



St. Joseph's School

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SJS Transportation Policy

Policy Reference: SJS/TP/2025
Approved By: School Leadership Team
Effective Date: 1st April, 2026
Next Review Date: 31st March, 2027

1. Introduction

St. Joseph's School (SJS) is committed to ensuring the safety and security of all students during transportation to and from school, as well as during school-related journeys such as field trips. This policy is adapted from the Department of Transport (DOT) Guidelines and the Abu Dhabi Department of Education and Knowledge (ADEK) School Bus Transportation Safety framework.

2. Purpose

This policy aims to:

- Outline the responsibilities of the school to ensure the safety of students in relation to transportation.
- Define the roles and responsibilities of school management, bus service providers, staff, students, and parents.
- Establish clear traffic management, grievance mechanisms, and accountability measures.

3. Scope

This policy applies to all students, parents, staff, and third-party service providers engaged in transportation services for SJS.

4. Responsibilities of the School Management

- Provide **school bus services** to students.
 - Provide necessary support, aids, and services to enable students with additional learning needs to access school bus services. In exceptional cases where this is not feasible, SJS will request an exemption from the ITC.
 - Ensure overall **safety of students and staff** on school buses, even when third-party operators are used.
 - Ensure that operators provide **bus and pedestrian safety training** for students.
 - Include clear **student behavior provisions** for bus journeys in the school's discipline policy.
 - **Educate parents** about the school bus service.
 - Ensure that students **below 11 years old** are accompanied back to school if no adult is available to receive them.
 - Ensure that **school buses are used exclusively** for transporting students.
 - Permit elder siblings (aged **15 years or above**) to pick up younger siblings (Grade 1 and above) only with a signed **parental consent form**. This consent must state that:
 - Parents recognize the elder sibling's maturity to take responsibility.
 - Parents have explained the responsibility to the elder sibling.
 - The school is not liable for any incidents resulting from this arrangement.
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5. Responsibilities of the Bus Management / Service Provider

5.1 Duration of Journey and Pick-Up/Drop-Off Points

- Maximum journey time shall not exceed **60 minutes**.
- Students shall only be picked up and dropped off at **designated points**.
- Students under the age of 11 will be **returned to school** if no adult is available to receive them.
- Parents must **inform the transport office** in writing of the designated adult responsible for pickup.
- Transport services may be suspended after **three warnings** in cases of repeated non-compliance by parents.

5.2 Bus Services for Field Trips

1. Buses must comply with DOT and ADEK guidelines and be in excellent running condition.
2. Requirements include:
 - Roadworthy vehicles not older than **2014 model**.
 - Fully air-conditioned with functioning systems.
 - **CCTV cameras** with video records kept for at least two years.
 - Adequate seating with **seat belts**; no standing passengers.
 - **Booster/car seats** for younger children where required.
 - Proper cleanliness and maintenance.
 - Equipped with **Salma system**, route display, and first aid kit.

3. Tourist buses may only be used in exceptional cases with ITC approval and must meet technical standards (seat belts, fire safety systems, insurance, Asateel registration, etc.).
4. School will notify ITC and parents when tourist buses are used for trips.
5. Vehicles must comply with **speed limits** and road regulations.
6. Providers must submit a **quarterly risk assessment and inspection report**.
7. Providers must upgrade buses as per updated DOT and ADEK regulations.

5.3 School Bus Service Staff

- **Drivers** must:
 - Wear uniforms.
 - Hold valid UAE bus driving licenses.
 - Hold valid residence visas under the service provider.
 - Possess QCC and ITC licenses.
 - Be trained in ADEK's Student Protection Policy.
 - Be registered on **PASS**.
- **Bus Supervisors** must:
 - Be appointed on buses transporting students aged 11 and below.
 - Always be **female supervisors**.
 - Possess QCC and ITC licenses.
 - Be familiar with ADEK's Student Protection Policy.
- **School Transport Coordinator**:
 - Appointed by SJS to oversee all transport matters.
 - Familiar with ADEK's Student Protection Policy.
 - Registered on PASS.
 - Must be able to speak, read, and write the language of instruction.

5.4 Communication Protocols

- **Bus Supervisor**: Communicates delays, absence of adults, and student misconduct to parents and the School Transport Coordinator.
 - **Driver**: Reports incidents and student misconduct to the Transport Coordinator.
 - **Transport Coordinator**: Handles parent queries and emergencies, including delays due to fog, accidents, or schedule changes.
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6. Grievances and Complaints

- Parents may raise concerns by emailing transport@stjosephsschool.ae or bluestar21sjs@gmail.com.
 - Final decisions rest with the Principal or Governing Board.
 - Safety will always be prioritized over convenience.
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7. Traffic Management

1. The school maintains a **traffic management plan** to regulate internal and external flow, especially during peak hours.
 2. The school has a trained staff task force to oversee traffic during drop-off and pick-up.
 3. The school maintains an updated **transport emergency and communication plan**.
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8. Non-School Bus Transportation

- SJS ensures the safety of students upon entering the school premises.
 - Parents using private modes (bicycles, scooters, cars, etc.) must sign a **consent form** acknowledging responsibility.
 - Only **Cycle 3 students** are permitted to travel independently without a parent/guardian.
 - School will inform parents of updated ITC requirements for non-school transport.
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9. Responsibilities of Parents

- Report unsafe conditions to school management.
- Comply with transport regulations and bus rules.
- Sign the **Behavior Undertaking Form** during registration.
- Pay bus fees approved by ADEK on time.
- Ensure students are ready at designated points on time.
- Educate children on traffic safety and appropriate bus behavior.
- Notify the service provider in advance if a student will not use the bus.
- Collect children promptly upon drop-off; otherwise, students may be returned to school at the parents' responsibility.
- Ensure students maintain cleanliness and report misconduct.
- The bus will wait only **2–3 minutes** at each stop.
- Bus staff may not accept belongings without the student present.
- Only registered students may use the bus service.

Grounds for Denial of Transport Services

A student may lose bus privileges if they:

- a. Cause repeated delays (more than 3 times per year).
 - b. Violate safety rules or endanger others.
 - c. Refuse to ride from agreed gathering points.
 - d. Leave the bus before the designated stop without permission.
 - e. Commit more than 3 misconduct violations during bus trips.
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10. Commitment

St. Joseph's School (SJS) is dedicated to ensuring safe, reliable, and efficient transportation services for all students. This policy is designed to uphold the highest standards of safety, accountability, and collaboration among stakeholders.

Approved by:

Prestina Rocha
Principal

