



SCHOOL BUS POLICY

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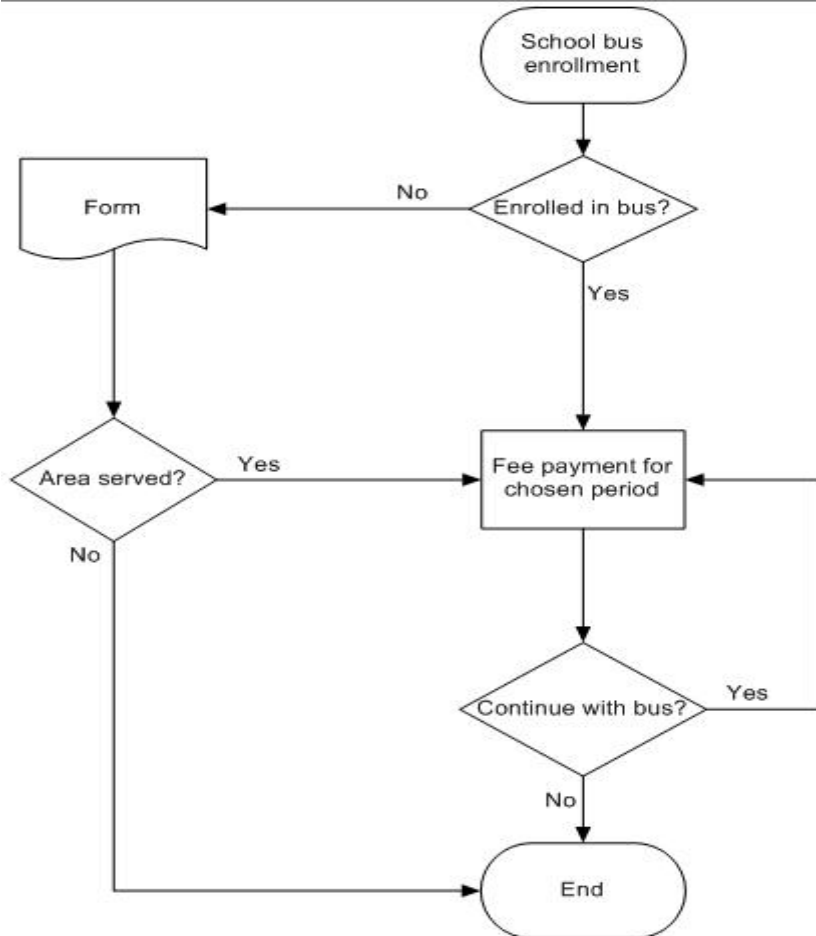
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I. Introduction

The International Concept for Education is a **facilitator** for school bus services and manages the enrollment on the school bus.

II. Registration process:

- Fill the School Bus Registration Form
- Confirm with the Coordinator that the area is served
- Pay the fees



III. Security and regulations

The company providing school bus services is authorized as such by the Road and Transportation Authority (RTA). Therefore, all the parties shall abide by the attached Guiding Manual of School Transport in the Emirate of Dubai issued by the RTA available on:

https://www.rta.ae/wpsv5/links/schoolBuses/Dubai_School_Transport_Manual-Eng.pdf

In case of emergency, the driver shall immediately call his coordinator who shall inform the school and/or the authorities and/or the concerned parents according to the situation.

IV. Pick-up

From agreed location: Child shall be ready for the school bus on agreed pick-up time. School-bus nanny shall take charge of the child from the authorized person.

From school:

At 2pm: School bus nanny picks up the children in kindergarten enrolled in the bus from their respective classrooms and take them to the bus. The school bus nanny shall then take care of the child till his drop-off.

At 3.30pm:

For KG: If the children in the aftercare center are less than 8 without the children taking the bus, then one of the Teacher Assistant shall take those children to their respective buses.

If the children in the aftercare center are more than 8 without the children taking the bus, then the Teacher Assistant shall notify the Administrative Secretary or Bursar who shall pick-up the children from the After Care Center to their respective buses in coordination with the Coordinator.

For Elementary: School bus nanny picks up the child in Elementary enrolled in the bus from their respective classrooms and take them to the bus. The school bus nanny shall then take care of the child till his drop-off by walking under the shaded area.

V. Drop-off

To agreed location: Authorized person shall be ready for the school bus on agreed drop-off time. School-bus nanny shall not deliver the child to any other person unless a written email is previously sent to the Administrative Assistant AND the Coordinator has been informed by phone.

To school: Teacher-Assistant shall be waiting for the buses for children in kindergarten in the corridor of Kindergarten building. Upon arrival at school, the designated Teacher-Assistant shall accompany the kindergarten child to his/her respective classroom. Elementary children shall go to their respective classroom by walking under the shaded area.

VI. Tardiness

In order to ensure the best timing for pickup and drop-off for the children, the bus driver shall not wait more than **3 minutes** for the authorized person to bring the child for pick up and receive the child for drop-off.

If the child is not present for pick-up passed this delay, the bus shall continue his journey to the school.

If the authorized person if not present for drop-off passed this delay, the child shall be brought back to school where the authorized person shall come for pick-up.

The maximum amount of time for a child's transportation to or from the school is 90 minutes (traffic issues excluded).

VII. Behavior

Parents are not allowed inside the bus during regular transportation of the children. Non respect of this rule can lead to a cancellation of school bus services for the concerned child and no refund of the fees.

Driver is not allowed to stop during transportation of the children nor talk on the phone.

Children are expected to obey to the bus nanny's instructions during bus transportation.

If a child does not listen to bus nanny's instructions on the way to school, bus nanny should inform the concerned teacher.

If a child does not listen to bus nanny's instructions on the way home, bus nanny should inform the concerned legal guardian.

If a child repeatedly refuses to listen to bus nanny's instructions, the school Principal shall act accordingly and the child may be suspended from school bus services.

Parents and children shall show respect to the driver and the bus nanny.

The bus nanny and the driver shall show respect to the parents and the children.

Any lack of respect shall be reported by the concerned parties to school administration in the form of a written complaint. The Principal shall act accordingly.

It is absolutely forbidden to give any token money to the school bus nanny or the driver for any reason. In case of non respect of this rule, the concerned child may be suspended from school bus services.

VIII. Cleanliness

Buses shall be cleaned every working day by their respective drivers in order to provide a hygienic vehicle for the children.

Children should discard any trash in the garbage bin available in each bus.

Driver and bus nanny personal hygiene should be maintained.

IX. Seat Belt

Children MUST have their seat belts put on at all times when in the bus.

The driver cannot start the bus before the bus nanny confirms that all children in the bus have their seat belt on and secured.

If a child does refuses to put the seat belt on the way to school, bus nanny should inform the concerned teacher.

If a child does refuses to put the seat belt on the way home, bus nanny should inform the concerned legal guardian.

If a child repeatedly refuses to put the seat belt on, the school Principal shall act accordingly and the child may be suspended from school bus services.

X. Snacks

In order to avoid accidents, eating or drinking in the school bus is authorized only in exceptional cases when the child did not have time to take his breakfast in the morning.

XI. Coordination

School bus have a designated parking area in front of the administration building.

School bus coordinator manages the traffic and signals the bus to enter the designated parking or to stop. As a safety rule, **NO BUS IS ALLOWED TO MOVE WHEN CHILDREN ARE WALKING IN THE DESIGNATED AREA.**

For Drop Off in the morning: First bus arrives at 7.45am and parks in reserved designated area A in Annex 1. Following bus parks in Area B and so on until last bus parks in Area H.

For Pick Up in the afternoon at 1.30pm: First bus to come in the designated area at 1.25pm and parks as per the following table:

Bus Number	Parking Area
4	A
6	B
5	C
3	D
1	E
8	F
2	G
7	H

For Pick Up in the afternoon at 3.30pm: First bus to come in the designated area at 3.25pm and parks as per the same table above.

In the afternoon, the students flow is controlled by the Bus Coordinator, the Administrative Secretary and the Office Boy.

Bus Coordinator manages the traffic and gives signal to buses to move or stop according to student flow.

Office Boy closes and opens the gate for the students to go to their bus following Bus Coordinator instructions.

Administrative Secretary supervises the operations on site and coordinate with the nannies for tardies.

XII. Coordination

In order to optimize security and avoid miscommunication, bus coordinator shall be contacted by phone for any changes in timing or location for pick-up or drop-off **AND** an email shall be sent to the child teacher with the secretary of the principal in copy. If those actions are not completed, the school cannot be held responsible for any dysfunction.

XIII. Control

At the end of his journey, the bus driver must check up if the bus is empty by walking in the alley of the bus and put the sign "Checked".

Annex 1: School Bus Parking Zone

