Transport Policy

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Reviewed by Principal, Slt's & H&SO



AL AMAAL ENGLISH HIGH SCHOOL SHARJAH

Transport Policy

TRANSPORTATION:

The school is responsible for ensuring the students' safety while on school buses, whether managed by the school or outsourced to a third party. In addition to implementing rigorous safety procedures outlined in Al Amaal English High School Policy. School will also ensure the full implementation of the guidelines outlined by Emirates Transport Authority on the matter. The following are expectations set by the school for parents at the school.

a) Private vehicles:

- To ensure the safety of all students, parents driving to school will receive a route map detailing entry and exit points to the school.
- Parents must abide by the designated entry and exit points set by the school.
- The safety of children and other pedestrians is our highest priority and careless or reckless driving will be recorded and reported. Any abuse of our staff, students and parent volunteers will not be tolerated.
- Car owners of private vehicles should not stop in the middle of the road or in front of school gate to drop or pick their wards.
- School personnel and staff helping in the organization of students' arrival and dispersal times represent the school and their instructions must be obeyed.
- If a child is not availing school bus at the end of the school day, parents must arrange for their child(ren) to be collected from school within 15 minutes after school leaving time.
- In case of an emergency parents must pick up their child immediately.

b) Buses:

- For all intents and purposes, school buses, whether managed by the school or outsourced to a third party, are considered part of the school premises when being used by students.
- All safety rules and behaviour expectations set by the school and enforced by personnel must be adhered to by students and parents.
- Failure to comply with all transportation rules set by the school will result in disciplinary action and will affect the students' registration chances for the following academic year.
- Please refer to the bus Transportation policy.

This policy includes:

The Responsibilities of the Management:

- Traffic Management
- The Responsibilities of the Bus Conductor
- The Responsibilities of the Bus Driver
- The Responsibilities of the Parents
- The Responsibilities of the Students

Traffic Management

There is an up-to-date traffic management plan and based on SPEA and Sharjah Road and Transport rules and regulations. This plan should include the following:

- Pedestrian routes
- Private cars routes
- Bus routes
- Staff parking
- Bus parking
- Visitor parking

The security, bus drivers, bus conductors or supervisors, parents, Transport incharge and all related staff must be aware of this plan.

The Six Stages of the School Management:

Before the morning trip, during the morning trip, arriving at the school, during the school hours, departure time and home drop off.

The included tasks of the six stages are:

Before the morning trip:

- There is designated Gate for school busses (Gate # 3).

All vehicles are ban for parking in the allocated places of the buses.

During the morning trip:

- In case of any help, the responsible people in the bus should refer to the school management and the management will deal with it in a proper way.
- The designated supervising staff should make sure that the students are in place to collect them.

Arriving at the school:

- To check that the bus is empty and follow up with the bus driver and conductor in case there are any problems.
- In case the students are absent the school should inform the parents before the beginning of the first period.
- The attendance list should be updated and the bus conductor should be informed of any changes.
- The students' misbehaviour reports in the bus should be followed up.

During school hours:

- All students should board the bus at the end of the day according to the updated name list.

Home drop off:

Students who are below eleven years old, there should be a staff member to get them back to school in case there was no adult to receive them from the bus.

- The bus conductors should make sure that the school buses are free from any sharp equipment.
- The bus conductors should inform parents, if needed, using cell phones (Credits provided by the school) regarding arrival timings and drop off locations.
- The bus conductors are not allowed to use mobile phones during the trip except for emergency cases.
- The bus conductors should arrange a seating plan for students according to their age and gender.

- The bus conductors should accompany all students below eleven years old when crossing to the other side of the road.
- The bus conductors should ensure that the students are safe in the morning when coming to the school and in the afternoon when returning from school and also during school activities and field trips.
- The bus conductors should ensure that all students are seated with seat belts fastened while the bus is moving.
- The bus conductors should assist in evacuation from the bus on emergency cases.
- The bus conductors should report any misbehaviour from the side of the students during the transportation and report this to the senior management.
- The bus conductors should check the attendance in the morning and afternoon especially when it is time for students' pick up and drop off. This should be done to check if there is any student hiding behind the chairs or is missing.
- The bus conductors only allow students to drop off the bus in their assigned locations.
- The bus conductors should help students especially those below eleven years to lift and drop their school bags and place them in the appropriate, safe location.
- The bus conductors should follow all the rules and procedures outlined in School Transport Regulation for the Emirate of Sharjah, with SPEA and with daily procedures and duties during the bus trips.
- The bus conductors should be trained in firefighting and first aid procedures.
- The bus conductors should make sure that the bus drivers are following all the traffic laws and are driving safely at all times. Concerning any deficiencies by the drivers, the bus conductors should report to the senior management.
- The bus conductors should make sure that students, below eleven years, are handed to their parents or guardians who are assigned by the parents.
- The bus conductors should report directly about any type of minor or major accidents to the school senior management.
- The bus conductors should make sure that all school's code of conduct, discipline-related rules and procedures are followed rigorously in and out of the bus and take necessary action based on the school rules in the event of student misbehavior during the trip.

The Responsibilities of the Bus Conductor

Before morning trip starts

- Check to see if the bus is free of any dangerous equipment to ensure the safety of the students.
- Have the parents' contact numbers in case of emergency.
- Have the updated attendance roster to check the attendance.
- Check if the safety equipment is present and in good condition.

Home pick up

- To assist the students in getting up on the bus and help them seat in their allocated places and fasten
- their seatbelts.
- To arrange the bags in a way that they do not block the aisles.
- To take the attendance to ensure that everyone is present.

During morning trip

- To make sure that students are in their seats seating safely during their trip.
- To instruct students not to touch the safety equipment such as first aid kit, fire extinguisher, glass breaking hammers and emergency doors.
- To report to the senior management any form of deficiencies by the driver.

Arriving at school

- To inform students to stay seated till the bus stops completely.
- To assist students in taking their bags out of the bus especially those who are below eleven years.
- To take the attendance when each student leaves the bus.
- To make sure that the bus is empty from students and all their belongings.

Before morning assembly

- To inform the senior management of any misbehaviour by students or even the driver.
- To provide the assigned transport coordinator with the list of absent students.

During school hours

- To inform the senior management of any misbehavior by students or even the driver.
- To update the list of names of the late or early departure of any student, to avoid keeping any student at the school.

Departure from school

- To ask students to wait at the assembly point.
- To help students ride the bus.
- To arrange the bags in a way to prevent any disturbance.
- To take the attendance before moving.
- To inform the school about absent students.
- To ask the school transportation coordinator sign the attendance roster.

Home drop off

- To assist students to get off the bus.
- To ensure the road is free from any danger and ensure they are received by their parents (hand-to-hand for Foundation Stage and Cycle 1 students).
- To help the student cross the road from behind the bus.
- To take the attendance again after handing the students to their parents.
- To make sure that no one is on the bus.

The Responsibilities of the Bus Driver

- The bus driver should be trained by S RTA recognized agency for fire-fighting and first aid procedures.
- The bus driver should make sure the safety of the students onboard the buses from their homes to school and back, as well as during school field trips and outdoor activities.
- The bus driver should have a valid UAE school bus Driving License issued by SRTA.
- This should be parallel with all rules and responsibilities as per the School Transport Regulations of the Emirate of Sharjah Road Transport Authority, and with daily procedures and duties in the bus trip.
- The bus driver never uses his mobile phone during the trip.
- The bus driver ensures with the help of the bus conductor that no student is left behind on-board at the end of the trip.
- The bus driver helps to evacuate the bus in case of emergencies.
- The bus driver should obey traffic laws at all times and drive safely.
- Only students are allowed to enter and exit the bus at their assigned pickup and drop off points, or as instructed in case of emergencies.

Before morning trip starts:

To perform in-depth daily inspections and confirm the well operation of all mechanical checkpoints on the bus.

To fill in the daily bus condition checklist to avoid missing the inspection of any essential part of the bus.

Home pick up

- The driver should pick up the students from a safe area.
- The driver should not drive until he makes sure the student sat down and fastened the seat belt.

During morning trip

- The driver should follow the traffic rules and drive safely.

Arrival at school

- The driver should drop the students in a safe area that is designated for buses only.
- The driver should check that the bus is empty of students and their belongings.
- The driver should put the empty bus sign at the end of the bus with the help of the bus conductor.

Before morning assembly

- The driver should be cautious for any emergency situation.
- The driver should park in the designated place of the bus.

During school hours

- The driver should prepare the bus and ensure that its safe for departure.
- The driver should avoid overstressing to be ready for the next trip.

Home drop off

- The driver should make sure the drop points are safe.
- The driver should open the stop arm.
- The driver should ensure the students are away from the danger zone and ensure that students do not come back to take their forgotten belongings.
- At the end of any trip put the "empty bus" sign after making sure that the bus is empty of students and their belongings.

The Responsibilities of the Parents

- Report any unsafe condition observed, relevant to school bus transportation, the driver or bus conductor to the school senior management.
- Comply with all rules and responsibilities as per School Transport Regulation for SRTA, and with daily procedures and duties in the bus trip.
- Sign the Undertaking Form during student registration, provided by the school senior management.

Before morning trip starts

- Parents should wait with their children before the arrival of the bus in the bus pickup area.

Home pick up

- Parents should assist their child to get onboard.

During school hours

- Parents should be aware that they can receive any call from the school at any time.

Home drop off

- Parents should wait to receive their children when it is time to arrive home and assist them to get off the bus.

The Responsibilities of the Students

Before morning trip starts

- The student should have their bus ID card.
- The student should make sure that they took all their belongings.

Home pick up

- The student should wait at the bus pick up area at least 5 minutes earlier than the bus arrives.
- The student should not run to the bus when the bus is still moving.
- The student should use the handrail to get on the bus.
- The student should not push when getting up the bus.
- The student should sit in his allocated place and fasten the seatbelt.

During morning trip

- The student should not eat and drink on the bus.
- The student should keep his hands and legs to himself.
- The student should always keep the bus clean.

- The student should be quiet.
- The student should be seated at all times till the bus stops to the destination.

Arrival at school

- The student should not move till the bus stops completely.
- The student should not push while getting off the bus.
- The student should walk and descend the bus in an orderly manner.
- The student should not forget his belongings on the bus.
- In case any student was sleeping the student should inform the bus conductor for help.

Before morning assembly

- The student should wait for the bus conductor to take him to class(under 11 years).
- The student should proceed to the morning assembly allocation as scheduled by the school.

End of school day

- The student should get ready at least 2 minutes before the bell rings, should take his belongings with him.

Departure from school

- The student proceeds to the bus waiting area.
- The student waits for the instruction of the bus conductor to get o the bus.
- The student ascends the bus carefully and watching his steps.
- The student does not push anyone on his way.

Home drop off

- The student remains seated till the bus stops completely.
- The student takes all his belongings before descending from the bus.
- The student stays at least one dozen steps away from the bus so the driver can see him.
- The student should never go beside the bus even if he has dropped something.
- The student heads straight to his home after getting off the bus.
- The student should not stand in the sun and talk to strangers.

