

## **Transportation Department** **Bus Service Rules and Regulations** **Academic Year 2017-2018**

**You have registered your son/daughter in the bus service in International Community School - Mushrif Branch and therefore accepted the rules and regulations of the School and the Department of Municipality Affairs and Transportation and the Abu Dhabi Emirate School Transport Guidebook and Decision (35) for the Year 2012. By registering you pledge full compliance with the following:**

1. Fully committed to the policy of school transportation in terms of:
  - Maintain the cleanliness of the bus where my son/daughter is seated.
  - Oblige my son/daughter to use the seat belt during the bus trip.
  - Abide the bus timings and responsible for all the circumstances, oblige my son/daughter to reach the assigned bus stop on or before the specified time.
  - Oblige my son/daughter to sit on his/her assigned seat.
  - Oblige my son/daughter to follow the instructions of the Bus Escort.
  - Notify directly the Bus Coordinator and Bus Escort if I come and collect my son/daughter from the school.
2. Fully understand and accept that the bus will not wait more than two minutes from the assigned pick-up time in the morning and no missed calls will be given by the escort.
3. Changing of Home Address and Updating Details:
  - Contact the Bus Coordinator to change the location one month before transferring my home, stating the complete details of my new location.
  - Due to change of location, I'm aware of the possibility that buses might not be available.
  - Undertake to provide clear and accurate data (contact numbers, home address, email accounts) and also update these if necessary.
4. For the safety and convenience of all the students and parents, buses will move no later than 2:45 pm and late students will be left in the school. I accept that it will be my responsibility to collect my son/daughter from the school if he/she does not go to the bus on time and is left behind.
5. Fully aware of and accept the fees for the transportation services and the settlement deadline.
6. Accept that I must apply to the Bus Coordinator in writing to cancel the bus service and understand that my son/daughter's bus registration is only canceled from the date of the application.
7. Accept the refund policy of the School for bus cancelation.
8. Accept that I should make an official complaint to the Transportation Coordinator if any bus issue arises regarding the Bus Driver, Bus Escort and Bus Coordinator, any school staff, other student or other parent. Complaints should not be discussed with the Bus Supervisor or Bus Driver directly.
9. Fully aware that the safety of my son/daughter while waiting for or coming from the bus is my responsibility.
10. Fully aware of the rules and regulations by living in a compound. It is my responsibility to wait for my son/daughter near the main gate, knowing the fact that compounds don't allow the school buses to enter their premises.
11. Fully aware that the school has the right to ban my child from using the school transport service if he/she repeatedly violates the safety regulations or endangers himself/herself or others while on the bus.