



1. INTRODUCTION

Emirates Future International Academy (EFIA), in partnership with its transportation contractors, is fully committed to ensuring the safety and well-being of all students during their daily commute to and from school. This policy outlines our core responsibilities, the roles of various stakeholders, and the stringent measures implemented to ensure that our school bus services remain safe, reliable, inclusive, and operationally efficient, while maintaining full compliance with **ADEK** and **ITC** regulations.

2. PURPOSE

The purpose of this Transportation Policy is to:

- Define the school's and operators' roles in ensuring student safety.
- Align with ADEK's School Transportation Policy Version 1.1 (2024) and ITC regulations.
- Outline responsibilities of all stakeholders, including parents, staff, drivers, and students.

3. SCOPE OF POLICY

3.1 Applicability of Policy

This policy applies to all school transport stakeholders, including:

- School operators and staff
- School bus drivers and supervisors
- Parents/guardians and appointed responsible adults
- Students using school or non-school bus transport

In case of conflict between ADEK and ITC guidelines, **ITC policies take precedence**. All staff and contractors must adhere to:

- Federal Decree Law No. (21) of 1995 on Traffic and amendments
- The Executive Regulation (DMT, 2017)
- Abu Dhabi Guideline for School Bus Route Regularization (QCC, 2023)
- ITC's technical and operational transport regulations



4. OBLIGATIONS OF SCHOOLS

4.1 Provision of School Bus Service and Rider Safety

- **Mandatory Provision of School Bus Service:** The school is primarily responsible for providing school bus services to all students, including those with additional learning needs, as required by ADEK and ITC. We are committed to ensuring that students with additional learning needs have equitable access to transportation services. In the rare circumstance where providing bus service is deemed unfeasible for a specific student, the school will formally request an exemption from ITC.
- **Rider Safety:** The school maintains ultimate responsibility for the safety and well-being of all students and staff while using school buses, even when transportation services are provided through third-party operators.
- **Training:** The school ensures that transportation operators provide comprehensive training on bus and pedestrian safety to all students to promote safe commuting practices.
- **Discipline** The school's student discipline policy includes clear provisions regarding acceptable behavior on school buses. Students are expected to treat the school bus as an extension of the school environment and uphold the same high standards of conduct.
- **Parent Education:** The school is committed to proactively engaging with parents by sharing educational materials and guidance related to the school bus service to foster awareness and cooperation.

4.2 Duration of Journey and Associated Pick-Up and Drop-Off Points

- **Journey Time:** The school is responsible for ensuring that the total duration of any student's bus journey does not exceed **60 minutes**, measured from the initial pick-up point to the final drop-off point. Any exceptions to this requirement must be supported by a **written agreement from the parents**, obtained through a signed undertaking..
- **Drop-off Protocol:** For students under age 11, a **parent/authorized adult must be present** at the drop-off point. If absent, the student will return to school.
- **Route Safety:** All pick-up and drop-off points must meet ITC and QCC safety and route requirements

4.3 Exclusive Use of School Buses

- School buses may **only transport students**, as per ADEK and ITC regulations.

4.4 School Bus Fees

- Fees must be proposed by the operator and approved by ADEK, based on the **ITC Bus Fee Framework**.
- Exceptional increases must be reviewed and approved by both ITC and ADEK.



4.5 Picking Up of Younger Siblings by Elder Siblings

- Elder siblings who are **15 years of age or older** may be authorized to pick up younger siblings in place of a parent-appointed responsible adult. This arrangement is permissible only upon the parents' submission of a **signed consent form** to the school. The form must explicitly acknowledge the elder sibling's **maturity and understanding of the responsibilities** involved. It must be noted that the school **will not be held liable** for any incidents or consequences arising from this arrangements.

4.6 Grievances and Complaints

- The school maintains a grievance process per Section 9.7 of the ADEK Guidelines.
- Final authority rests with the **Principal or Governing Board**, prioritizing safety over convenience.

4.7 Parking in Schools and Speed Limits in School Zones

- **Designated Parking Lots:** The school will ensure the provision of **clearly designated parking areas** for school buses and staff vehicles, fully compliant with the **ADEK Buildings and Facilities Policy**.
- All vehicles must obey **school zone speed limits** as per Federal Decree Law No. (21) of 1995.

4.8 Bus Services for Field Trips

- **Vehicle Specification:** Non-school buses may only be utilized for transporting students during **school-related activities (e.g., field trips)** after obtaining **prior approval from ITC**. Schools are required to submit these approval requests through the **ITC's School Transport Team**.
- **Speed Limit:** Vehicles used for non-regular student transportation, such as during field trips, **must comply with all applicable speed limits**.
- **Duration of Journey:** It is important to note that the **60-minute maximum journey time** restriction **does not apply** to field trips and similar extended activities.

4.9 Non-School Bus Transportation (Private/Alternative Modes)

- Only **Cycle 4 students** (typically Grade 9 and above) may use non-school transportation independently.
- Parents must sign a consent form and accept full responsibility.
- The school is **not liable** for incidents that occur off-premises.
- Parents understand the **distance traveled to school using other non-school bus** transportation methods, such as bicycles, etc.
- Parents shall ensure **full compliance** with the relevant ITC regulations



- pertaining to required permits, usage of pathways, and other applicable rules.
- Students using **scooters or bicycles** must comply with ITC requirements:
 - **Scooters:** Scooters and E-scooters are permitted only for students who are **at least 16 years old** and are operating on cycling paths at a maximum speed of **20 km/h**.
 - **Bicycles:** Bicycles must be used exclusively on **designated cycling paths**. Students under the age of 12 who use bicycles for transportation to and from school will require **appropriate parent/adult supervision**.
 - The school retains authority over allowing such transport modes on campus and will provide appropriate infrastructure if permitted.

5. SCHOOL BUS SERVICE STAFF

5.1 Staffing Requirements

Drivers must:

- Drivers have successfully obtained a **QCC license, followed by the requisite ITC license**
- Drivers possess **thorough familiarity** with the **ADEK Student Protection Policy**.
- Drivers are **officially registered on PASS**.
- Schools have accounted for the **potentially long processing time** required for the licensing procedures and have **planned their school bus service delivery accordingly**.

Bus Supervisors must:

- A Bus Supervisor is **appointed for every bus** used for transporting students aged **11 years or below**.
- **Only female Bus Supervisors** may be employed, with the exception of all-male schools serving students in Cycles 2 and 3, where a male supervisor may be employed.
- Bus Supervisors shall have obtained a **QCC license, followed by the requisite ITC license**.
- Bus Supervisors must be **familiar with the ADEK Student Protection Policy**.
- Bus Supervisors are **officially registered on PASS**. The School will also **consider the long processing time** required for their licensing procedures and plan their school bus services accordingly

School Transport Coordinator must:

- Schools are required to appoint one staff member to serve as the **School Transport Coordinator**. This individual must be **thoroughly familiar with the ADEK Student Protection Policy**, must be **registered on PASS**, and must be able to **adequately speak, read, and write in the language of instruction** used at the school.



5.2 Communication with Schools and Parents

Bus Supervisor responsibilities:

- **Notifying the parent-appointed responsible adult** regarding any **delays** concerning the school bus for both pick-up and drop-off.
- **Immediately notifying the school and the parent** if the designated responsible adult is **not present** at the drop-off point, thereby ensuring the student's safety is maintained until appropriate alternative arrangements are confirmed.
- **Reporting any instances of student misconduct** that occur during the journey to the School Transport Coordinator for necessary disciplinary action.
- **Addressing other operational aspects** related to the daily journey, such as changes in the bus route or any unexpected operational issues that may arise during the commute.

Driver responsibilities:

- **Reporting any and all incidents** that occur while driving the school bus, including accidents or technical issues, **immediately to the School Transport Coordinator.**
- **Informing the School Transport Coordinator** of any student misconduct observed during the journey, ensuring the maintenance of a **safe and orderly environment** on the bus.

School Transport Coordinator responsibilities:

- **Handling all communication during emergencies**, such as delays caused by fog or accidents, and ensuring that all involved parties are **promptly and fully informed.**
- **Communicating any scheduled or necessary changes** in the school bus schedule to both parents and operators, with the goal of ensuring **minimal disruption** to the students' daily routines.
- **Addressing broader transportation issues** that may arise, such as systemic delays or policy updates, and **coordinating closely with relevant stakeholders to resolve them efficiently and effectively.**
- **Providing operators and parents with their professional contact details**, ensuring that the Coordinator is readily **accessible for any issues that extend beyond the scope of the Bus Supervisor**, such as genuine emergencies or other significant, high-level concerns.

6. REFERENCES

- **Department of Municipal Affairs and Transport (DMT)** – Executive Regulation No. 259 of 2017
- **ADEK** – School Transportation Policy, Version 1.1 (September 2024)
- **Federal Decree Law No. (31) of 2021** – Crimes and Penalties Law
- **Integrated Transport Center (ITC)** – School Transport Guidelines
- **Abu Dhabi Quality and Conformity Council (QCC)** – School Bus Route Guidelines (2023)




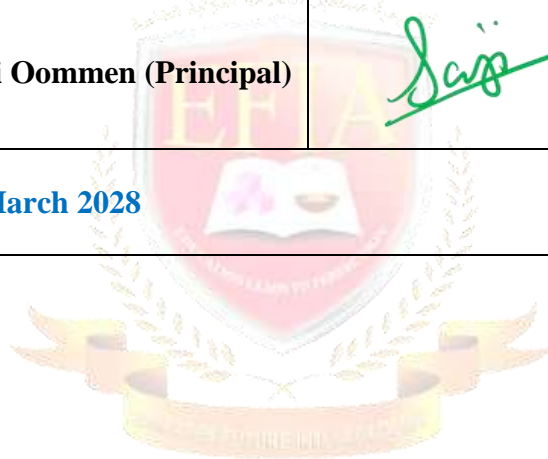
Policy Review

This policy shall be reviewed every **two (2) years** or earlier if required due to:

- Changes in school operations,
- Updates to ADEK policies or regulatory requirements, or
- Lessons learned from incidents, audits, or inspections.

All revisions shall be documented and approved by the school management.

	Name	Signature	Date
Reviewed & Approved By:	Mr. Saji Oommen (Principal)		20 March 2026
Next Review Date – 31 March 2028			





1. Purpose

This policy outlines the behavioral expectations and disciplinary procedures for students using Emirates Future International Academy's (EFIA) school bus service. It ensures the safety, dignity, and well-being of all passengers and staff in line with school Transportation and Student Protection policies.

2. Scope

Applies to:

- All students availing EFIA school transportation
- Bus supervisors, drivers, and attendants
- Parents/guardians involved in pickup/drop-off

3. Objectives

- Ensure safe, respectful, and orderly conduct on school buses
- Establish clear rules and consequences for misconduct
- Promote responsibility, accountability, and positive reinforcement
- Support ADEK's Safe Transportation and Child Protection mandates.

4. Roles and Responsibilities

4.1 School Principal

- Oversees implementation and compliance with this policy

4.2 Transportation Coordinator

- Monitors daily operations and reports behavioral incidents
- Liaises with parents and school administration

4.3 Bus Supervisor / Attendant

- Maintains order and safety on the bus
- Records incidents and implements corrective actions

4.4 Drivers

- Drive safely and report behavioral issues to the supervisor

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- Do not discipline students directly

4.5 Parents/Guardians

- Educate children about bus rules
- Cooperate with the school in addressing behavioral concerns

4.6 Students

- Follow the rules, respect staff and peers, and ensure safety for all

5. Bus Conduct Rules

All students must:

1. Be seated and wear seat belts throughout the journey
2. Follow instructions from bus supervisor and driver
3. Use polite and respectful language
4. Keep hands, feet, and belongings to themselves
5. Avoid shouting, fighting, or disruptive behavior
6. Respect school property and keep the bus clean
7. Not eat, drink (except water), or throw objects inside or out of the bus
8. Board and exit the bus safely and in an orderly manner

6. Positive Reinforcement Measures

- **Verbal praise** for good behavior
- **Bus Star Awards** or certificates for consistent positive conduct
- Mention in **school assembly** or **classroom boards**
- Individual or group charts where students earn stars or points that can be exchanged for privileges or small prizes.
- Sending notes, emails, or messages to parents about the student's achievements and good behavior.

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- Creating passes for special privileges like sitting with a friend, being the teacher’s assistant, or having a “no homework” day.
- Making short phone calls to parents to share something positive about the student’s day or week.
- Displaying students’ names, work, or achievements on a bulletin board for public appreciation.
- Handwritten notes from the teacher recognizing a specific positive action or improvement.

7. Disciplinary Procedures for Misbehavior

Offense Level	Examples	Consequences
Level 1 (Minor)	Talking loudly, littering, standing while bus is moving	Verbal warning, report to class teacher, parent note
Level 2 (Moderate)	Repeated L1 behavior, disobedience, teasing peers	Incident report filed, parent call, 1–3-day suspension from bus
Level 3 (Major)	Bullying, vandalism, physical aggression, endangering others	Immediate suspension from bus, meeting with parents, behavior contract
Level 4 (Critical)	Sexual misconduct, intentional injury, threats	Long-term suspension or expulsion from bus service, ADEK reporting

8. Emergency Protocols

- In cases of emergencies (e.g., physical fights, health crises), the bus will stop at a safe location and the **Transportation Coordinator** and **School Administration** will be notified immediately.

9. Communication with Parents

- All behavioral incidents are documented
- Regular communication through written notices, calls, or parent meetings
- Repeated violations will involve **Behavior Intervention Plans**






Policy Review

This policy shall be reviewed **every two (2) years** or earlier if required due to:

- Changes in school operations,
- Updates to ADEK policies, including transportation, student discipline, or other regulatory requirements,
- Lessons learned from incidents, audits, or inspections.

All revisions shall be properly documented and approved by the school management.

	Name	Signature	Date
Reviewed & Approved By:	Mr. Saji Oommen (Principal)		01 April 2026

Next Review Date – 31 March 2028



Revision Date: 31/03/2028

