



## SCHOOL BUS POLICY

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## **1. Purpose**

The purpose of this school bus policy is to ensure the safe and efficient transportation of students to and from school. This policy outlines the guidelines and expectations for students, parents, and staff regarding school bus usage and behavior and completes the [Guiding Manual of School Transport in the Emirate of Dubai](#) issued by the RTA.

## **2. Eligibility**

All students enrolled in the school are eligible to use the school bus service. Parents must register their child(ren) for the school bus service and provide accurate contact information and location details by filling this form.

## **3. Acknowledgement**

By enrolling a student in the school bus service, authorized guardians are acknowledging this School Bus Policy.

**International Concept for Education is a facilitator for the service and does not decide the availability of the service in some areas.**

The provided timing for pick up and drop off is the best possible under the constraints of time, routing, and availability of the service.

## **4. Bus Routes and Timings**

Bus routes and timings will be determined by the school bus coordinator. Any changes to the bus routes or timings will be communicated to the parents and students in a timely manner.

The timing given to the parents is based on the current enrolled students and may change accordingly if additional students are enrolled for the service.

## **5. Student Conduct and Safety**

- Students must show respect and follow the instructions of the bus nanny and any assigned bus monitors.
- Students must arrive at the designated pickup point on time and wait in an orderly manner.
- Students must board and disembark the bus in a safe and disciplined manner.
- Students must remain seated with their seatbelt on while the bus is in motion and keep the aisles clear.
- Students must refrain from any disruptive or unsafe behavior, including but not limited to shouting, fighting, throwing objects, or tampering with emergency equipment.

- Students are responsible for the care of their personal belongings and must keep the bus clean and free from damage. They must discard any trash in the available garbage bin.
- Students must not extend any body parts out of the bus windows.

## **6. Discipline and Consequences**

Any violation of the school bus policy may result in disciplinary action, which can include warnings, temporary suspension of bus privileges, or permanent revocation of bus privileges.

The school administration will communicate any disciplinary actions to the parents/guardians involved.

In cases of severe misconduct or safety concerns, the school reserves the right to involve appropriate authorities and take necessary legal actions.

## **7. Parents Responsibilities**

- Parents should ensure that their child is ready and waiting at the designated pickup point at the assigned time.
- Parents must not enter inside the bus. Non respect of this rule can lead to a cancellation of the school bus services and no refund of the fees.
- Parents must show respect when talking or writing to the school bus staff.
- Parents should provide accurate and updated contact and location information to the school for effective communication.
- Parents should inform the school in advance by sending an email to **operations@icedubai.org**, the latest before 10am the same day, if their child will not be using the bus service on a particular day or requires any changes in their transportation arrangements.
- Parents must not give any token money to the school bus nanny or driver for any reason. In case of non-respect of this rule, the concerned student may be suspended from the school bus services.

## **8. Bus Driver Responsibilities**

- Bus drivers must possess a valid driver's license and necessary qualifications and RTA authorization to operate a school bus.
- Bus drivers must comply with all traffic regulations and ensure the safety of the students during transportation.
- Bus drivers must not stop during transportation of the children nor talk on the phone.
- Bus drivers must ensure that the bus CCTV is working properly.
- Bus drivers must clean their bus on a daily basis and ensure a proper personal hygiene.
- Bus drivers must not leave their bus unattended while the ignition key is on.

- Bus drivers must ensure that the fire extinguisher is maintained and that the first aid box is complete.
- Bus drivers must check up if the bus is empty by walking in the alley of the bus and put the sign “Checked” at the end of each journey.
- In case of emergency, the bus drivers must immediately call his coordinator who shall inform the school and/or the authorities and/or the concerned parents according to the situation.

## **9. Bus Nanny Responsibilities**

- Bus Nannies must inform the legal guardians 5 minutes before arriving for pick up.
- Bus Nannies must collect the students from the designated location upon pick up from home.
- Bus Nannies are the person in charge of the students taking the bus from pick-up till drop-off.
- Bus Nannies must report any incidents, accidents, or concerns related to student behavior, safety, or bus maintenance to the school administration promptly.
- Bus Nannies must drop off the KG students in their respective classrooms upon arrival at school.
- Bus Nannies must ensure that all the students are present upon pick up from school as per the list provided by the school operations officer.

## **10.Tardiness**

In order to ensure the best timing for pickup and drop-off for the students, the bus driver shall not wait more than 2 minutes for the authorized guardian to bring the student for pick up and receive the student for drop-off.

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

If the authorized guardian 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).

## **11.Coordination**

In order to optimize security and avoid miscommunication, bus coordinator shall be contacted by phone for any changes regarding pick-up or drop-off AND an email shall be sent to the school operations officer ([operations@icedubai.org](mailto:operations@icedubai.org)).

If those actions are not completed, the school cannot be held responsible for any dysfunction.

## **12.COVID-19 precautionary measures**

- All school bus nannies and drivers are vaccinated against Covid-19.
- Pupils with body temperature over 37.4 degrees Celsius will not be accepted on board and will be returned to the authorized guardian.

## **13.Cost and duration of the service**

The school bus service costs:

- **4,000AED** per child from September to December
- **3,000AED** per child from January to March
- **3,000AED** per child from April to June

The above fees will be charged regardless of:

- The number of days of use as long as at least one day is used
- If one way or roundtrip is used
- The occurrence of days off during the month

Once paid, **school bus fees are non-refundable** except for the following cases:

- The student cannot attend the school for medical reasons
- The student is leaving the Emirate of Dubai
- The bus service cannot be provided

## **14.Summer Break**

The bus service will discontinue during the months of July and August for summer break, regardless of any school days during these months.

## **15.Review and Amendments**

This school bus policy will be reviewed periodically by the school administration and may be amended as needed.

Any amendments to the policy will be communicated to the parents and staff in a timely manner.

## **Inquiries**

If you have any inquiries related to the school bus, you can contact the bus coordinator

**Mr. Iqbal : 050 119 0424**