STUDENT TRANSPORT POLICY

Definitions

For the purpose of this policy:

'**The school**' refers to Al Basma British School.

'**Parent**' refers to an adult with legal parental responsibility for a student whether it be a biological parent or adult who has been granted permanent or temporary legal parental responsibility by the state or the biological parent.

'**School Transport Coordinator**' refers to the school employee who oversees the transport service provided by the transport companies engaged at any time.

'**Bus Supervisor**' refers to the transport company employee who oversees the transport service provided to the school by their transport company.

'**Transport Company**' refers to one or more school transport companies contracted by the school to provide a transport service for the schools' students at any given time.

'**ITC**' refers to the Integrated Transport Company.

Purpose

This policy is framed to ensure that Al Basma is fully compliant with statutory requirements and the guidance issued by regulatory bodies including but not limited to ADEK and ITC.

Al Basma is committed to safeguarding our students through a high-quality, secure, and efficient bus service as they travel to and from school.

The aims of this policy are to:

Ensure that all buses are compliant with the ADEK & ITC School transport rules and regulations.

Define monitoring procedures for the complete journey whilst our students are on the school bus.

Ensure that all buses are equipped with booster seats (below age 4), three-point seat belts or lap belts where it is not possible to fit a three-point belt, a CCTV system with recording facilities, Salama system, and GPS technology.

Ensure that the transport companies provide buses that are well maintained, meet safety standards, and adhere to technical specifications.

Ensure that drivers and bus escorts are fully aware of their roles and responsibilities.

Ensure that training is provided for drivers and bus escorts as and when required as refresher courses or to induct them with new statutory or regulatory body requirements.

Ensure that all drivers and bus escorts that are new to Al Basma receive Al Basma safeguarding, H&S and behavior policy induction and are made aware of Al Basma school transport practices.

Ensure Al Basma transport companies devise efficient routes and offer a close-to-door service which meets all statutory and regulatory body requirements where students are picked up from and dropped off as close as possible to their home.

Ensure that transport companies make every effort to minimize journey times as much as possible within the time restriction provided by ITC.

Ensure that transport companies design routes with drop off and pick up points that do not require the student to cross the road to access the bus or their property as far as practically possible.

Responsibilities of the bus escort

- Check the bus daily to ensure the safety of the students; seat belts and booster seats are free from damage and are in good working order and the interior of the bus does not present any risk to students' H&S.
- Check that the required safety equipment is present and in good condition; fire extinguisher, first aid kits, 'break the glass' hammers, booster seats.
- Keep an up-to-date copy of the parent's or designated guardian's contact numbers in case of an emergency.
- Have an up-to-date attendance register to record attendance as soon as the student enters the bus.
- Ensure students do not stand in the bus when moving.
- Ensure that all students are in their designated seats with seat belts fastened throughout the trip.
- Ensure children under the age of 4 use the booster seat provided at all times on all journeys
- Support students if they need any assistance to fasten their seat belts or booster seats.
- Arrange the bags safely in a way that does not block the aisles.
- Ensure students do not touch the safety equipment such as first aid kit, fire extinguisher, 'break the glass' hammers, and emergency doors.
- Do not allow students under the age of 11 Years to get off the bus at the designated drop off point until she ensures that the parent or designated guardian is present to collect them.
- Notify the school (bus coordinator) if the parent or designated guardian is not present to collect a student under the age of 11 years and bring the student back to the school after dropping off all other students.
- Hand students under the age of 11 to the parent or designated guardian no less than 10 meters away from the bus door step. If the property entrance is less than 10 meters from the school bus door step, hand students under the age of 11 to the parent or designated guardian at the property entrance.
- Always leave the bus with all students and assist in taking their bags out of the bus if necessary.
- Escort all students (including those age 11 and over who have written consent to leave the bus without the presence of a parent or designated guardian and students who are already handed over to a parent or designated guardian) to cross the road if this is necessary to reach their property entrance.
- Do not allow parents or designated guardians to take students directly from the bus.
- Allow elder siblings (Y11 or above) are permitted to pick up younger siblings (Y2 and above) in place of a parent-appointed responsible adult only when parents provide a signed consent form to the school.
- Do not allow any student to join or leave the bus at a point that is not a designated pick-up or drop-off point on that route.
- Monitor student behavior and report any concerns or incidents to the School Transport Coordinator.

- Ensure that the bus entrances, exits, aisles and emergency exits are free of any obstructions before starting the trip.
- Assist in evacuating the bus in case of an emergency.
- Abstain from drinking, eating or using the phone when the students are on the bus.
- Wear the designated uniform when on duty.
- Maintain a clean and professional appearance, ensure you are well presented at all times when on duty or wearing the designated uniform when off duty.
- Operate the Salama system clearly and efficiently.
- Report any damage or defective seats, seat belts, booster seats or equipment to the Bus Supervisor and School Transport Coordinator.
- Make parents or designated guardian aware of any incident or behavior which endangers the H&S of their child or other students on the bus using the approved procedure.
- Carry a valid School Bus Escort Permit at all times and show it to authorized inspectors or officials when requested.
- Ensure, at the end of the trip, that the bus is empty and all students have disembarked the bus.
- Return any lost property to the child by dropping at Reception.

Responsibilities of the bus driver

- Carry out a daily bus inspection before driving the school bus, including but not limited to checking the lights, tires, bus exterior, seats, flooring, warning and H&S systems
- Maintain a log of trip wise bus inspections and report any issues to the Bus Supervisor and School Transport Coordinator.
- Ensure that the first aid kit and fire extinguishers are intact, are in place and are in date.
- Prepare the bus with sufficient time before students board; ensure the bus is clean inside and out and adjust the AC to ensure the bus is at a comfortable temperature when the students enter.
- Do not drive the bus at a speed that exceeds the legal limit specified for each road on the route.
- Always maintain a speed below the maximum speed limit for school buses; 80 km/h.
- Use the stop arm and warning lights when any students are boarding or leaving the bus until they are safely on board at pick up or the bus escort is back on the bus and has given the all clear to move during drop off.
- Wear the designated uniform when on duty.
- Maintain a clean and professional appearance, ensure you are well presented at all times when on duty or if wearing the designated uniform when off duty.
- Always abstain from drinking, eating, smoking or using the phone while driving the bus.
- Monitor student behavior and report any concerns or incidents to the bus escort and School Transport Coordinator.
- Ensure and prioritize the safety of the students onboard the bus whether this is during a journey from their home to school and back or during school educational visits or to and from outdoor activities, events, matches or competitions.
- Always carry a valid UAE school bus Driving License issued by the Emirate of Abu Dhabi and present it to authorized inspectors or officials when requested.
- Never drive until you make sure that all of the students are sat down and have fastened their seat belts or are fastened into the booster seat provided (under age 4 only).
- Ensure, at the end of the trip, that the bus is empty and that all students have disembarked the bus.

- Never drive the school bus across the front, Deerfield's side or back of school during parent drop off or pick up.

Responsibilities of the parents

- Ensure a parent or designated guardian is available at the pickup point on time to collect their children under age 11 or 11 and over who do not have a written consent to leave the bus without an adult present.
- At drop-off time, stay 10 meters away from the school bus doorstep or at the property entrance if this is less than 10 meters from the school bus doorstep.
- Provide the School with the contact details of both parents and any designated guardians and confirm or update the same as and when required.
- Inform the school, no less than two weeks in advance, of any temporary or permanent change of address so that the School Transport Coordinator can liaise with the transport companies and confirm they can accommodate the change.
- Pick up the students from school if he/she is returned to the school because no parent or designated guardian was available at the designated drop off point at the designated time.
- Pay the repair cost for any vandalism or malicious damage caused to the bus by their child.
- Notify the school transport coordinator regarding any issues or concerns related to; H&S on the bus, the cleanliness of the bus, any misbehavior of the driver, bus escort or students.
- Fill and sign the transport application form with terms and conditions at the time of registration and annually thereafter. APPENDIX 1
- Fill and sign the Designated Guardian Form APPENDIX 3 designating an adult other than the parent to receive the child from the bus escort if the child is under the age of 11.
- Fill and sign APPENDIX 4 for Picking up Younger Siblings: Elder siblings (15 years or above) are permitted to pick up younger siblings (Y2 and above) in place of a parent.
- Read and sign the Al Basma Terms and Conditions for School Transport annually see APPENDIX 5.
- Ensure all students under the age of 11 are accompanied by a parent or designated guardian at the pickup point until they board the bus.
- Ensure that the children are on time for pick up as the buses will not wait for a child if they are late.
- Ensure that your child is wearing their school ID badge when they board the bus.
- Treat bus drivers and escorts politely and with respect at all times.
- Never board the school bus or speak to a child on the school bus that they are not the parent or designated guardian of.
- Notify reception before 1.30pm and collect the child from the pickup point designated for their year group if the child is not returning home on the bus at the end of the day.
- Do not bypass school systems and put the bus escort in a difficult position by contacting her or your child directly to make a private arrangement as this can delay bus departure and lead to mistakes being made and result in safeguarding issues.
- Do not bypass school systems by trying to collect your child from the bus hall as they leave to board the bus as this can lead to mistakes being made and result in safeguarding issues.
- Respect that rules are the same for everyone and whilst they may seem excessive, they are there to protect the 1000 students who use school transport daily at Al Basma.
- Respect that any delay caused by you or your child to the start or continuation of the bus journey has a knock-on effect on everyone else using the same bus so please avoid being late for pick up or drop off.
- Respect that from time to time due to adverse weather conditions ITC will delay or cancel school transport and that this is beyond the school's control. In such circumstances, please monitor Class list for notifications

regarding arrangements for all school transport (heavy rain, high wind or sandstorms affecting many areas of Abu Dhabi) and accept calls or return missed calls from the bus escort regarding temporary changes affecting individual bus routes (usually fog or heavy rain affecting isolated areas of Abu Dhabi).

- Comply with any temporary or permanent suspension of a child from school transport due to repeated incidents in violation of the student or school transport code of conduct especially where these endanger their H&S or that of others, or one incident constituting gross misconduct which seriously endangers their H&S or that of others on the bus.
- Comply with any transport suspension resulting from a 3-day school suspension for non-payment of fees.
- Re Enforce the school's efforts to educate their children about the importance of adhering to school transport codes of conduct, traffic and transport safety during the trip and when waiting for, boarding or leaving the bus including but not limited to the following:

    - Be present at the pickup point on or before the designated time.
    - Comply with all school transport safety regulations to avoid exposing him/herself or others to danger during the school bus trip.
    - Remain on the bus until reaching the school or the designated drop off point.
    - Remain seated with seat belt fastened at all times.
    - Use any booster seat provided (under age 4 only).
    - To follow the school behavior expectations at all times as school transport is an extension of the school and any breaches will be sanctioned in line with the school behavior policy.
    - To follow the instructions of the bus driver and escort at all times.
    - To treat the bus driver and escort respectfully and politely at all times.

Responsibilities of the students

- Behave courteously and respectfully towards bus drivers, bus escort, and other students in all circumstances.
- Follow the bus safety rules at all times during the journey, when boarding or leaving the bus.
- Walk quietly to their seats and fasten their seat belts or allow the bus escort or a teacher to fasten them into their booster seat before the bus departs.
- Wear their school ID badge when boarding the bus.
- Store all bags and equipment under seats and do not obstruct the aisles.
- Avoid causing a disturbance or unnecessary noise or movement during the journey as this can distract the driver while the bus is moving or pulling off and prevent the bus driver or escort being alerted to an urgent situation inside the bus.
- Not to eat or drink anything other than water on the school bus for H&S reasons - if the bus has to stop quickly or has an accident you could choke. For safety reasons, eating and drinking on the bus other than water is not permitted.
- Keep all windows on the bus closed; the bus has AC, opening the windows prevents the AC from working properly.
- Only touch or use emergency equipment in an emergency in the absence of an adult to operate or if directed to do so by an adult.
- Follow all school behavior rules when using the school bus. School transport is an extension of the school and any breach of school behavior expectations will be reported to and sanctioned by the school.

Disciplinary Process for breach of school behavior expectations or bus safety rules:

- The bus escort will complete and handover a behavior slips to the School Transport Coordinator no later than the next school day to report any behavior incident or any breach of bus safety rules which endangers the H&S, mental or physical wellbeing of themselves or others on the bus.
- The School Transport Coordinator will hand over the behavior slip, on the same day he receives it, to the Pastoral vice Principal and Social Worker who will investigate the matter.
- If necessary, the School Transport Coordinator will retrieve the CCTV from the bus or Bus Company. Please note, depending on the day the incident is reported to the school and the CCTV system on the bus, it can take up to 48 hours to get a recording of the incident on the bus CCTV from the company.
- If the initial investigation into the alleged behavior incident suggests that the student's behavior seriously endangers the H&S, physical or emotional wellbeing of themselves or others on the bus, the parents will be informed that the student will be suspended from the bus whilst the investigation is carried out.
- Once the investigation is complete, if the student is found to be at fault:
    - Sanctions will be imposed in line with the behavior policy which may include a temporary suspension from the school and/or the bus. The parents will be informed by the Social Worker or the Pastoral vice Principal.
    - If a student is found to have acted in a way that causes a threat to the H&S of themselves or others on the bus the school will issue a warning to the student and parents that a repeat of the same or similar behavior will lead to a 5-day suspension from the bus and/or the school and that a further repeat will lead to permanent suspension from the bus and potentially a temporary suspension from the school.
    - If a student is found to have acted in a way that causes a **serious** threat to the H&S, physical or mental wellbeing of themselves or others on the bus the school reserves the right to withdraw the student's access to school transport permanently and with immediate effect.
    - If a student is found to have acted in breach of UAE Law, culture or morals e.g. using tobacco or any other illegal substances, carrying or using a vape, e-cigarette, lighters, matches, pen knives or a weapon, sharing indecent material, theft, vandalism, maliciously damaging the bus or safety equipment they will be permanently suspended from the bus service with immediate effect.
    - In the case of vandalism, malicious damage to the bus or the safety equipment on the bus the parents will be responsible for the cost of replacing the damaged item or repairing the damage.
- If the same behavior or a similar breach of the bus safety rules which causes any risk to the H&S, physical or mental wellbeing of themselves or others on the bus is repeated, investigated and the student found to be at fault for a second time, the parents will be informed that the student will be suspended from the bus service and/or the school for 5 working days.
- If the same behavior or a similar breach of the bus safety rules which causes any risk to the H&S, physical or mental wellbeing of themselves or others on the bus is repeated a third time, investigated and the student found to be at fault, the parents will be informed that the student will be suspended from the bus permanently and the school temporarily.

Prepared By:	Reviewed By:	Reviewed By:	Approved By:
Jihad Abdul Majeed	Abdussalam. P	Shibil bin Usman	Sharon Davis
Transport Coordinator	Administration Manager	Health & Safety Officer	Principal
Signature: 	Signature: 	Signature: 	Signature: 
Review Date	09-October-2026		
Next Review Date	08-October-2027		

APPENDIX 1

TRANSPORT APPLICATION FORM. AY -2026-2027

Please ask the Transport Coordinator to share the link for the google form if you would prefer to complete this form online.

Full name of Student:…….

Student code:…….. Current Year:…… Home room:…… Current Bus No.:…..

Gender: Male ☐ Female ☐

Name of Parent:	Father:		
	Mother:		
Contact Number	Father:	Mob:	Res:
	Mother:	Mob:	Res:
Contact Email	Father:		
	Mother:		

Pick Up Point & Drop off point:

Building Name:	
Name of shop on Building:	
Villa/Flat/Floor No:	
Nearest Land Mark:	

I have attached a recent passport size colour photograph of my child.

PARENT'S SIGNATURE: ..... DATE: .....

APPENDIX 2

PARENT CONSENT FORM TO DROP THE STUDENT WITHOUT AN ADULT. AY -2026-2027

I, parent/guardian of ……., Year…… Class……., studying in Al Basma British School, using school bus number…… with the drop-off point at ……..

I hereby confirm that my child is currently aged 11 or over.

As per ITC requirements, a parent or a designated guardian must be available at the pickup point to collect their child as they leave the bus.

By signing this consent form, I am confirming that there will not be a parent or legal guardian available at the pickup point.

I acknowledge that by completing and signing this form I take full legal responsibility for my child after they leave the bus until they reach my home and I relieve the bus escort and bus driver of their in loco parentis status once the bus escort has discharged her duty to escort my child

1. 10 meters from the bus step or to the property entrance if this is less than 10 meters from the bus
2. and when crossing any roads required to reach my property

I acknowledge that I have to complete a new copy of this form every academic year if I wish this arrangement to continue.

I acknowledge that this consent is only valid for students aged 11 and above

I have attached a recent passport size colour photograph of my child

Parent's Full name: .....

Parent's signature: .....

Date: .....

School Transport Supervisor's Full name: .....

School Transport Supervisor's signature: .....

Date: .....

APPENDIX 3

CONSENT FORM FOR DESIGNATED GUARDIANS.AY -2026-2027

I, parent of ……., Year…… Class……., studying in Al Basma British School, using school bus number…… with the drop-off point at ……..

As per ITC requirements, a parent or a designated guardian must be available at the pick-up point to collect all children below the age of 11 from the bus escort after they leave the bus.

By signing this form, I confirm that I am designating parental responsibility to the adult named below and that they have my full authority to collect my child from the bus escort after leaving the bus and act as my designated guardian in loco parentis.

DESIGNATED GUARDIAN:

Name…….

Contact Number……

I acknowledge that I have to complete a new copy of this form every academic year if I wish this arrangement to continue.

I acknowledge that I have to inform the School Transport Coordinator and the Bus Escort if the designated guardian's contact details change.

I acknowledge that I have to submit a new form if the designated guardian changes at any time.

Parent's full name: .....

Parent's signature: .....

Date: .....

School Transport Supervisor's Full name: .....

School Transport Supervisor's signature: .....

Date: .....

APPENDIX 4

PARENT CONSENT FORM FOR PICKING THE SIBLING BY THE ELDER CHILD. AY -2026-2027

I, parent/guardian of ……., Year…… Class……., studying in Al Basma British School, using school bus number…… with the drop-off point at ……..

Hereby confirm that my child is currently studying in Y2 or above

As per ITC requirements, picking up Younger Siblings: Elder siblings (15 years or above) are permitted to pick up younger siblings (Y2 and above) in place of a parent-

By signing this consent form I am confirming that there will not be a parent or legal guardian available at the pick-up point and I permit elder sibling: ……Year……DOB…….

I acknowledge that by completing and signing this form I take full legal responsibility for my child after they leave the bus until they reach my home and I understand that School shall not be responsible for any incidents after the drop off.

1. I acknowledge that the elder child is matured enough to undertake this responsibility.
2. As a parent/ guardian I have explained the responsibility to my elder child.

I understand that I have to complete a new copy of this form every academic year if I wish this arrangement to continue.

I have attached a recent passport size colour photograph of my child

Parent's Full name: .....

Parent's signature: .....

Date: .....

School Transport Supervisor's Full name: .....

School Transport Supervisor's signature: .....

Date: .....

APPENDIX 5

TERMS AND CONDITIONS FOR SCHOOL TRANSPORT AY 2026-2027

- A minimum of (7) Seven working days are required to arrange transport service after accepting the transportation enquiry application. The seat confirmation will only be communicated to the parents after the driver and the School Transport Coordinator physically check the location.
- The transport company has the discretionary right to reject an application based on the route, seat availability, and timing.
- Incomplete applications will not be accepted. All applications must include the exact location of the pickup point and the drop off point if it is different.
- A minimum of two working weeks notification is required for temporary or permanent location changes.
- The school strongly advises parents to check that the bus service is available to their proposed new location before making a decision to relocate.
- Location changes will be approved only after physically checking the location, seat availability, and journey time.
- The school/transport company cannot guarantee that location changes can be accommodated but will do their best to find a solution where they cannot accommodate a permanent location change due to seat availability.
- Frequent changes of location will not be permitted.
- The maximum bus journey time from the first student boarding the bus to the last child leaving the bus is 60 minutes in accordance with ITC regulations.
- Buses do not leave the school site until all students have boarded the buses. Journey time does not begin until the children board the bus. In the case of any delay due to mechanical issues students shall wait in the bus hall until a replacement bus arrives. If the delay is significant parents will be notified.
- The transport company has the discretionary right to change the pickup and drop-off timings, bus driver, bus escort, bus route or the bus number in accordance with any permanent or temporary changes to the start and end time of the school, the number of students, total journey time or any necessary rearrangement of routes or staffing for logistical reasons. Any such changes will be communicated to parents by the Bus Supervisor or the School Transport Coordinator.
- Transport fees must be paid for the full term at the beginning of each term and are only refundable as specified by the ADEK and ITC guidelines.
- Whether the journey is one way or two ways the parents are required to pay the full fee as the seat is reserved.
- A full month bus fee will be charged if the student uses the school bus service for a minimum of five days in that month.
- Students must be present at the pickup point on the designated time. The bus will not wait if the student is not available at the designated time at the pickup point. Please do not leave bags at the pickup point as the bus will not wait if the bag is present on time but the child is not.
- All siblings must be at the pick-up point at the designated time. The bus will not wait for siblings if any of them are not present at the pickup point at the designated time.
- A parent or designated guardian must accompany all children under the age of 11 at the pickup point until they board the bus.
- For safety reasons, eating and drinking anything other than water is not permitted on the bus.

- Misbehavior, disrespect and breaches of the bus safety rules during the journey or whilst boarding or leaving the bus will be reported to the school by the Bus Escort. Appropriate action will be taken after an investigation as per the school behavior policy sanctions may include but are not limited to temporary suspension from school transport and/or the school or permanent suspension from school transport.
- Parents are required to inform the Bus Escort or the School Transport Coordinator in advance if the student is absent.
- From time to time due to adverse weather conditions which may make driving hazardous ITC will delay or cancel school transport. This is beyond the school's control. In such circumstances, please monitor Class list for notifications regarding cancelation of all school transport (heavy rain, high wind or sandstorms affecting many areas of Abu Dhabi) and accept calls or return missed calls from the bus escort regarding temporary changes affecting individual bus routes (usually fog or heavy rain affecting isolated areas of Abu Dhabi).
- If a parent does not want a student to use the return trip on a particular day the parent should call the school reception before 1.00 pm on the day or send an email to the school reception and collect the child from the designated pick-up point for their child's year group at the end of the day.
- Students under the age of 11 must be received by their parents or a designated guardian at the drop-off point.
- Parents or the designated guardian must collect their child from the bus escort 10 meters from the bus step or at the property entrance if that is less than 10 meters from the bus step.
- Parents or the designated guardian cannot receive their child from the bus door and should not approach the bus.
- If any of the students need to cross the road when they leave the bus to reach their property entrance they must be accompanied by the bus escort regardless of their age or the presence of a parent or designated guardian.
- If a parent wants a student aged 11 or above to leave the bus without a parent or designated guardian to collect them they must complete the attached Parent Consent Form APPENDIX 2 annually and return it to the School Transport Coordinator. The School Transport Coordinator will contact parents once the request is approved.
- The parent must complete the Designated Guardian Form APPENDIX 3 annually and return it to the School Transport Coordinator to assign a designated adult to collect their child on their behalf.
- It is the parent's responsibility to ensure that contact details for parents and any designated adults are correct and inform any change to the School Transport Coordinator and Bus Escort.
- The parents or designated guardian is required to pick up the student from the school if the student is returned to the school because the parent or designated guardian was not available at the designated drop-off point at the designated time.
- Any change or cancelation of bus service must be informed to the School Transport Coordinator in advance by email.
- Damage caused by a student to the bus, through vandalism or malicious intent, will be chargeable to parents.
- Parents, guardians, siblings are not allowed to enter to the bus for any reason.
- Parents, guardians, siblings are not allowed to speak to other children on the bus.

I have read, understood, and agree with the above school transport terms and conditions.

Parents Name: _____

Parent Signature: _____ **Date: _____**