

Chapter 5: Transportation

Policy 14: School Bus Policy

Purpose:

The purpose of this policy is to emphasize the School's responsibility to ensure the safety of students during their transport to and from school by school bus in accordance to Abu Dhabi Education Council (ADEC) and Department of Municipal Affairs and Transport (DMAT) Safety Standards.

Policy Statement:

The school aims to provide a safe, high quality, and efficient bus service that meets the needs of all ICS students by delivering quality of service to and from school.

Safety: ICS School buses are compliant as per ADEC and DMAT guidelines and regulations, including the length of time students are riding buses. The assignment of Bus/Transportation (Bus #) will be determined by the route that corresponds with the student's home.

Quality: All school buses will be checking and maintenance as per ADEC and DMAT safety standards. Drivers and Bus Escorts are qualified, licensed from DMAT, experienced, and work under the supervision of the ICS Transportation Coordinator.

Roles and Responsibilities:

Responsibilities of Parents and Students

1. In the morning pick-up, students should be prepared and waiting for their bus outside their home at the allocated time. At the end of the school day, students in grade KG1-G4 scheduled to take the bus home will be escorted from their classrooms to the bus with a Bus Escort. The Bus Escort will pick up your child from his/her classroom at 12:45pm (KG only).
2. Grades 1-12 students will be released at 2:30pm. Bus escorts or conductors will be on the bus with your child until they arrive at your home. Students are assigned to a seat on the bus and they must follow the bus rules. Please review with your child the following rules for bus.

While on the bus, students will:

- In the morning pick-up, be ready and prepared for the bus at the time specified.
- Sit in the place allocated by the bus conductor.
- Buckle your seatbelt.
- Always abide by all school rules and keep the bus clean. No eating or drinking on the bus.
- Always keep your head and hands inside the bus.

- Do not use improper language on the bus. Be polite at all times.
 - Do not speak to the driver. If you need assistance ask the bus escort.
 - A parent or guardian should meet the child (KG1 to G4) at the bus in front of your home.
 - Students must wear their full uniform at all times.
 - Leave class promptly for the bus directly after school unless they have an activity.
3. Every conductor has a mobile phone. Parents are asked to call her when necessary. Contact number for the bus escort is provided to all parents at the start of the year. Parents can get the phone number from the Transportation Coordinator.
 4. It is strictly forbidden for any student not registered in the school bus to ride the bus. Bus students can never invite other students to ride the bus home with them in any circumstance.
 5. It is strictly forbidden for any child to ride a different bus from the bus he/she has been assigned. Students can only ride the bus in which they have been registered.
 6. It is strictly forbidden for any student to be dropped off or picked up from any other location other than the registered pick-up/drop-off location.
 7. Any request for any temporary change of drop-off or pick-up location (e.g., son/daughter staying with relatives during parent's travel outside of UAE) must be submitted in writing to the Transportation Coordinator in advance. Such requests will be approved or refused at the discretion of the Administration on a case-by-case basis.
 8. All school rules apply to the school bus as well. Any student who breaks the school bus rules or behaves in a manner that threatens the safety of others on the bus will be reported to the administration by the bus escort and will receive a disciplinary warning. After this warning, the student will be denied the privilege to use the school bus services for one week. If the student still doesn't abide by the rules, the student will be denied the privilege to use the school bus services.
 9. Parents who register their son/daughter for the school bus service are bound by the Transportation Department Bus Service Rules and Regulations AY 2017-2018:

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 for my son/daughter 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.

14.1 Bus Behavior

Purpose:

This policy establishes rules that the students must follow when riding the school bus at International Community Schools.

Policy Statement:

1. Students must obey the following rules at all times:
 - Students must stay seated at all times while the bus is moving.
 - Students will have a bus ID card. They must use this card at all times.
 - Students riding the school bus will follow the Code of Student Conduct at all times.
 - Students will board the bus with their bus escort.
 - Students will respect the bus driver and the bus escort.
2. Students are to behave responsibly and safely at all times. Students who encourage incorrect behavior of others will find themselves under disciplinary action based on the school code of conduct.
 - *NO BAD LANGUAGE, TEASING OR BULLYING*
 - *NO PUSHING, HITTING, SPITTING OR OBSTRUCTION*
 - *NO INTERFERENCE WITH OTHERS OR BUS PROPERTY*
 - *NO LITTERING*
 - *NO FOOD TO BE CONSUMED ON BUS*
 - *NO TAMPERING WITH SAFETY EQUIPMENT OR EMERGENCY EXIT*

Consequences for Misbehavior in the Bus

The School has the right to impose any punishment deemed to be appropriate.

Guidelines:

Minor Infringement: First offence for minor infringement will receive a verbal warning, e.g., eating or drinking, littering, bad language, leaving seat or standing up while the bus.

Disciplinary Process

1. **First Offence:** Verbal warning
2. **Second Offence:** Written warning
3. **Third Offence:** Informed parents for both verbal and written warnings.
4. **Fourth Offence:** Meeting with Parents at time of second written warning.
5. **Suspension** from the bus for one week at time of third written warning.
6. **Additional offences:** undetermined bus suspension.

Major Infringement: First offence for major infringement will receive a written warning, e.g., physical abuse, willful damage, threatening behavior, vandalism to the bus.

Disciplinary Process

1. **First Offence:** Written warning and informed parents.
2. **Second Offence:** Suspension from the bus for one week at time of second written warning.
3. **Additional offences:** cancellation of bus service.

The length of any suspension will depend on the finding of the investigation.

Expulsion may be considered by ICS in any situation where the behavior of the student is a violation of EHS policy and a threat to the safety of himself/herself or to the safety of others.