



School Bus Policy

Our school Bus policy aims to ensure our students have a safe journey to and from the school.

We provide an optional bus service to make it easier for families to get children to and from school each day. We will do all we reasonably can to provide a comprehensive service at the normal start and end of the school day, although it may not be possible to serve some locations because of distance, direction and traffic conditions. We choose each route and pick-up point to balance the needs of students, minimizing travelling time and the number of pick-ups as far as possible.

We work hard to maintain a consistent service through the year, but varying family circumstances, traffic flow changes and city events may result in changes during the course of a year. We telephone parents when there is a minor change to a bus route or timings and we send message if we have to make a significant change.

We see the school buses as an extension of the school and we expect the same high standards of students using them as we expect at school. Younger and older students ride the bus together and we expect the older students to make sure that their conversations are appropriate on the bus, and we expect the younger students to ensure that the older students are able to work relatively undisturbed, if they wish.

Each bus has a bus assistant who supervises the students and ensures that behavior is good and that students are safely seated. If there are any problems with the behavior of a student on the bus then we normally follow these guidelines:

First time – a warning from the bus assistant.

Second incident – a further warning and a report to the bus supervisor and to the social worker

Third time – a report to the principal. We would normally discuss the issue with parents at this point.

If problems persist, we may ask that the student doesn't use the bus service for a period of time, although we hope to avoid behavior issues getting to this level. We would discuss concerns at this level with parents and work together to ensure appropriate behavior from a student.

If students do not respond appropriately to the bus monitor, the bus monitor will report this to the Bus Coordinator. This will then be followed up by members of the school's leadership team.



The Role of The Bus Assistant

- All buses must have a bus assistant.
- The bus assistant ensures that all the correct students leave school on the correct bus.
- The bus assistant ensures that all students wear seat-belts and remain seated throughout the journey.
- The bus assistant ensures that younger children will be seated towards the front of the bus with older students at the back. In some cases, students may be allocated specific seats by the bus assistant.
- The bus assistant carries a mobile telephone and will contact parents if there is any delay to the service on either the outward or return journey.
- The bus assistant will attempt to contact parents if a student is not waiting at the bus stop as expected, but the bus can only wait for up to two minutes before leaving, as we need to get students to school on time.
- The bus assistant will ensure students get off the bus at the correct stop.
- The bus assistant will ensure that students are dropped off calmly and safely.
- The bus assistant cannot leave the bus to hand the student to the parents' home, so the parents have to receive their children from the stop point of the bus.
- A written note must be given to school if the student is allowed to walk home from the bus stop in the morning and afternoon.

Bus Rules for Students

- Students should be polite and respectful to the driver and bus assistant and follow all instructions given by them.
- Students should remain seated for the whole journey and not change seats once the journey has started.
- Students should wear a seatbelt at all times.
- Students must store luggage in an appropriate place so that it will not move significantly when the bus brakes or turns. This will avoid damage to belongings and possible harm to other passengers.
- Students should act responsibly and avoid doing anything that might distract the bus driver.
- Students should avoid making too much noise by shouting or talking loudly.



- Students should be polite to each other, the bus assistant, the driver, pedestrians and other road users.
- Students should show respect for other people's property.
- Students should not tamper with or damage any of the fixtures or fittings on the bus.
- Students should arrive on time at the bus stop in the morning and go promptly to the bus at the end of the school day.
- Students should remember to take all their possessions with them when they leave the bus.
- Students should not have any dangerous or distracting toys or other items with them on the bus.
- Students should keep the bus clean and tidy.
- Students should not consume food or drink (other than water) on the bus.

Responsibilities Of Parents

- Parents must inform the bus assistant if there are any changes to their child's transport arrangements.
- If parents wish a child to travel on a different bus, then a request should be made at least one day in advance to the bus coordinator. This will normally be possible only when a free bus place is available and advance notice is given for primary children.
- Parents must ensure that students are at the pickup point at the designated time. Students who are even slightly late can cause significant delays for all passengers.
- Parents must ensure that a responsible adult is present to send and collect primary children to and from the school bus in the morning and at the end of the day.
- A written note must be given to the school if a child is allowed to walk home from the bus stop in the afternoon.
- Parents must give updated telephone or mobile phone numbers to school and relevant bus assistant for contact in case of any emergency.



Instruction given by SPEA

2.3.5 Transportation:

- The instructions of the government agencies concerned with transportation should be adhered to regarding placing/installing hand sanitizers on school buses.
- All drivers and supervisors of school buses must be fully vaccinated against COVID-19 (at least two doses), except for those exempted with an approved medical report. Those exempted from vaccination are obligated obtain a negative PCR test result on a weekly basis.
- Reducing bus capacity not to exceed 75% and limiting safety physical distances by placing stickers (no sitting allowed) on seats.

SCHOOL BUS (K.G) ARRIVAL AND DEPARTURE TIMETABLE

The Bus Number	The Destination	Departing School
Bus 7	Dubai	12:30 PM
Bus 3	ALTAWOON	12:30 PM
Bus 10	AJAMAN	12:30 PM
Bus 8	ALMAJAZ 1-2	12:30 PM
Bus 12	ALKHAN	12:30 PM



SCHOOL BUS ARRIVAL AND DEPARTURE TIMETABLE

The Bus Number	The Destination	Arriving School	Departing School
Bus 1	ALRAMTHA -ALYASH	7:15 AM	2:45 PM
Bus 2	ALTAWOON	6:45 AM	2:45 PM
Bus 3	Butina, Qulai3a	7:05 AM	2:45 PM
Bus 4	ALMAJAZ 1-2	7:10 AM	2:45 PM
Bus 5	Al Rahmania	7:15 AM	2:45 PM
Bus 6	AI SOYOUH	7:05 AM	2:45 PM
Bus 7	Dubai	7:00 AM	2:45 PM
Bus 8	ALNAHDA - ALTAWOON	7:15 AM	2:45 PM
Bus 9	ALRASHIDIYA- NAMIYA	7:10 AM	2:45 PM
Bus 10	AL MOUHA – EMIRATESCITY	7:20 AM	2:45 PM
Bus 11	ALKHAN – MAJAZ 3	7:15 AM	2:45 PM
Bus 12	ALTAWOON	7:10 AM	2:45 PM
Bus 13	AL JARF - AJAMAN	7:05 AM	2:45 PM
Bus 14	MUWAILEH	7:25 AM	2:45 PM
Bus 15	ALKHAN- ALQOOZ	7:20 AM	2:45 PM

MS. JESSICA MARY GRIFFIN
The School Principal