

GVIS TRANSPORT POLICY

Introduction

The School Transport Policy outlines the responsibilities and procedures governing the provision of school bus services to ensure the safety, efficiency, and reliability of transportation for all students. This policy encompasses various aspects, including the provision of school bus service, rider safety, journey duration, designated pick-up and drop-off points, exclusive use of school buses, fee regulations, maintenance of school-owned buses, sibling pick-up arrangements, and grievance handling procedures.

These obligations outline the responsibilities schools have regarding the provision of school bus services and ensuring the safety and well-being of students during their journeys.

Provision of School Bus Service

Schools shall provide school bus service to their students in line with Article No. (2) of the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi. In addition, schools shall provide any required support or related aids and services for students with additional learning needs to avail 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.

SCHOOL BUS COORDINATOR:

Ensure only the approved and licensed School Transport operator is contracted for providing school transport services.

2. Comply with all roles and responsibilities as per School Transport Regulation for Abu Dhabi and ADEK Policy (School Transportation).
3. Nominate school staff for the coordination of the schools' transportation, ensuring to provide the nominated details to the service providers.
4. Ensure that the bus drivers and supervisors are following their roles and accomplishing their responsibilities.
5. Ensure school buses are checked in the morning and in the afternoon in the trips to and from the school.
6. Organize the pickup / drop off zones (bus assembly areas) for school buses in appropriate school locations.

7. Create traffic management plan for the school. This is to ensure private cars, buses, pedestrian's routes are clearly marked.
8. Traffic Management System for the school that is based on the Risk Assessment form.
9. Conduct random bus inspections.
10. Provide a sign in each bus that will clearly indicate the traffic route and the directions of travel, also the instructions that the drivers must follow.
11. Ensure speed limits are displayed in and out of the school as per relevant authorities.
12. Ensure Signage shall be checked regularly and maintained so that it can be easily read.
13. Ensure all people who are involved in the school traffic management such as bus drivers & supervisors are trained and competent.
14. Provide Bus Operator with all students contact information and update them with your new plans and students' enrolment.
15. Provide students with Bus ID Card.
16. Arrange students seating in the bus according to their age and gender.
17. Ensure that bus operators & drivers have the required license from Department of Transport- Abu Dhabi.
18. Ensure that bus operators are following their assigned roles in regards to provide safe bus transportation.
19. Always match the classroom attendance sheet with the bus supervisor attendance sheet.
20. This procedure certified through daily review by the school administration and the attendance sheet which submitted by the bus supervisor.
21. Communicate with Transport Service Provider, to ensure the implementation of the Traffic Management Plan.
22. Provide daily supervision to ensure a safe operation in buses pick up / drop off zones.
23. Prevent other vehicles from using or blocking buses pick up / drop off zones.
24. Ensure bus supervisors and drivers have the adequate information, supervision, & training required by accredited training centers in Abu Dhabi.

ROLES AND RESPONSIBILITIES OF BUS DRIVERS

- 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 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 bus driver ensures with the help of the bus conductor that no student is left behind onboard at the end of the trip.

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.
- 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.

THE RESPONSIBILITIES OF THE BUS SUPERVISOR:

- 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.

Arrival at the school	<ul style="list-style-type: none"> • Ask students to be seated until the bus comes to a complete stop. • Help students who are under age of 11 years to drop off their bags. • Mark the daily attendance sheet when each student exits the bus. • Ensure the bus is empty from students and their belongings.
Departure from the school	<ul style="list-style-type: none"> • Organize students waiting at the assembly point within the school. • Assist students in boarding the bus. • Organize the bags inside the bus to prevent any disturbance. • Fill-in the attendance sheet of each student in the bus. • Inform the school about any missing student. • Do not move the bus before signing the attendance sheet.
Home Drop off	<ul style="list-style-type: none"> • Ensure they are received by their parents hand to hand (students below 11 years) • Help students get off the bus • Cross the road from behind the bus in case student's home is on the other side of the road. • Mark the daily attendance sheet after you hand over each student. • Ensure that there is no student forgotten in the bus at the end of the trip.

TRAINING

1. School Management shall verify that school transport operator trained drivers and supervisors approved and licensed by Department of Transport Regulations and authorized body endorsed by Abu Dhabi Quality and Conformity Council (QCC).
2. School management shall conduct at least 1 bus evacuation drill during the school academic year.
3. Train students on how to deal in case forgotten in the bus. Through going to the driver seat and pressing the horn as much as they can until noticed by somebody.

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.
- 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 in 3 instalments (April – June as first instalment, Sep- Dec as second instalment, Jan – March as third instalment)
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).
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
4. At the end of each academic year , the students will be invalidated from the transport registration. Parent has to re-register at the school office for transportation at the beginning of every academic year.
 5. School transport facility will be withdrawn on failure of fee payment after 3 official fee memos.
 6. The bus will only wait for 2- 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.

CONCLUSION

The School Transport Policy underscores the commitment of our school to prioritize the safety, well-being, and efficient transportation of all students. By adhering to the guidelines and obligations outlined within this policy, we aim to create a secure and conducive environment for students during their journey to and from school.

Through mandatory provision of school bus services, rigorous safety training, and enforcement of discipline policies, we strive to ensure that every student experiences a safe and comfortable journey. Designated pick-up and drop-off points, along with adherence to prescribed routes, enhance efficiency while minimizing potential risks.

Our commitment to exclusive use of school buses, compliance with fee regulations, and meticulous maintenance of school-owned buses reflect our dedication to upholding the highest standards of transportation service.

The provision for elder siblings to pick up younger siblings, under parental consent and responsibility, acknowledges the importance of family involvement while maintaining safety protocols.

Finally, our transparent grievance handling process underscores our accountability and commitment to addressing parent concerns promptly and effectively, with safety considerations as our primary focus.

In essence, this School Transport Policy serves as a blueprint for ensuring the safety, efficiency, and reliability of school bus services, thereby fostering a conducive learning environment for all students.

GRACE VALLEY INDIAN SCHOOL TRANSPORT AGREEMENT FORM

Academic Year: _____

Student Name: _____ Grade / Section: _____ Admission Number: _____

Student Name: _____ Grade / Section: _____ Admission Number: _____

Student Name: _____ Grade / Section: _____ Admission Number: _____

Parent / Guardian Details and Location

Parent Name: _____ Contact Number: _____ Parent Code: _____

Pickup Location: _____ Drop Location: _____

Nearest Landmark: _____

Term Selection (Please tick ✓)

Term 1 (April – June) Term 2 (August – December) Term 3 (January – March)

Agreement & Declaration

I, the undersigned parent/guardian, hereby agree to the following terms and conditions: School Transport Registration – Fee & Process

1. Term-wise Registration:
 - School bus registration is conducted term-wise.
 - Parents must register in advance for each term to avail the transport facility.
 - Allocation is first-come, first-served and only for areas where the school bus operates.
2. Transport Fee:
 - Fees must be paid in advance term-wise, as per the school fee schedule.
 - If fees are not paid, transport for the next term will not be provided.
 - If the service is used even for one month, the full term fee applies and is non-refundable.
 - If the service is not used at all, the fee is refundable.
 - Partial-term usage is not permitted.
3. Change of Pickup/Drop Location:
 - Minimum one week's notice required.
 - Parents must submit the Transport Change Request Form (available at reception).
4. Discontinuation Policy:
 - Do not contact the driver or bus conductor for discontinuation.
 - Minimum one month's notice must be submitted at reception using the official form.
 - Full month's fee will be charged, even if used for one day.
5. Annual Re-registration:
 - Transport registrations are automatically cancelled at the end of the academic year.
 - Parents must re-register at the start of each academic year.
6. Non-Payment Policy:
 - Transport facility will be withdrawn after 3 official fee reminders if payment is not made.
7. Operational Guidelines:
 - The bus waits only 1–2 minutes at each stop.
 - Students' belongings will not be accepted if the student is not present.
 - Parents should ensure students are ready at the designated pickup time.

Parent Declaration

I confirm that I have read, understood, and agree to abide by all the above transport rules and regulations.

• **Parent/Guardian Name:** _____ **Signature:** _____ **Date:** _____

Office Use Only

• **Fee Status:** Paid / Pending **Authorized Signatory:** _____