, parents must confirm with the Transport Coordinator Mr. Ahamed Shunur (052-717-1730) whether the proposed location is serviced by the school transport and whether a seat is available. The request for a change of location must be submitted at least 5 working days in advance and will be subject to seat availability. The school will not be responsible if the proposed location cannot be accommodated or if no seat is available.Discontinuation Policy:
   - Form to be collected and filled at the reception. Do not contact the Drivers/ Bus Conductors for the same.
   - A Minimum of one month notice is to be given to the school.
   - Parent is liable to pay transport fee for the entire instalment even if the bus is used for one particular day of that instalment period. **(2nd Instalment starts from the day of the school reopening after the summer break till 31st October)**
   - Transport Facility cannot be discontinued for the month of December and March.
9. All transport related queries/request should be emailed to info@dunesinternationalschool.com with a cc to yasil.m@dunesinternationalschool.com and victoriatransport.dis@gmail.com.
10. Do feel free to contact 056-309-91887 (Mr. Mohammed Yasil) or 052-717-1730 (Mr. Ahamed Shunur) for any clarification regarding the transportation.

I, _____Parent/Guardian of_____
Confirm that I have read the above terms and Conditions. I consent my child to use the school transport. I understand that Dunes international School has taken all the necessary safety measures and that School and its management are not liable for any accidents or incidents that take place once the child has left the school premises.

Name: ……

Signature: ……

Date: ……..

Amendments

Review 1	No Changes
Review 2	No Changes
Review 3	No Changes
Review 4	Amended School Timings
Review 5	No Changes

Approved By	Signature
Mr. Paramjit Ahluwalia, Principal	

