



ST.JOSEPH'S SCHOOL, ABU DHABI

TRANSPORTATION POLICY

(Adapted from DOT Guideline and ADEK – School Bus Transportation Safety)

INTRODUCTION

St. Joseph's School ensures the safety of all students during their transport to and from school.

PURPOSE

- Outline the responsibility of schools to ensure the safety of students related to transportation.
- Establishment of roles and responsibilities of various stakeholders.

This policy includes:

- The Responsibilities of the Management
- Traffic Management
- The Responsibilities of the Bus Management / Service provider
- Grievances and Complaint
- Non-School Bus Transportation
- Responsibilities of the service provider.

The Responsibilities of the School Management

- Schools shall provide school bus service to their students.
- schools shall provide any required support or related aids and services for students with additional learning needs to avail themselves of school bus services. In exceptional cases where it is not feasible to provide school bus service to individual students, the school shall request the ITC to grant an exemption.
- Schools are ultimately responsible for the safety of all students and individuals on school buses during the journey, even if schools rely on third-party operators.
- Schools shall ensure that operators provide bus safety and pedestrian safety training for students.
- Schools shall ensure that student discipline policies include provisions for student behaviour during the journey.
- School will Educate Parents about School Bus Service.
- Students who are below eleven years old should be a staff member to get them back to school in case there were no adult to receive them from the bus.
- School buses shall not be used to transport passengers other than students.

- Picking Up Younger Siblings: 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.
The consent form shall state the following:
 - a. Parent(s) recognize that the elder sibling's maturity level is deemed sufficient for them to provide consent.
 - b. Parent(s) have explained the responsibility to the elder sibling and that the latter is aware of what it entails.
 - c. Schools shall not be liable in case of any incidents resulting because of this policy.

The Responsibilities of the Bus Management / Service provider

a) Duration of Journey, and Associated Pick-up and Drop-of Points

Bus transportation services (via the Buses) will be provided on all School Days for approximately 1200 Students, plus Teachers and Staff, punctually, efficiently and safely from their designated residential locations (as may be intimated from time to time) to the School's Premises and return on the Routes mutually agreed between the Parties.

1. Maximum Journey Time: The duration of a journey for a school bus shall not exceed 60 minutes from the pick-up point to the final drop-off point.
2. Designated Pick-Up and Drop-Of Points: Students shall be picked up and dropped off at designated pick-up and drop-of points.
3. Students under the age of 11 will be returned to the school if no adult is available to receive them.
4. Parents must inform the transport office regarding the designated adult through email.
5. Transport services will be stopped for the students by the transport company after three warnings in case of non-compliance.

b) Bus Services for Field Trips

1. Each Bus (which expression shall include any replacement) meet and/or exceed, the Guidelines on School Transport Regulations and Guidebook ("Guideline") and other such regulations, as may be promulgated and amended from time to time by the government authorities and the DOT.
2. Amongst other things, the Service Provider shall ensure that the said Bus:
 - is roadworthy and excellent running condition is not older than 2014model;
 - is air-conditioned and the air conditioning equipment shall be maintained in proper and working order.
 - is fitted with security cameras and that the closed-circuit video records are maintained for a period of not less than two years.

- have an adequate number of seats to ensure there are no Students, Teachers and Staff are standing in the Buses. The seats in all the Buses shall have seat belts.
- Depending upon the height of the students, appropriate booster seats/car seats will be safely attached to the seats to ensure that all Students are safely seated with belts.
- is always neat and clean with perfect maintenance.
- is fitted with the Salma system.
- has an electronic display with School name and route number; and has a first aid box in compliance with the applicable rules and regulations issued by the DOT, ADEK any other government body for the safety of the passengers and the same is to be checked by the Supervisor from time to time.

3.Vehicle Specification: Vehicles other than school buses are permitted to transport students for other school-related activities (such as field trips, etc.) only with approval from the ITC. Schools shall apply for such approvals to the School Transport Team within the ITC, through their website.

4.Speed Limit: Vehicles shall adhere to the speed limitations of the road and the vehicle in case of non-regular transportation of students, such as field trips, inter-school activities, etc.

5. Service Provider shall provide a risk assessment and vehicle inspection report for the Buses to the School every quarter.

6. Service Provider shall comply with applicable rules and regulations of DOT and ADEK regarding school buses. The Service Provider will upgrade the Buses as per DOT and ADEK guidelines, whenever required or asked.

c)School Bus Service Staff

Drivers- The Bus Driver of each Bus shall be:

- uniformed.
- hold a valid U.A.E. driving.
- license permitting them to drive the said Bus.
- hold a valid residence visa under the sponsorship of the Service Provider.
- Drivers have obtained a QCC license followed by the ITC license.
- Drivers are familiar with the ADEK Student Protection Policy.
- Drivers are registered on PASS.

Bus Supervisor:

- Appoint a Bus Supervisor for each bus used for transporting students aged 11 years or below.
- Only female Bus Supervisors are employed.
- Bus supervisors shall have obtained a QCC license followed by the ITC license.

- Bus Supervisors familiar with the ADEK Student Protection Policy.
- each Attendant will adhere to the roles and responsibilities listed in the guidelines laid down by the DOT and other government authorities from time to time.

School Transport Coordinator:

Schools shall appoint one member of staff to be the School Transport Coordinator. Schools shall ensure that this person shall be familiar with the ADEK Student Protection Policy, is registered on PASS, and can adequately speak, read, and write in the language of instruction at the school.

c) Communication with Schools and Parents

Bus Supervisor: The role entails regular communication with the parent(s) and schools regarding the following aspects:

- a. Notifying the parent-appointed responsible adult regarding delays of the school bus for pick-up and drop-off.
- b. Notifying the school and parent in case of the absence of the parent appointed responsible adult at the drop-off point.
- c. Notifying the School Transport Coordinator of any misconduct by students.
- d. Other aspects related to the daily journey as required.

Driver: The role entails reporting to the School Transport Coordinator any incidents while driving the school bus and misconduct by students.

School Transport Coordinator: Schools shall provide operators and parents of students with the contact details of the School Transport Coordinator and ensure that he/she is the point of contact for parents on matters beyond the remit of the Bus Supervisor, such as an emergency or system-wide issues outlined as follows:

- a. Delays related to fog or accidents.
- b. Changes in the schedule of school buses.
- c. Other emergency or system-wide issues that may arise.

Grievances and Complaints

- Any grievance or concerns can be communicated with the school by writing a mail to transport@stjosephsschool.ae or bluestar21sjs@gmail.com.
- The final decision-making authority shall rest with the Principal or the governing board.
- Safety shall be the primary consideration when evaluating a complaint, and not personal circumstances or convenience.

Non-School Bus Transportation

- School will ensure the safety and security of the students from the moment they enter the school premise. School has the right to regulate the admissibility, usage of appropriate pathways, and parking of such modes of transportation.
- Schools shall collect a consent form signed by parents stating that they shall uphold their roles and responsibilities, and schools shall not be liable in case of any incidents resulting from the use of non-school bus transportation.
- Additional aspects to be outlined in the consent form based on the type of non-school bus transportation are outlined below:
 - a. Parents understand the implications of distance travelled to school using other non-school bus transportation such as scooters, bicycles, etc.,
 - b. Parents shall ensure compliance with the relevant ITC regulations regarding permits, usage of pathways, etc.
- Transportation Requirements: Schools shall inform parents of the latest requirements regarding the use of non-school bus transportation.

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 and with daily procedures and duties in the bus trip.
- Sign the Behavior Undertaking Form during student registration, provided by the service provider.
- Timely pay the bus fees approved by ADEK.
- Parents have to deliver their children to the school bus or the assembly point at the specified time. If there is a delay on their part, parents have to deliver their children to the school, without holding the driver accountable.
- Parents should help in training and educating their children on the importance of traffic safety, and how to wait and ride the school bus.
- Parents should notify the school administration of any offence or negligence from the driver or supervisor.
- The driver may return the students to the school if no one came to collect them upon returning at home, under the responsibility of the parents.
- Students should maintain the bus cleanness and notify the school management, or their parents of any offences committed by the driver or students.
- The bus will only wait for 2 to 3 minutes for each student.
- The Bus Staff will not be allowed to accept a student's belonging on the bus if the student does not accompany it.
- In the event that a student will not be using the bus service parents must notify the service provider in advance.

➤ Students not registered for the bus will not be allowed to use e bus.

The school/ service provider is entitled to deny any student the school transport service if he/she makes one of the following offences:

- a) If a student causes the school bus to delay more than three times during the academic year.
- b) If a student violates any safety rules or poses danger to others during the bus trip.
- c) If a student refuses to ride the bus from the students gathering point agreed upon in advance by the school administration.
- d) If a student leaves the school bus before reaching his/her designated drop off point without prior permission.
- e) If a student continues to make troubles during bus trips, with more than three cases reported against him/her.

Prestina Rocha

Principal
St. Joseph's School



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