

POLICY TITLE:	TRANSPORT POLICY
DEPARTMENT:	OPERATIONS DEPARTMENT

Policy Contact: Joshy C. D	Issue Date: 7 April 2022
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Al Ain Juniors School's vision is to imbibe our young people to be achievers with extraordinary determination, to set right goals in areas of education, morality, attitude, ethics and values. The participation and support of the parent community is vital to achieve this ambitious vision, much of which relies heavily on financial stability of the organization.

Transport for students is provided with the aim of providing quality and safe service as per the regulations of the local transport authority. Our support staff on the buses, in their capacity as conductors, will also ensure care of the students, as well as assisting with discipline. Please note that in the event of student disciplinary concerns or issues on the bus, the school is entitled to take disciplinary action where necessary.

Aims

The purpose of this policy is to emphasize the school's responsibility to ensure the safety of students during their transport to and from school by the school bus in accordance to ADEK guidelines and The Integrated Transport Centre (ITC) Safety Standards.

Areas of service

Al Ain Juniors School provides an efficient and safe transport service to all main areas of Al Ain city. It is not provided to remote and inaccessible areas. Admission to Al Ain Juniors School does not automatically guarantee the availability of the transport service.

Transport fee

- Full transport fee has to be paid during short vacations such as winter/spring; post term vacation; during exam time or public holidays.
- For students whose fee is paid by Ministries or companies, transport cannot be refunded or adjusted against any other fees or transferred to other siblings, for any reason.
- If school transport services are obtained, the monthly transport fee is to be paid in full. One-way transport and partial payments are not allowed.

Starting the bus service

- In order to avail the school bus service, parents must fill the 'Transport Authorization Form' available at the school front office and submit to the Operations Department. This form is also available online on www.alainjuniors.com.
- Once the form is filled, a transport coordinator will call the applicant to confirm the location details and inform about the timings.

- Availing the school transport service automatically entails acceptance of the school transport policy.

Withdrawals or stopping the bus service

- School transport cannot be withdrawn temporarily or suspended for short periods for any reason during examinations or in Ramadan.
- For cancelling the transport service, the Transport Authorization Form should be submitted to the Operations Department or filled in online before 25th of the current month, otherwise the transport fee for the subsequent month will be charged in full.
- Full transport fee will be charged until the withdrawal request form is received, even if the student has stopped using the transport.
- Verbal requests to any school staff or bus drivers or bus escorts to withdraw will not be entertained.
- Once withdrawn, the school transport service may be given to other students and may not be available again in the academic year.

Residence Change

- In the event of a change of residence and the subsequent change of pickup/drop off points for a child, a 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. However, the school does not guarantee providing transport facility if it is a new route.
- To avoid any inconveniences when parents move to residential areas where our buses do not ply, parents are advised to check on the availability of the school bus service before they move to a new locality.
- In case the residence is changed, parents must submit the 'Transport Authorization Form' with the 'Change of Residence' option filled including the new location details.

Bus usage guidelines for students

To ensure their own safety, as well as to avoid problems arising from the use of school transport, parents and students should adhere to the following:

- The school reserves the right to determine the bus stop selection and the bus time for the students. Parent's intervention in this matter will not be entertained.
- Students shall not be transported to different stops for birthday parties, social events or any program not sponsored by the school. The same policy shall apply to an unregistered student who wishes to ride a school bus to a specific destination.
- If on rare occasions, parents want to collect their wards who normally travel by bus, they should inform the school at least half an hour before let-off time. They should not collect their children from the bus parking area without prior approval.
- 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 remainder of the students on the bus. The bus driver will not wait beyond the designated time.
- If there is no one at the drop-off point with whom to leave the child then the child will stay on the bus as it continues its journey and the bus escort will seek to contact the parents to arrange an

alternative drop off point. Failing this the child will be brought back to school and it will be the responsibility of the parent to pick-up the child from the school

- Exceptional cases in delay in bus arrival due to unexpected reasons like break-down, climate conditions will be taken into account and shall be communicated to the parents.
- Distance from pick up / drop off point to school and approximate travelling time for a child would be 1 to 1 ½ hours depending on distance of the designated areas.
- It is strictly forbidden for any student not registered for the transport service to use the school bus., not can students invite other students to ride the bus home with them under any circumstances.
- It is strictly forbidden for any student to ride a different bus from the bus he/she has been assigned. Students can only ride the bus in which they have been registered.
- Students who wish to ride a different bus for a specific purpose on a particular day may do so provided they present on the school diary / a written permission from their parents/guardians to the Transport Manager and receive approval well in advance.
- It is strictly forbidden for any student to be dropped off or picked up from any other location other than the registered pick-up/drop-off location.
- 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 school transport system is the responsibility of the Group Operations Officer, and may be delegated to appropriate administrative and supervisory personnel of the school.
- To avoid penalizing other students who are on time, the bus driver will not wait for any child/nor the bus conductor would give an alert/missed call to who is late beyond the designated pick-up time.
- If a student is found to have caused damage to the bus or the property or belongings of a fellow student in the bus; the parents will be required to compensate adequately for the repair or replacement of the damaged item.
- The students must refrain from eating and drinking in the bus, except water.

This Transportation Policy outlines the behavior in the bus that is expected of students. The consequences of violating this rule may result in a loss of ridership privileges. In accordance with the ITC guidelines, the school Principal or the Group Operations Officer may exclude any student from the school transport service in any of the following cases:

- 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.