



Communication Policy 2023-2024

Approved by:	Mr. Youssef Fares	Date: June, 2023
Prepared by:	School Administration and Bus Coordinator	
Next review due by:	June 1, 2024	

Al Kamal American International School – Halwan

The primary purpose of the school transportation system is to provide transportation for those eligible pupils from the vicinity of their homes to the school they attend. Careful consideration shall also be given to efficiency and economy of the operation. Use of transportation equipment for field trips, co-curricular activities, and other authorized educational, cultural, and recreational activities is permitted when it does not conflict with the primary purpose for transportation.

1. School bus transportation shall be considered a privilege to be used by a student only as long as the student accepts the responsibility for his/her own conduct, carefully following all established rules and regulations, and complies with the directions of the driver and the school bus conductor. The general supervision of the organization and the operation of the school transportation system shall be the responsibility of the School Transport Manager, and may be delegated to appropriate administrative and supervisory personnel of the school.
2. In organizing the operation of the transportation system, all applicable statutes, rules, and regulations of the Road and the Transport Authority, Sharjah shall be strictly adhered to and all recommendations and suggestions from the parents shall be carefully considered as far as possible.
3. The selection of a bus stop is essential to the wellbeing of children getting on and off the bus. Hence, the area surrounding the bus stop, weather, road conditions and the number of students using the bus stop shall be taken into consideration when choosing a location. The students should be easily visible to the drivers of passenger vehicles and buses. Hence, most school bus riders may find it necessary to walk some distance to the designated bus stop.
4. The school shall provide transport service to all students who wish to use the school Transportation, subject to a minimum of 15 children opting for bus service on that route.
5. The school reserves the right to determine the bus stop selection and the bus time for the students. Parent's intervention on this matter will not be entertained. Moreover, if any specific request comes from any parent for a specific transport on an unviable route, the management will try to make a suitable arrangement.
6. In the present arrangement, there is no provision to accommodate children using wheelchairs.
7. The school will only use the RTA authorized buses and drivers on approved routes for school transportation.
8. To avoid penalizing other students who are on time, the bus driver will not wait for any child/nor will the bus conductor give an alert/missed call to who is late beyond the designated pick up time.
9. The school will not be responsible for the loss of any items left behind on a bus seat.
10. Parents are requested to bring the students to the pick- up point 5 minutes before the designated pick-up time of the bus, and also to be at the drop point at least 5 minutes before the designated drop-off time in order to avoid delay for the remaining students on the bus. Please note that the bus driver will not wait beyond the designated time. If there is no one at the drop-off point with who to leave the child, then the child will stay on the bus as it continues its journey. The child will be brought back to school and it will then be the responsibility of the parent to pick-up the child from the school.
11. The school buses will depart at the designated time from the school. Should a student miss the bus for any reason then it will be the responsibility of the parent to collect the student from the school.
12. Students are not allowed to ride on a different bus. If a child wants to be transported by car on a particular day they may do so provided they present written permission from their parents/guardians to the Transport Manager and receive approval well in advance. Students shall not be transported to different stops for birthday parties, social events or any program not sponsored by the School.
13. Non bus students cannot ride on the buses.
14. In the event of a change of residence and the subsequent change of pickup/drop off points for a child, new pick up point shall be entertained only if the facility is available on the route



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- subject to availability of seats on the new route and at appropriate cost, however the school does not guarantee providing transport facility if it is a new route.
15. If a student is found to have caused damage to the bus or the property or belongings of a fellow student in the bus; then, the parents will be required to compensate adequately for the repair or replacement of the damaged item.
 16. The students must refrain from eating and drinking in the bus, with the exception of water.
 17. The school transportation policy outlines the behavior in the bus that is expected of students. The consequence of violating this rule may result in a loss of ridership privileges.
 18. In accordance with the RTA guidelines, the school principal may exclude any student from the school transport service in any of the following cases:
 - If a student causes the delay of a trip more than three times in one school year.
 - If a student violates any safety rule and endangers the lives of others during the trip.
 - If a student refuses to ride a bus from a pickup point approved by the school.
 - If a student leaves the bus before reaching his/her designated destination without prior permission.
 - If a student continues causing disturbance and more than three written complaints are filed against him/her during one school year.
 - A general lack of respect for the co-passengers.
 19. The school doctor will be responsible to check the First Aid Box (Contents and expiry) in each bus at regular intervals.

Transport Fee

- Parents will pay in advance the fees for the transport service directly to the school for each payment period.
- If the fees are not paid in advance at the start of the payment period, the child will not be permitted to use the service until they have been paid in full.
- If by choice any student opts to use the service only for one-way after registering for both ways, the fees for both ways will still be charged.
- **NO ONE-WAY BUS TRANSPORT WILL BE PROVIDED UNTILL ALL STUDENTS WHO CHOSE 2 WAYS ARE RESIDED.**

Duties of the Transport in charge:

- Maintain the overall School Bus Maintenance report.
- Maintain the bus service records, fuel records and the attendance of the drivers/conductors.
- Maintain the Log book report.
- Check the daily student attendance sheet of each bus.
- The Transport Manager oversees the entire transportation department and works with the school administration. He acts as the first contact for parents on matters concerning the transport at Dubai Gem Private School, Dubai.
- He reports to the School Principal and the Administration Manager.

In case of any accident

The Transport Manager, Head of Administration and Principal should be informed immediately by the bus driver / Conductor.

- Parents should be informed of the accident by the school administration.



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- All children involved in the accident, however minor should be checked by the school Doctor for clearance.
- If any child is hurt on the bus, the school will arrange for medical help.

Duties of the Bus conductor

- At the time of commencing the bus trip the conductor will place the ‘Students on board’ sign.
- The conductor will alight from the bus to escort students to & from the bus
- To ensure the safety of all students, the conductor will check that all students are wearing the seat belts.
- The conductor will take the daily attendance in the morning & afternoon run and inform the transport manager of any discrepancies.
- When all children have alighted the conductor will make a final check inside the bus to see that no one/nothing is left behind.
- Finally, the conductor will place the “No students on board” sign at the rear of the bus.

Duties of the Bus Driver

- Will not attend to any phone calls while driving.
- Will ensure that he drives carefully and transports all students to their destination in a safe manner.
- When all children have alighted the driver will make a final check inside the bus to see that no one/nothing is left behind.
- Finally the driver will place the “No students on board” sign at the front of the bus.