



## POLICY ON SCHOOL'S BUS TRANSPORT

Introduced: December 2015	Revised: March, 2023
Previous Review: March, 2021	Next Review : March 2025
Implemented by: Principal	

### DEFINITION:

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

### PURPOSE:

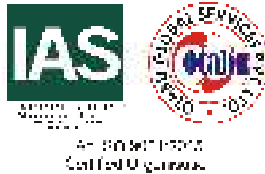
Our aim is to ensure that our buses are compliant with the ADEC School Bus Policy through taking responsibility to protect and monitor the complete journey of our pupils. As such, all buses are equipped with seat/lap belts, a CCTV camera system, GPS technology. We are steadfast in our obligation to provide buses that are well maintained, meet safety standards and adhere to technical specifications and that the provision of clearly defined roles, responsibilities and training is provided for bus drivers and attendants. By offering an efficient close-to-door service where pupils are collected and delivered to their home. We aim to minimize journey times through a high quality service that offers school transportation to four main routes and destinations on and off Abu Dhabi Island. Every effort is made to ensure that the buses are available to pick up and drop off pupils as per the tentative timings provided. We aim for our buses to arrive at 7:30am and leave from the school at 2:15pm.

### POLICY:

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

**Arrival time for the buses: 7:40 AM**

**Departure time for the buses:**



# 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

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧  
رقم القطعة: ١٩، شعبية ٩، مصفح، أبوظبي، ص.ب: ٥١٢١  
كود مدرسة: ٧٢٦٨٩ | رقم الانتماء: ٦٦٣٠٠٥١

For KG -12:00 pm

For primary/secondary- 2:30 pm

On stay back days for teachers: 4:15pm (Monday and Wednesday only)

## THE RESPONSIBILITIES OF THE BUS CONDUCTOR:

- 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.

## THE RESPONSIBILITIES OF THE BUS Driver:

- The bus driver should be trained by an ADEK and D.O.T. recognized agency for fire- fighting and first aid procedures.
- The bus driver should make sure the safety of the students onboard the buses from their homes to school and back, as well as during school field trips and our door activities.
- The bus driver should have a valid UAE school bus Driving License issued by the Emirate of Abu Dhabi. This should be parallel with all rules and responsibilities as per the School Transport Regulations of the Emirate of Abu Dhabi, and with daily procedures and duties in the bus trip.
- The bus driver never uses his mobile phone during the trip.
- The bus driver ensures with the help of the bus conductor that no student is left behind on-board at the end of the trip.



AN APPROVED SCHOOL  
BUS SERVICE

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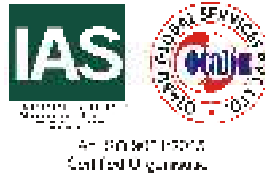
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- The bus driver helps to evacuate the bus in case of emergencies.
- The bus driver should obey traffic laws at all times and drive safely.
- Only students are allowed to enter and exit the bus at their assigned pickup and drop off points, or as instructed in case of emergencies.
- The driver should pick up the students from a safe area.
- The driver should not drive until he makes sure the student sat down and fastened the seat belt.

## THE RESPONSIBILITIES OF THE PARENTS:

- Report any unsafe condition observed, relevant to school bus transportation, the driver or bus conductor to the school senior management.
- Comply with all rules and responsibilities as per School Transport Regulation for Abu Dhabi Emirate, and with daily procedures and duties in the bus trip.
- Sign the Undertaking Form during student registration, provided by the school senior management. (form attached below)
- Parents should wait with their children before the arrival of the bus in the bus pickup area.
- Parents must reinforce the mandatory requirement of remaining in seats, fastening seat belts and maintaining the required behavioral standards throughout the journey.
- Parents are responsible for ensuring that pupils are available to board the bus at the designated time.
- 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.
- Pupil above the age 11 can be dropped off at the drop points unaccompanied provided the parents give an application for the same. Form attached here.





**Parent Undertaking Form (Transport)**

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

I, parent/guardian of Miss / Master \_\_\_\_\_, grade \_\_\_\_\_, studying in Dunes International School, using school transport bus no. \_\_\_\_\_ Her / his home drop off point is \_\_\_\_\_.

As per the school requirement, I am supposed to receive my child at the drop-off point, however, I want to put it on record that no parent/guardian will receive my child at the drop-off point.

I take the complete responsibility of my child after s/he disembarks the school bus at drop off point and till s/he reaches home.

Parent name: \_\_\_\_\_

Signature: \_\_\_\_\_

Transport supervisor: \_\_\_\_\_

Principal: \_\_\_\_\_

**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 pre-requisite that pupils travelling on our buses are familiar with the following Bus Safety Rules and that 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 in the bus.
- Only the bus driver or attendant is permitted to open the bus door.



At Dunes International  
Call 00971 25527527

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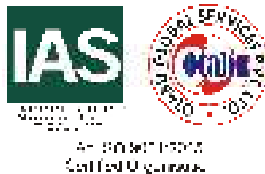
- Fighting, loud, indecent or disruptive behavior, bullying and disregard for safety rules will not be tolerated. This will be immediately reported to teaching staff and parents.

## ACTIONS TAKEN BY THE SCHOOL:

- 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 be chargeable 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.
- 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.
- 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:

1. Transport Fees has to be paid before the beginning of each quarter.  
(To be paid in March, June, September and December)
2. 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.
3. 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 month will be charged even if the student uses the transport for 1 day of a month



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- Transport Facility cannot be discontinued for the month of December and March.
- 4. For the Safety of students, School advises 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.

## CCTV on Bus Transport:

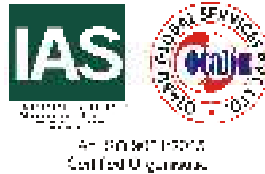
In accordance with the ADEK's Private Schools Policy and Guidance Manual 2014-2015: Policy 74: The Condition of the Means of Transportation, CCTV exists in the school's buses.

The school ensures that its contracted bus service operator is compliant with the requirements as specified in the aforementioned ADEK's policy. Each School bus is equipped with a CCTV camera system that includes at least four cameras which continuously record the maximum possible interior coverage of the bus on a video recording system.

The purpose of the camera system is to record the activities of the pupils during the transport service and to record the bus supervisor's final sign indicating that the bus is empty of students at the conclusion of the route.

The recordings produced by the camera system begins with the entry of the first pupil and continue without interruption until the final signal of the bus supervisor indicating that there are no more pupils on the bus. The recordings may be used to justify the need for disciplinary action for student misbehavior.

The Bus CCTV recordings are securely preserved for thirty days or longer if so requested by the ADEK or another government department. Only the Principal and authorized school personnel will have the rights to view the recordings.





**TRANSPORT APPLICATION FORM 2020-2021**

Name of Student: .....

Enrollment 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:	
Current bus No:	



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## COMPLAINT AGAINST TRANSPORT COMPANY / DRIVER / NANNY (Pl. Tick)

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

Dear Sir,

**Subject: Complaint against the Bus driver / Nanny.**

I \_\_\_\_\_ parent of \_\_\_\_\_

Grade \_\_\_\_\_ is using the Dunes International school bus transport, bus no \_\_\_\_\_

and my pick up point is \_\_\_\_\_.

I wish to bring to your notice the following incident:

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Signature of applicant (Parent/Student): \_\_\_\_\_

### Principal's Remarks:

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**Reporting of student's misbehavior in school bus (For office record)**

Details of the incident:-

Date of incident: _____	Bus No: _____
Student name: _____	Grade: _____
Pick up Point: _____	Reporting date: _____
Driver's Name: _____	
Nanny's Name: _____	

Observation by (Driver / Nanny) \_\_\_\_\_

Details of the misbehavior:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driver/Nanny Signature: \_\_\_\_\_

Transport Supervisor's signature: \_\_\_\_\_

School Safety Officer's signature: \_\_\_\_\_

Principal's Remarks/Signature



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## Misbehavior 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. S/he was

verbally warned by the driver/nanny against the misbehavior.

Please take this as an official warning against child's misbehavior. If child's misconduct in school

bus continues s/he may be prohibited to use the school transport permanently as per school

policy.

With regards

Principal

Dunes International school

Principal's Approval	
Revised Date:	March, 2023



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