

## School Transport Policy

Our school will ensure all the measures in security and safety of students even while they are in the school bus. The school considers the school bus a major part of the school where in they learn the practical importance of safety. The school will abide by all the regulations of the country's transport laws and also the Ministry of Education and ADEC.

The School will provide safe transportation to the students in the vicinity of the school by abiding the following.

- 1) Take up students from home to school and vice versa safely and securely.
- 2) Our buses will be installed with barriers on the windows to protect them dropping hands or head out. School will also provide direction of safety to all the students and will host sessions to make our students aware about the importance of safety and security in the school and surrounding.
- 3) School will not exceed the seating capacity of the bus.
- 4) If the parent or responsible guardian is not available during bus let off the child will be brought back to school and will be under the care of school staff or will be informed to the community police department.
- 5) School will mention the name of the school in uniform colour and font in all the buses that would enable others to understand.
- 6) School shall collect the ADEC approved fee for student using transport.
- 7) Students with fee due will not be given school transport. School shall stop transport facility to those having pending fee.
- 8) The school transport shall comply all DoT and ADEC requirements.
- 9) Teachers and administration staff of schools will be present at the parking zone to ensure safety of children when they arrive and depart and also see all follow the rules.
- 10) School will ensure supervisors especially trained for the well being of the students. School will make clear to the students the waiting areas and boarding areas. School will have special area arranged in one end (specified) of the school premise for the boarding and un boarding of the students.
- 11) School will enlighten students those less follow the instruction of the school safety and security of the transport. This will be done through awareness and activities on road safety through various activities that would include Tableau or skits in the assembly activities and proper intervention of the principal or supervisors. Our teachers will instill in students to write compositions expressing feelings, reactions and concerns about transportation and also will have class discussions beneficial with little imagination and effort where in these small things will help to prevent accidents. School will enforce rules and regulations concerning transportation of pupils to enable the bus drivers to effectively perform their duties. When cases of indiscipline, damage of buses or any misbehavior are brought to the attention take necessary disciplinary action including suspension of the student from the bus service after having discussion with the parent. The money will be refunded after deduction for the period of transportation used. No conduct will be tolerated that will in any way cause distraction of a driver's attention that might result in unsafe operation of the bus. Students are expected to respect the authority of the bus driver and obey his/her instructions.

