



PROVIDENCE ENGLISH PRIVATE SCHOOL

Transport Policy & Agreement 2023-2024

Reviewed: August 2023

Approved: BoG, Director, Principal, Security Supervisor & Bus Supervisor

At PEPS we are committed to offer students a safe reliable and professional transport services. After considerable search, PEPS signed an agreement with AL Silaa Private Passenger Transport as our Bus Transport providers for the academic year 2023-2024.

The school has allocated a Bus Route and gate for buses to enter and exit without interfering with other school areas and parking. All buses will be parked in designated parking lot of the bus area for drop off and pick up.

1. Responsibilities of Al Seela Transport Company:

- Bus Company should provide transportation services to all students who require the service.
- Bus Company must cover transport to all areas of Sharjah Emirates & Ajman.
- Bus Company must provide transport for pick up and drop off at the door steps where possible.
- School can arrange with parents a pick up and drop of point if door step is not possible, and communicate instructions in writing to bus company.
- Bus Company shall determine the exact route and timing for pick up and drop off in cooperation with the school.
- The bus company will only uses buses and drivers that have been authorized by RTA for school transportation.
- All buses provided must be in very good condition at all times. All buses must be clean and safe.
- All buses to be fitted with GPS tracking device and CCTV camera system with DVR that is linked to a remote access.
- Bus will assure allocate specific time for pick up and drop off, and has the right not to wait over given times to avoid delays on all other students.
- Bus Company has the right to alter routes where necessary but this must be communicated to school and parents if permanent and must update parents with pick up and drop off new timings.
- The school must provide female bus supervisor on all buses.
- Any change of residence will only on Subject To Availability only, and parent must communicate in advance with the school to check possibility providing service for new location.
- All buses drivers must ensure buses have sufficient amount of fuel before their trips, and no stopping at Gas Station while on transport duty unless for emergency.
- All buses to be equipped with Tablet for real time attendance registration.

2. Responsibilities of Parents & Students:

- Parents are requested to be 5 minutes earlier of given time for pick up and drop off to avoid any delays on the whole trip. Bus drivers will not wait more than the designated time.
- In case of any student below 12 years old has no one waiting at designated area, than child shall be returned to school after finishing all drop off of all students.
- If student returns to school, it will be the responsibility of the parent to pick up from school.
- Note: bus supervisor is not allowed to leave the bus expect in emergency cases.

- Bus conductor is not allowed to escort students from or to pick up and drop off points. Parent or guardian must escort the child.
- Students above 12 years old may leave bus at drop off point if requested by a parent in writing to the school in advance.
- If student misses a bus than it will be responsibility of the parent to arrange transport for that trip.
- If a student require to be dropped off at different destination of same route or other, than parent must email admin@peps.ae in advance for instruction and then bus coordinator will contact parent for assuring the request. The service is limited to availability only.
- In case of changing address, parent must inform school at least two weeks in advance and it is subject to availability.
- If student causes any damage on bus property then parents will responsible to compensate for the damages regardless for bus company or any other student. Bus supervisor must file and Incident report and copy provided to parent and school.
- The students will reform from eating and drinking on the best, except for water.
- The school has the right to exclude any student from using the bus service if:
 - Regularly delay s on pickup or drop offs
 - Continuous disturbance or misbehaving (three warnings will result in losing bus service)
 - Violates safety rules or endanger anyone on the bus
 - If students leaves the bus at different destination of allocated drop off without any prior approval.

3. Digital Attendance & Tracking

- All buses are equipped Maaman System
- Maaman System provides live GPS tracking for parents
- Real Live attendance registration is linked with parent’s app and school and registered through tablet with buss assistant.
- All parents receive contact details of their bus assistant and driver
- All buses equipped with CCTV camera that are linked with RTA.

4. Bus Fees

- Fees are agreed on with bus transport company and it is based on areas
- Fees to be paid in 1 full payment or 3 installments (before start of each term)
- If fees are not paid in advance, the bus company will prevent student from using their service unless directed by school management in writing.
- Bus company charge per student per seat and there will be no discount for siblings.

- If a student withdraws from bus during the term, then will be charged a full term and refunded any other remaining terms (if any). Exceptions are granted for monthly charge if using the service temporarily.
- Student can opt for one way only. Fees will be determined by Bus Company only.
- All bus service payments will be made to Bus Company and parent must receive receipt from Bus Company.

5. ECA & Field trips

- Behavior rules and all stake holders' responsibilities apply on all ECA bus services and Field Trips.
- ECA bus service is possible if more than 12 students available on same route and it will be charged extra depending on the period and route.
- All Field trips must be prearranged with bus company and school must provide teachers/supervisors with students (Female Staff must be with females on field trip)
- Transport Company will charge school for each trip depending on location and time.
- All field trips must include a Risk Assessment form that is preapproved by school management.

Agreement

I agree to the terms of the policy and accept responsibility for complying with the relevant conditions above.

School Stamp

Bus Company Stamp

Parent/Guardian Signature