



## INTRODUCTION

Our school, in collaboration with our transportation contractors, is fully committed to the safety and well-being of all students during their daily commute to and from school. This policy outlines our responsibilities and the measures we implement to ensure that our school bus services are safe, reliable, and efficient.

## PURPOSE

The purpose of this **Transportation Policy** is to clearly define the school's responsibilities in maintaining student safety during transportation. It also establishes the roles and responsibilities of various stakeholders involved in the school transportation process.

## 1. SCOPE OF POLICY

### 1.1 Applicability of Policy

This policy applies to all operators and staff involved in providing school bus services. In any instance where there is a conflict between the regulations set by ADEK and ITC, ITC policies will take precedence. All personnel must comply with the ITC requirements as outlined in the executive regulation governing school transport services in Abu Dhabi, as well as the guidelines for safe movement paths and designated pick-up and drop-off points. Additionally, operators must adhere to the traffic laws enforced by the Abu Dhabi police.

## 2. OBLIGATIONS OF SCHOOLS

### 2.1 Provision of School Bus Service and Rider Safety

- **Mandatory Provision of School Bus Service:** The school is responsible for providing school bus services in accordance with Article No. (2) Of the Executive Regulation Concerning School Transport Services in Abu Dhabi. We are also committed to supporting students with additional learning needs, ensuring they have access to school bus services. In exceptional circumstances where providing bus service is not feasible for an individual student, we will seek an exemption from ITC.
- **Rider Safety:** The school holds ultimate responsibility for the safety of all students and staff on school buses, even when third-party operators are involved.
- **Training Students for School Bus Service:** The school will ensure that operators provide comprehensive training on bus and pedestrian safety, in line with Section 7.2 of the Guidelines for Movement Paths and Starting and Stopping Points for School Transport.





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- **Student Discipline:** Our student discipline policies include specific provisions for behavior on the school bus. We expect students to treat the school bus as an extension of the school environment, adhering to the same behavior standards.
- **Educating Parents about School Bus Service:** The school will actively communicate with parents and provide educational materials as outlined in Section 7.1 of the Guidelines for Movement Paths and Starting and Stopping Points for School Transport.

## 2.2 Duration of Journey and Associated Pick-up and Drop-off Points

- **Maximum Journey Time:** The school will ensure that no bus journey exceeds 60 minutes from the pick-up point to the final drop-off point, in line with Article No. (10) Of the Executive Regulation. Any exceptions to this will require agreement from the parents through a signed undertaking.
- **Designated Pick-Up and Drop-Off Points:** Students will be picked up and dropped off at designated points, as outlined in Section 3 of the Guidelines for Movement Paths and Starting and Stopping Points for School Transport.

## 2.3 Exclusive Use of School Buses

- **Use of School Buses:** School buses are exclusively for transporting students, as per Article (10) of the Executive Regulation.

## 2.4 School Bus Fees

- **School Bus Fees:** Operators will propose school bus fees in line with the ITC School Bus Fee Framework, subject to approval by ADEK.
- **Exceptional Fee Increases:** Any requests for exceptional fee increases must be approved by ADEK.

## 2.5 Picking Up of Younger Siblings by Elder Siblings

- **Picking Up Younger Siblings:** Elder siblings aged 15 or above may pick up younger siblings (grade 1 and above) in place of a parent-appointed responsible adult, provided the parents submit a signed consent form to the school. The form must confirm the parents' acknowledgment of the elder sibling's maturity and understanding of the responsibilities involved. The school will not be held liable for any incidents resulting from this policy.



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## 2.6 Grievances and Complaints

- **Handling Parent Concerns:** The school will have a clear process for handling parent concerns, as outlined in Section 7 of the Guidelines for Movement Paths and Starting and Stopping Points for School Transport. The Principal or governing board will make the final decisions, with safety being the primary consideration.

## 2.7 Parking in Schools and Speed Limits in School Zones

- **Designated Parking Lots:** The school will provide designated parking areas for school buses and staff vehicles, in accordance with the ADEK Buildings and Facilities Policy.
- **Speed Limit of Other Vehicles:** All vehicles must adhere to the speed limits set for school zones as per the Traffic Law of the Abu Dhabi Police.

## 2.8 Bus Services for Field Trips

- **Vehicle Specification:** Non-school buses may only transport students for school-related activities with ITC approval. Schools will apply for these approvals through the ITC's School Transport Team.
- **Speed Limit:** Vehicles used for non-regular student transportation, such as field trips, must adhere to the applicable speed limits.
- **Duration of Journey:** The 60-minute maximum journey time does not apply to field trips and similar activities.

## 2.9 Non-School Bus Transportation

- **School's Liability:** The school is not responsible for students using non-school bus transportation. The school's supervision begins once the student enters the school premises. The school has the right to regulate the use of pathways and parking for such transportation modes.
- **Consent Form:** Parents must sign a consent form acknowledging their responsibilities when their child uses non-school bus transportation. This form outlines the potential risks and ensures parents understand the relevant ITC regulations. Additional aspects to be outlined in the consent form based on the type of non-school bus transportation are outlined below:
  - a) Parents understand the implications of distance traveled to school using other non-school bus transportation such as scooters, bicycles, etc.,







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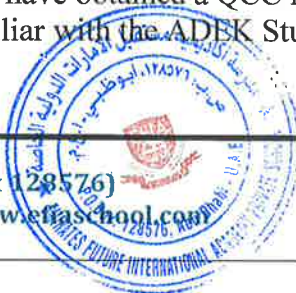
- b) Parents shall ensure compliance with the relevant ITC regulations regarding permits, usage of pathways, etc.
- **Transportation Requirements:** Schools will inform parents of the latest requirements regarding the use of non-school bus transportation. The following examples illustrate the criteria that may be applicable to the usage of each of the following modes of transportation during the journey, and they may be subject to change based on the ITC regulations:
  - a) **Scooters:** Scooters and E-scooters shall only be allowed for students who are at least 16 years old on cycling paths at a speed limit of 20km/h.
  - b) **Bicycles:** Bicycles shall be used on cycling paths. Appropriate parent/adult supervision will be required for students under the age of 12 who use bicycles as a mode of transportation to and from schools.

### 3. SCHOOL BUS SERVICE STAFF

#### 3.1 Staffing Requirements

- **Driver:** The requirements for Drivers are as per Article (6) of the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi. Schools will ensure the following:
  - a) Drivers have obtained a QCC license followed by the ITC license.
  - b) Drivers are familiar with the ADEK Student Protection Policy.
  - c) Drivers are registered on PASS.
  - d) They have considered the long processing time for the licensing procedures and planned their school bus service accordingly.
- **Bus Supervisor:** The requirements for Bus Supervisors are as per Article (7) of the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi and Section 4.3 of Guidelines for Movement Paths and Starting and Stopping Points for School Transport. Schools will ensure the following:
  - a) Appoint a Bus Supervisor for each bus used for transporting students aged 11 years or below.
  - b) Only female Bus Supervisors are employed, except for all-male school buses with Cycle 2 and 3 students where a male supervisor may be employed.
  - c) Bus supervisors shall have obtained a QCC license followed by the ITC license.
  - d) Bus Supervisors familiar with the ADEK Student Protection Policy.

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- e) Bus Supervisors are registered on PASS. School will consider the long processing time for the licensing procedures and plan their school bus services accordingly.
- **School Transport Coordinator:** Schools shall appoint one member of staff to be the School Transport Coordinator. Schools shall ensure that this person shall be familiar with the ADEK Student Protection Policy, is registered on PASS, and can adequately speak, read, and write in the language of instruction at the school.

### 3.2 Communication with Schools and Parents

- **Bus Supervisor:** The role entails regular communication with the parent(s) and schools regarding the following aspects:
  - a) Notifying the parent-appointed responsible adult regarding delays of the school bus for pick-up and drop-off.
  - b) Notifying the school and the parent if the parent-appointed responsible adult is not present at the drop-off point, ensuring the student's safety is maintained until alternative arrangements are made.
  - c) Reporting any instances of student misconduct during the journey to the School Transport Coordinator for further action.
  - d) Addressing other aspects related to the daily journey, such as changes in the bus route or unexpected issues that arise during the commute.
- **Driver:** The Driver is responsible for the following:
  - a) Reporting any incidents that occur while driving the school bus, including accidents or technical issues, to the School Transport Coordinator immediately.
  - b) Informing the School Transport Coordinator of any student misconduct observed during the journey, ensuring a safe and orderly environment on the bus.
- **School Transport Coordinator:** The School Transport Coordinator serves as the main point of contact for operators, parents, and school staff regarding transportation matters. Their responsibilities include:
  - a) Handling communication during emergencies, such as delays due to fog or accidents, and ensuring that all parties are informed promptly.
  - b) Communicating any changes in the school bus schedule to both parents and operators, ensuring minimal disruption to the students' daily routine.
  - c) Addressing broader transportation issues that may arise, such as systemic delays or policy updates, and coordinating with relevant stakeholders to resolve them efficiently.



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- d) Providing operators and parents with their contact details, ensuring they are accessible for any issues beyond the scope of the Bus Supervisor, such as emergencies or other significant concerns.

#### 4. REFERENCES

- Department of Municipal Affairs and Transport. Decision of the Chairman of Department No. 259 of 2017 on the Issuance of Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law
- Integrated Transport Center. (n.d.). Guidelines for Movement Paths and Starting and Stopping Points for School Transport.



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