



DUBAI GEM PRIVATE SCHOOL

STRIVE FOR EXCELLENCE

TRANSPORT POLICY: 2025-2026



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Position:	Principal	Next Review Date:	September 2026

Transport Policy

Our school's transportation system aims to provide safe and efficient transportation for eligible pupils from their homes to school, with consideration for operational efficiency and economy. Additionally, transportation may be extended to cover field trips, co-curricular activities, and other authorized educational, cultural, and recreational activities, provided they align with the primary purpose of transportation.

1. Student Responsibility and Conduct

School bus transportation is a privilege granted to students who accept responsibility for their conduct, adhering to all established rules and regulations, and complying with the directions of the driver and the school bus conductor. The School Transport Supervisor oversees the organization and operation of the transportation system, with support from administrative personnel.

2. Compliance with Regulations

The operation of our transportation system strictly adheres to all applicable statutes, rules, and regulations of the Road and Transport Authority, Dubai. We value parent input and consider recommendations and suggestions for improvement.

3. Bus Stop Selection

The selection of bus stops considers the safety and well-being of students. Factors such as visibility, weather, road conditions, and student volume are considered. Students should be easily visible to drivers, and walking distance to bus stops may be necessary. The calculated travel time is an approximation only and may vary depending on the number of students / changes in route.

4. Service Availability

The school provides transport service to students based on demand, requiring a minimum of 15 children to opt for bus service on a route.

5. Bus Stop and Time Determination

The school reserves the right to determine bus stops and timings without parental intervention. Management may accommodate specific requests if feasible.

6. Accessibility

Presently, there is no provision to accommodate children using wheelchairs.

7. Safety Measures

Only RTA authorized buses and drivers operate on approved routes for school transportation.

8. Punctuality

To maintain efficiency, buses will depart at designated times without waiting for late students.

9. Communication with Drivers

Parents are advised against calling bus drivers to avoid distractions while driving.

Transportation Rules:

1 Respectful Behaviour

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.

2 Damages and Liability

Parents are responsible for damages caused by students to school property or other travellers.

3 Parental Responsibility

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.

4 Health and Safety

Children with contagious diseases will not be permitted to travel on the bus without medical clearance.

5 Bus Entry Restrictions

Only authorized personnel are allowed on the bus to ensure student safety. 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.

6 Lost Items

The school is not liable for lost items left on the bus. Students are solely responsible for any personal belongings when traveling on the school bus.

7 Punctuality and Pickup

Parents are integral to the smooth functioning of our transportation system. We urge parents to prioritize punctuality for both pickup and drop-off to maintain the efficiency of our services. It is essential that parents ensure their children are ready at the pickup point at least 5 minutes before the designated time. Similarly, we request parents to be present at the drop-off point at least 5 minutes prior to the scheduled drop-off time. Please note that our bus drivers strictly adhere to the designated schedules. In the event that no one is available to receive the child at the drop-off point, the child will remain on the bus as it continues its journey. Subsequently, the child will be safely returned to the school premises. It will then be the responsibility of the parent to collect the child from the school. This practice not only ensures the safety and well-being of all students but also minimizes disruptions for others on the bus.

8 Missed Buses

If a student misses the bus, parents are responsible for arranging alternative transportation.

9 Ride Restrictions

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 event or any program not sponsored by the school.

10 Route Changes

Route changes due to a change in residence are subject to availability and additional costs.

11 Damages Responsibility

Parents are liable for damages caused by their child on the bus.

12 Eating and Drinking

Eating and drinking, except for water, are prohibited on the bus for health and hygiene reasons.

13 Seat Allocation

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.

14 Consequences for Misconduct

Violations of bus rules may result in loss of bus privileges.

15 Exclusion from Service

Students may be excluded from the transport service for repeated safety violations or disruptions.

16 Accident Protocol

In case of an accident, immediate notification and appropriate action will be taken by school staff.

17 Duties of Bus Staff

Bus conductors and drivers have specific duties to ensure student safety and operational efficiency.

Student Code of Conduct and Consequences:

The school transportation policy clearly outlines the expected behaviour of students while on the bus. Violation of these rules may result in the loss of ridership privileges.

In accordance with the guidelines set forth by the RTA, the school principal reserves the right to exclude any student from the school transport service under the following circumstances:

- a. If a student causes the delay of a trip more than three times in one school year.
- b. If a student violates any safety rule and endangers the lives of others during the trip.
- c. If a student refuses to ride a bus from a pickup point approved by the school.
- d. If a student leaves the bus before reaching his/her designated destination without prior permission.
- e. If a student continues to cause disturbance and receives more than three written complaints against him/her during one school year.
- f. If a student demonstrates a general lack of respect for co-passengers.

We remind our students that riding the school bus is a privilege, which 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 other children riding the bus.

Responsibilities of the School Doctor: The school doctor is responsible for regularly checking the contents and expiry of the First Aid Box in each bus to ensure the safety and well-being of all students.

Use of Bicycles:

Students commuting to school and back home using bicycles must adhere to the rules and regulations set 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 comply with safety guidelines.

Detailed safety rules and regulations can be found at the end of this document (Appendix 1)."

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 Transportation Supervisor:

- Maintain comprehensive records of the overall School Bus Maintenance report, ensuring that all buses are in optimal condition for safe transportation.
- Keep accurate records of bus service, including fuel consumption and driver/conductor attendance, to ensure efficient operation.
- Maintain the Logbook report, detailing any incidents, repairs, or maintenance activities related to the school buses.
- Regularly check the daily student attendance sheet of each bus to ensure the safety and accountability of all passengers.
- The Transportation Supervisor oversees the entire transportation department, collaborating closely with the school administration. Acting as the primary point of contact for parents regarding transportation matters at Dubai Gem Private School, Dubai.
- Report directly to the School Principal and the Administration Manager, providing updates and recommendations as needed.

Duties of the Bus Conductor:

- Prior to departure, the bus conductor will display the 'Students on board' sign to signal the commencement of the trip. Additionally, the conductor will assist students to and from the bus, ensuring their safe embarkation and disembarkation.
- The conductor is responsible for verifying that all students are wearing their seat belts to guarantee their safety during the journey.
- Daily attendance will be taken by the conductor during both the morning and afternoon runs. Any discrepancies will be promptly reported to the Transport Supervisor for resolution.
- Upon completion of the journey, the conductor will conduct a final sweep of the bus to ensure that no students or belongings are left behind. Subsequently, the conductor will display the 'No students on board' sign at the rear of the bus.

Duties of the Bus Driver:

- The bus driver is prohibited from attending to any phone calls while operating the vehicle, ensuring full attention is given to safe driving practices.
- The driver is responsible for driving carefully and transporting all students to their destination in a safe manner, adhering to traffic regulations and maintaining appropriate speed limits.
- Upon completion of each trip, the driver will conduct a thorough check of the bus interior to ensure no students or belongings are left behind.
- Following this, the driver will display the 'No students on board' sign at the front of the bus."

In the Event of an Accident:

- Immediately inform the Transportation Supervisor, Head of Administration, and Principal in case of any accident or incident involving a school bus, ensuring swift response and appropriate action.
- Ensure that parents are promptly informed of the accident by the school administration, providing necessary details and reassurance.
- Arrange for all children involved in the accident, regardless of the severity of their injuries, to be examined by the school Doctor for clearance and appropriate medical attention.
- In the event of a child being injured on the bus, the school will promptly arrange for medical assistance to ensure their well-being and safety."

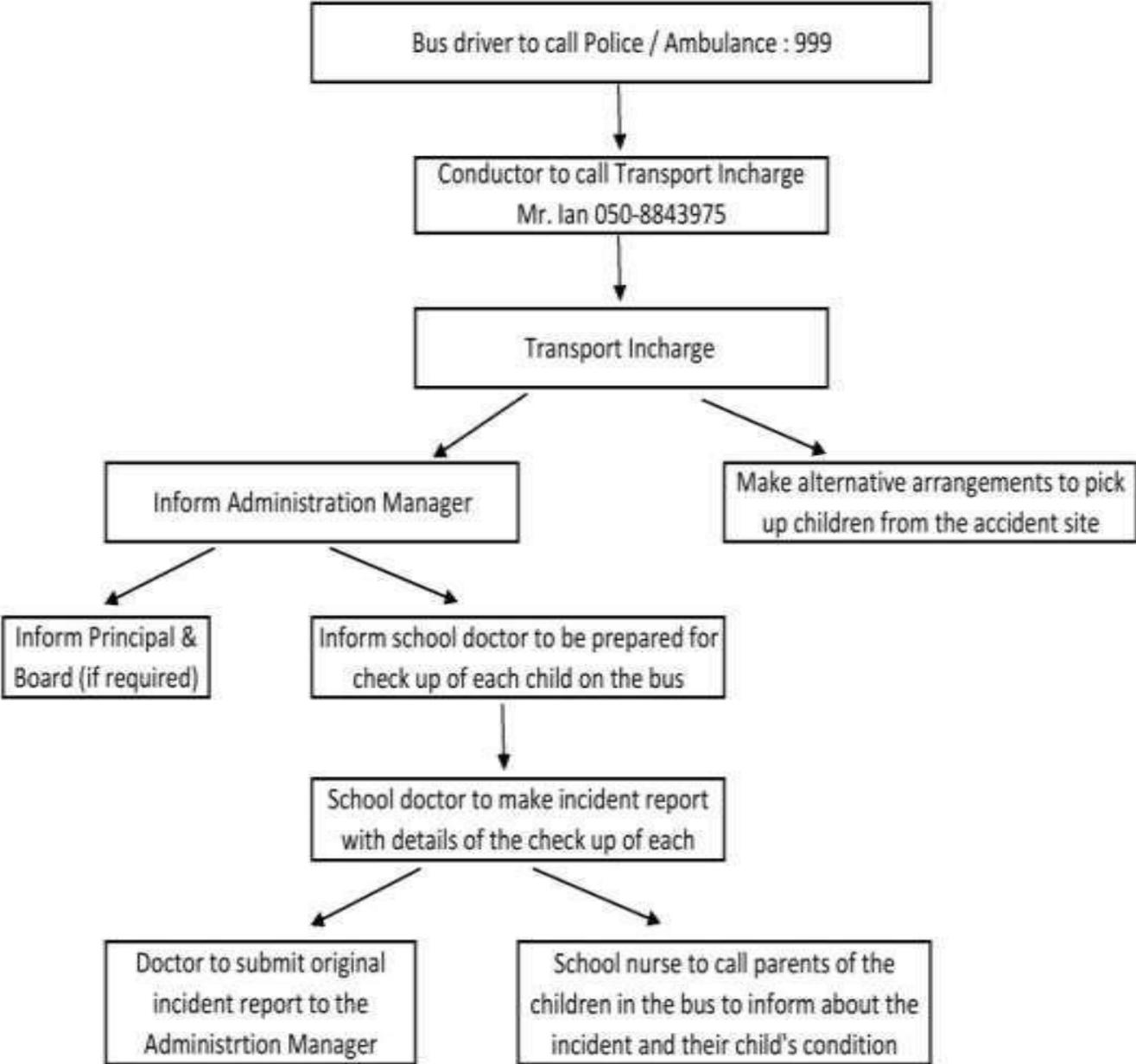


DUBAI GEM PRIVATE SCHOOL
Accident Reporting procedure for RTA Buses





DUBAI GEM PRIVATE SCHOOL
Accident Reporting procedure for school owned buses



Appendix 1: General Safety Rules for Riding a Bicycle in Dubai

Bike riders must prioritize their safety while enjoying their rides by adhering to the following Dubai bicycle rules established by the RTA:

- Always wear a helmet and a reflective jacket to enhance visibility and protect against head injuries.
- Comply with the general safety conditions outlined by the RTA to ensure safe cycling practices.
- Exercise extreme caution and ride safely, avoiding actions that may endanger personal safety or that of others.
- Follow the instructions on signboards, including speed limit signs installed along bicycle tracks.
- Cyclists must maintain a speed limit of 20 km/h when riding in urban areas, including tracks shared with pedestrians.
- Ride in the designated direction of traffic flow and refrain from riding opposite to the traffic.
- Cyclists should dismount from their bicycles at pedestrian crossings to ensure pedestrian safety.
- Regularly inspect and ensure the proper functioning of the speed gear, brakes, and tires of the bicycle to prevent accidents.
- Ride in a safe manner, observing public safety requirements, exercising caution, and avoiding actions that may endanger lives, such as holding onto moving vehicles or trailers, riding without holding the handlebar, or zigzagging while riding the bicycle.
- Maintain a sufficient safety distance between the bicycle and other vehicles or pedestrians to prevent collisions.

Prohibitions:

- Cyclists are prohibited from carrying any passengers on the Pedal Cycle or Electric Bike unless the bicycle is equipped for that purpose.
- Carrying any passenger on the Electric Scooter or any item that may cause the cyclist to lose balance during the ride is strictly prohibited.
- Riding an Electric Scooter without obtaining a Rider's Permit is prohibited by law."