



# **DUBAI GEM PRIVATE SCHOOL**

## **STRIVE FOR EXCELLENCE**



## **Transport Policy**

The primary purpose of the school transport system is to facilitate transportation of eligible pupils from the vicinity of their homes to school. Careful consideration shall also be given to efficiency and economy of the operation. Use of transport 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 Supervisor and may be delegated to appropriate administrative 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, Dubai, shall be strictly adhered to and all recommendations and suggestions from parents shall be carefully considered and implemented wherever feasible.
3. The selection of a bus stop is essential to the well being 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 other vehicles and buses. Hence, most school bus riders may find it necessary to walk some distance to the designated bus stop. The calculated travel time is an approximation only and may vary depending on the number of students / changes in route.
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 unavailable route, the management will try to make a suitable arrangement, if feasible.
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. Parents are strictly advised not to call the bus drivers for any reason as it will distract their attention from driving.
10. The school requires that its staff and students be treated with dignity and respect at all times. Any inappropriate behaviour, aggression, use of abusive language or gestures by the parent that results in creating embarrassment for the school / its staff will result in the transport facility being withdrawn with immediate effect and without any notice.
11. Parents shall compensate the school for any damages caused to school property or to other travelers as a result of inappropriate behavior by the student / parent.
12. Parents are responsible for the safety of their children in the morning from the time they leave home until they board the bus; and at the end of the day from the time the child gets off the bus and actually reaches home.
13. Children with a contagious disease will not be permitted to travel in the bus for Health & Safety reasons. The school may require a clearance certificate to be handed to the school medical team before the child boards the bus.
14. For the safety of all children, the school does not grant permission for any adult, including parents, to enter the bus under any circumstances. Only the Bus Captain, Bus Assistant, Company / school employee is permitted on the bus. Parents will be stopped by the bus assistants / staff from entering the bus, if they attempt to do so
15. Students are solely responsible for any personal belongings when traveling on the school bus. The school will not be liable for damaged, lost or stolen items.
16. 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.

17. 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.
18. Students are not allowed to ride on a different bus. If a bus student has to be picked up by parent/guardian on a particular day, a written note should be sent to the Class Teacher/Transport Supervisor for approval.  
Students shall not be transported to different stops for birthday parties, social events or any program not sponsored by the School.
19. Non bus students cannot ride on the buses.
20. 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 - 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.
21. 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.
22. For health and hygiene reasons, eating and drinking on the bus, other than water, is not permitted.
23. Seat allocation in the bus is done at the discretion of the transport in charges and keeping in mind the health and safety of all students and directions of regulatory authorities. Such seat allotment is not open to discussion or debate by parents.
24. 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.
25. 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.

*We do want to remind our students that riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if the misconduct of a child or parent jeopardizes the safe operation of the school bus or the safety of the other children riding the bus.*

26. The school doctor will be responsible to check the First Aid Box (Contents and expiry) in each bus at regular intervals.

Students commuting to school and back home using bicycles are strictly requested to adhere the rules and regulations by the RTA.

The school retains the authority to refuse students the use of bicycles or scooters as a means of transportation if they fail to adhere to safety guidelines.

Please find the detailed safety rules/regulations at the end of this document. (Appendix1)

### **Transport Fee**

- Parents will pay in advance the fees for the transport service directly to the school for each payment period. (For Years 11, 12 and 13 – these are annual fees, others are per term).
- 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, the fees for both ways will still be charged.
- One month notice period is required to be given by parents in case of transport cancellation. Failure to do so will incur a transport fee of half term.
- **NO ONE-WAY BUS TRANSPORT WILL BE PROVIDED.**

### **Duties of the Transport in charge:**

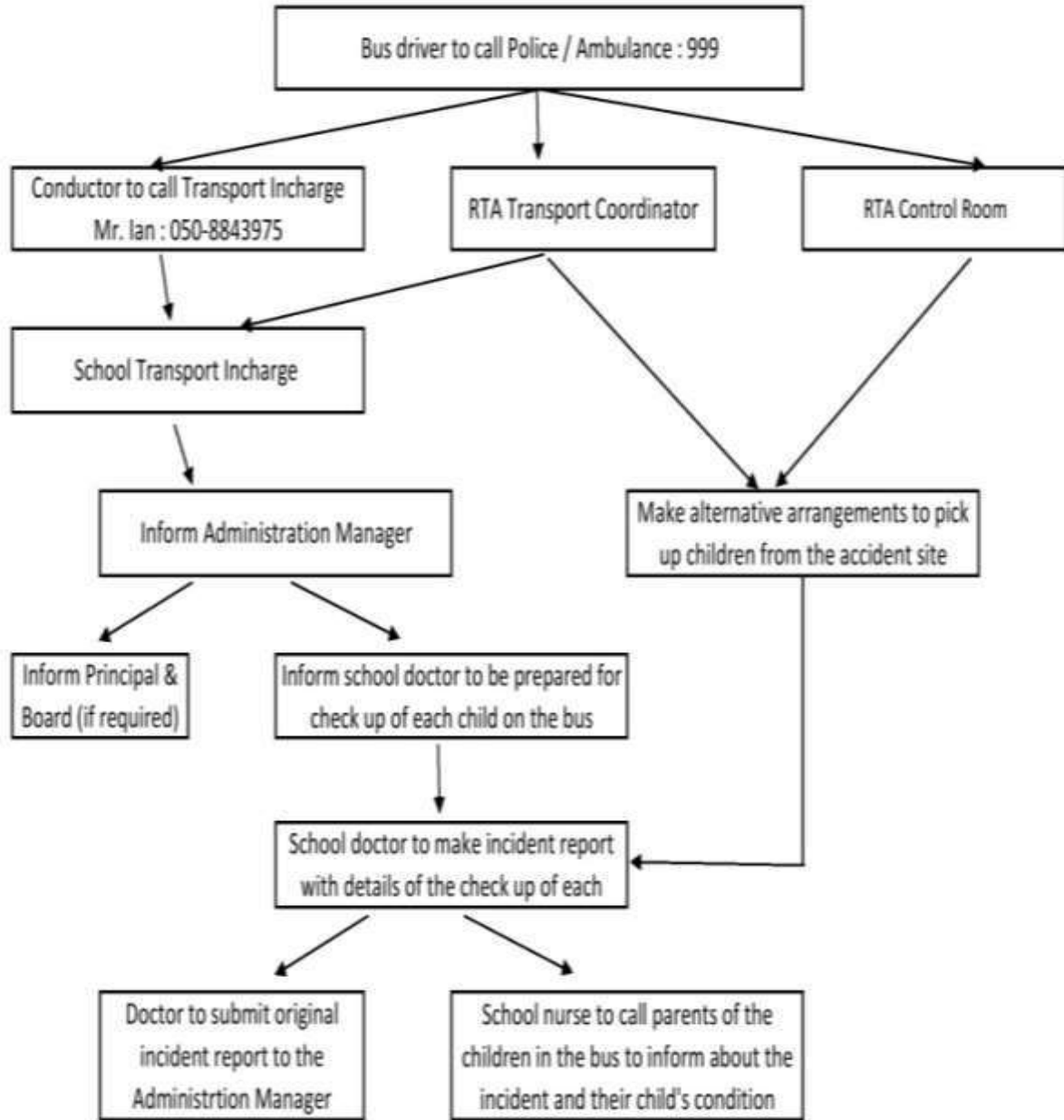
- Maintain the overall School Bus Maintenance report.
- Maintain the bus service records, fuel records and the attendance of the drivers/conductors.
- Maintain the Log book report.
- Check the daily student attendance sheet of each bus.
- The Transport Supervisor oversees the entire transportation department 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 Supervisor, 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.
- 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.

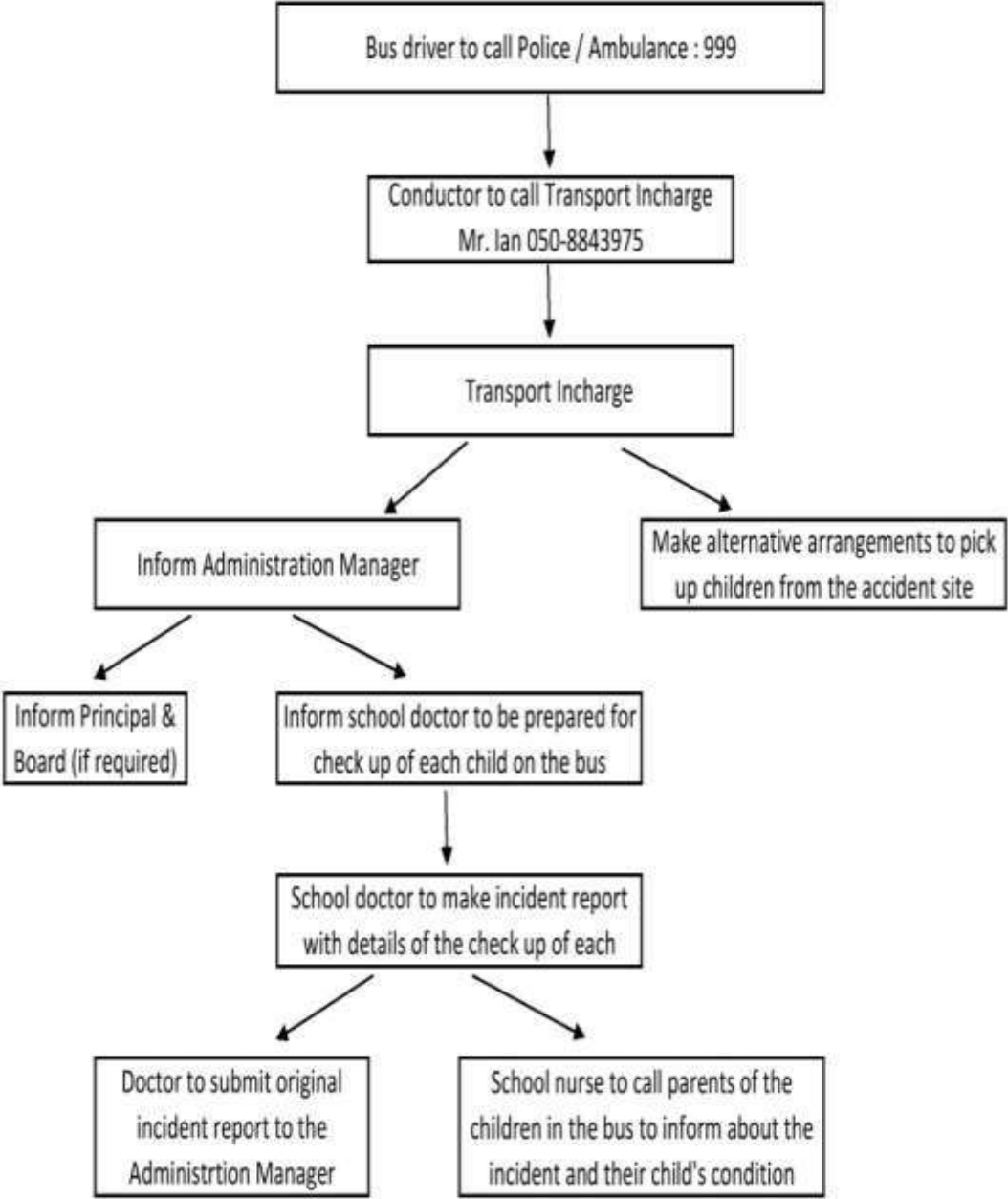


**DUBAI GEM PRIVATE SCHOOL**  
**Accident Reporting procedure for RTA Buses**





**DUBAI GEM PRIVATE SCHOOL**  
**Accident Reporting procedure for school owned buses**





### **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 Supervisor 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.

(Appendix 1):

### **GENERAL SAFETY RULES FOR RIDING A BICYCLE IN DUBAI**

Bike riders must ensure their safety while enjoying the ride with the following Dubai bicycle rules by RTA:

- Always wear a helmet and a reflective jacket.
- Comply with the general safety conditions.
- Bike riders are expected to ride safely while exercising extreme caution and avoiding any actions that may put their safety or others at risks.
- Follow the instructions on the signboards such as the speed limit installed along the bicycle tracks.
- Cyclists need to be within the speed limit of 20 km/h when riding in urban areas, including tracks shared with pedestrians.
- Cyclists must follow the track and not ride opposite the traffic.
- Cyclists should dismount from their bicycles at the pedestrian crossings.
- Ensure that the speed gear, brakes, and tyres of the Cycle are in a good working condition.
- Ride in a safe manner; observe public safety requirements; exercise caution and care; and avoid any acts that may endanger his life and safety or the life and safety of other persons, such as riding while holding onto a moving Vehicle or Trailer; riding without holding the handlebar or while holding the handlebar with only one hand, unless the Cyclist is signaling with his other hand; or zigzagging while riding the Cycle.
- Maintain a sufficient safety distance between his Cycle and other Vehicles or pedestrians.

#### **PROHIBITIONS:**

- Not carry any passenger on the Pedal Cycle or Electric Bike unless the same is equipped for that purpose
- Not carry any passenger on the Electric Scooter or carry any item that may cause the Cyclist to lose balance during the ride.
- Riding an Electric Scooter without obtaining a Rider's Permit

**Reviewed: September 2023**