



# California American School

# Transportation Policy

Review No.	Description of Change	Review by	Date of Issue
1	Adoption of Policy	CAS Administration	April 2022
2	Update and Review	CAS Administration	August 2023
3	Update and review due to ADEK Transportation Policy	CAS Administration	August 2024
4			



**PURPOSE:**

This policy is framed to ensure that California American School is fully compliant with statutory requirements and the guidance issued by regulatory bodies including but not limited to ADEK and ITC.

CAS is committed to safeguarding our students through a high-quality, secure, and efficient bus service as they travel to and from school.

**Obligations****Provision of School Bus Service and Rider Safety**

1. CAS provides school bus services to students through third party operators.
2. CAS and the third-party operators emphasize Rider Safety for all students and individuals
3. CAS ensures that operators provide bus safety and pedestrian safety training for students based on the Guidelines for Movement Paths and Starting and Stopping Points for School Transport.
4. CAS ensures that student Discipline and Behavior Policies include provisions for student behavior and to abide by the school rules during the journey.
5. Communicating with parents and providing educational information regarding Guidelines for Movement Paths and Starting and Stopping Points for School Transport.

**Duration of Journey, and Associated Pick-up and Drop – off Points**

6. The duration journey of the school for a school bus should not exceed 60 minutes from the pick-up point to the final drop –off point unless otherwise agreed to by the parents of the students by signing an undertaking.
7. The students would be picked-Up and dropped off at designated pick-up and drop –off points.

**Exclusive use of School Buses**

The School Buses will not be used to transport passengers other than Students.

**School Bus Service Staff****Staffing Requirement for Drivers**

1. Drivers have obtained a QCC license followed by the ITC license.
2. Drivers are familiar with the *ADEK Student Protection Policy*.
3. Drivers are registered on PASS.
4. They have considered the long processing time for the licensing procedures and planned their school bus service accordingly

**Staffing Requirement for Bus Supervisor**

1. Appoint a Bus Supervisor for each bus used for transporting students aged 11 years or above.

2. Only female Bus Supervisors are employed, except for all-male school buses with Cycle 2 and 3 students where a male supervisor may be employed.
3. Bus supervisors shall have obtained a QCC license followed by the IT license
4. Bus Supervisors are familiar with the ADEK Student Protection Policy.
5. Bus Supervisors are registered on PASS. Schools shall consider the long processing time for the licensing procedures and plan their school bus services accordingly.

### **School Transport Coordinator**

1. School will appoint one member of staff to be the School Transport Coordinator
2. Schools will ensure that this person shall be familiar with the ADEK Student Protection Policy, is registered on PASS, and can adequately speak, read, and write in the language of instruction at the school

### **Communication with Schools and Parents Bus Supervisor:**

The role entails regular communication with the parents and schools regarding the following aspects:

1. Notifying the parents-appointed responsible adult regarding delays of the school bus for pick-up and drop-off.
2. Notifying the school and parent in case of the absence of the parent-appointed responsible adult at the drop-off point.
3. Notifying the School Transport Coordinator of any misconduct by students.
4. Other aspects related to the daily journey as required

### **Driver:**

The role entails reporting to the School Transport Coordinator any incidents while driving the school bus and misconduct by students.

### **School Transport Coordinator:**

Schools shall provide operators and parents of students with the contact details of the School Transport Coordinator and ensure that he/she is the point of contact for parents on matters beyond the remit of the Bus Supervisor, such as an emergency or system-wide issues outlined as follows:

1. Delays related to fog or accidents.
2. Changes in the schedule of school buses.
3. Other emergencies or system-wide issues that may arise.

## ROLES AND RESPONSIBILITIES

### RESPONSIBILITIES OF THE STUDENTS

The following should be always implemented. While traveling on the bus each child should be seated in a single seat. The seat must never be shared. Children should never be seated on another child's lap. Children must never be standing while the bus is moving.

- Children must be wearing seat belts.
- The windows must be always closed.
- The driver and the bus attendant should never leave children unattended on the bus.
- Drivers must never smoke or use bad language while working for IES.
- Drivers and bus attendants check the bus after the end of each journey.
- The length and duration of the bus route to comply with ADEK regulations.
- Female Attendant mandatory.
- Attendance of students (At the time of drop - off and pick up at school)
- Behave courteously and respectfully towards bus drivers, bus escorts, and other students in all circumstances.
- Follow the bus safety rules at all times during the journey, when boarding or leaving the bus.
- Walk quietly to their seats and fasten their seat belts or allow the bus escort or a teacher to fasten them into their booster seat before the bus departs.
- Wear their school ID badge when boarding
- Store all bags and equipment under seats and do not obstruct the aisles.
- Avoid causing disturbance or unnecessary noise or movement during the journey as this can distract the driver while the bus is moving or pulling off and prevent the bus driver or escort being alerted to an urgent situation inside the bus.
- Not to eat or drink anything other than water on the school bus for H&S reasons - if the bus has to stop quickly or has an accident you could choke. For safety reasons, eating and drinking on the bus other than water is not permitted.
- Keep all windows on the bus closed; the bus has AC, opening the windows prevents the AC from working properly.
- Only touch or use emergency equipment in an emergency in the absence of an adult to operate or if directed to do so by an adult.
- Follow all school rules when using the school bus. School transport is an extension of the school and any breach of school behavior expectations will be reported to and sanctioned by the school.

#### **Disciplinary Process for breach of school behavior expectations or bus safety rules:**

- The bus escort will complete and hand over a behavior slip to the School Transport Coordinator no later than the next school day to report any behavior incident or any breach of bus safety rules which endanger the H&S, mental or physical well-being of themselves or others on the bus.
- The School Transport Coordinator will hand over the behavior slip, on the same day he receives it, to the Principal/ Vice- Principal and Social Worker who will investigate the matter.
- If necessary, the School Transport Coordinator will retrieve the CCTV from the bus or Bus Company.

Please note, depending on the day the incident is reported to the school and the CCTV system on the bus, it can take up to 48 hours to get a recording of the incident.

- Check the bus daily to ensure the safety of the students; seat belts and booster seats are free from damage and are in good working order and the interior of the bus does not present any risk to students' H&S.
- Check that the required safety equipment is present and in good condition; fire extinguisher, first aid kits, break the glass' hammers, booster seats.
- Keep an up-to-date copy of the parent's or designated guardian's contact numbers in case of an emergency.
- Have an up-to-date attendance register to record attendance as soon as the student enters the bus.
- Ensure students do not stand in the bus when moving.
- Ensure that all students are in their designated seats with seat belts fastened throughout the trip.
- Ensure children under the age of 4 use the booster seat provided at all times on all journeys
- Support students if they need any assistance to fasten their seat belts or booster seats.
- Arrange the bags safely in a way that does not block the aisles.
- Ensure students do not touch the safety equipment such as first aid kit, fire extinguisher, break the glass' hammers, and emergency doors.
- Do not allow students under the age of 11 Years to get off the bus at the designated drop off point until she ensures that the parent or designated guardian is present to collect them.
- Notify the school (bus coordinator) if the parent or designated guardian is not present to collect a student under the age of 11 years and bring the student back to the school after dropping off all other students.
- Hand students under the age of 11 to the parent or designated guardian no less than 10 meters away from the bus door step. If the property entrance is less than 10 meters from the school bus doorstep, hand students under the age of 11 to the parent or designated guardian at the property entrance.
- Always leave the bus with all students and assist in taking their bags out of the bus if necessary.
- Escort all students (including those age 11 and over who have written consent to leave the bus without the presence of a parent or designated guardian and students who are already handed over to a parent or designated guardian) to cross the road if this is necessary to reach their property entrance.
- Do not allow parents or designated guardians to take students directly from the bus.  
Do not allow students under the age of 11 to leave the bus with older siblings who have written consent to leave without an adult present if there is no parent or designated guardian present to collect them.
- Do not allow any student to join or leave the bus at a point which is not a designated pick up or drop off point on that route.
- Monitor student behavior and report any concerns or incidents to the School Transport Coordinator.
- Ensure that the bus entrances, exits, aisles and emergency exits are free of any obstructions before starting the trip.
- Assist in evacuating the bus in case of an emergency.
- Abstain from drinking, eating or using the phone when the students are on the bus.
- Wear the designated uniform when on duty.
- Maintain a clean and professional appearance, ensure you are well presented at all times when on duty wearing the designated uniform when off duty.

- Operate the Salama system clearly and efficiently.
- Report any damage or defective seats, seat belts, booster seats or equipment to the Bus School Transport Coordinator.
- Make parents or designated guardians aware of any incident or behavior which endangers the H&S of their child or other students on the bus using the approved procedure.
- Carry a valid School Bus Escort Permit at all times and show it to authorized inspectors or officials when requested.
- Ensure, at the end of the trip, that the bus is empty and all students have disembarked on the bus.
- Return any lost property to the child by dropping at Reception.

### **RESPONSIBILITIES OF THE BUS DRIVER:**

- Carry out a daily bus inspection before driving the school bus, including but not limited to checking the lights, tires, bus exterior, seats, flooring, warning and H&S systems
- Maintain a log of trip wise bus inspections and report any issues to the Bus Supervisor and School Transport Coordinator.
- Ensure that the first aid kit and fire extinguishers are intact, are in place and are in date.
- Prepare the bus with sufficient time before the student board; ensure the bus is clean inside and out and adjust the AC to ensure the bus is at a comfortable temperature when the students enter.
- Do not drive the bus at a speed that exceeds the legal limit specified for each road on the route.
- Always maintain a speed below the maximum speed limit for school buses; 80 km/h.
- Use the stop arm and warning lights when any students are boarding or leaving the bus until they are safely onboard at pick up or the bus escort is back on the bus and has given the all clear to move during drop off.
- Wear the designated uniform when on duty.
- Maintain a clean and professional appearance, ensure you are well presented at all times when on duty or if wearing the designated uniform when off duty.
- Always abstain from drinking, eating, smoking or using the phone while driving the bus.
- Monitor student behavior and report any concerns or incidents to the bus escort and School Transport Coordinator. Ensure and priorities the safety of the students onboard the bus whether this is during a journey from their home to school and back or during school educational visits or to and from outdoor activities, events, matches or competitions.
- Always carry a valid UAE school bus Driving License issued by the Emirate of Abu Dhabi and present it to authorized inspectors or officials when requested.
- Never drive until you make sure that all of the students are sat down and have fastened their seat belts or are fastened into the booster seat provided (under age 4 only).
- Ensure, at the end of the trip, that the bus is empty and that all students have disembarked the bus. Never drive the school bus across the front, IES side or back of school during parent drop off or pick up.

### **Transportation to school.**

- Children should be waiting for collection at their designated pick-up points (supervision of the children at this point is wholly the responsibility of the parents.) If after three minutes waiting, they are still not there the driver may continue the journey.
- The driver should make sure that the bus stops in a safe position, free of other traffic or dangers. (Preferably the Bus Stops).
- The bus attendant is responsible for making sure that the child gets into the bus safely.
- The bus attendant should make sure the children are seated and wearing seat belts.
- On arriving at school, the bus attendant should make sure the children get out of the bus safely and go into the ground where their supervision will be taken over by the duty teachers.
- The bus attendant will take attendance as the child enters and leaves the bus.

### **Taking the children to the Buses.**

- The teacher on duty at the end of the day is responsible for taking the children to the buses. (Secondly children will go to the buses Independently)
- Once the children arrive with the teacher, the teacher should make every reasonable effort to make sure the children get into the correct bus as quickly as possible
- The bus attendant will take responsibility for making sure that the children stay on the buses until it is ready to leave.
- The bus attendant should make all reasonable efforts to make sure that children are seated and wearing seat belts.
- Once all the buses have left the duty teachers will finish their duty.

### **Transportation to designated bus pick up & drop off points.**

- Before departure, the driver or bus attendant should make sure that the children are seated and wearing a seat belt.
- Before departure the driver should be satisfied that he has all the children he is taking home. (Non- bus commuters are totally not allowed to use the bus service)
- On arrival at the home address, the bus attendant make sure the children get out of the bus safely.
- For Early Years: KG to Grade 1 children - The child must be collected by an adult. If there is no adult present the driver should wait for at least three minutes and inform the school office. He should then continue the route and return the child to the school.
- The office will then take responsibility for contacting the parent Children of Year 2 upwards are expected to go to their house independently.

If the bus commuters ignore the instructions given by the driver and the bus attendant then the names of these students must be reported to the admin officer, who will take further action on the related matter

The following procedures will be followed:

- **Warning 1.** The social worker will speak to the child and warn them about the future behavior. The incident will be recorded in the bus incident book & the parents will be informed.
- **Warning 2.** The parents will be telephoned by the social worker. Officer and given a written warning to their child's future behavior. The call will be recorded in the bus incident book.
- **Warning 3.** The parents must attend an interview with the principal where they will both orally and in writing be given a final warning. The warning will be recorded in the bus incident book.
- **Warning 4.** The child will no longer be able to use the school Buses. A letter will be sent to the parents explaining this and the reasons why.

As mentioned at the start of the policy, the safety of all people who travel on the buses is of paramount importance. Children who cannot abide the safety rules & indiscipline cases will be excluded from using school transportation.

#### **RESPONSIBILITIES OF THE PARENTS:**

- Ensure a parent or designated guardian is available at the pick-up point on time to collect their children under age 11 or 11 and over who do not have a written consent to leave the bus without an adult present.
- At drop off time, stay 10 meters away from the school bus doorstep or at the property entrance if this is less than 10 meters from the school bus doorstep.
- Provide the School with the contact details of both parents and any designated guardians and confirm or update the same as and when required.

Inform the school, no less than two weeks in advance, of any temporary or permanent change of address so that the School Transport Coordinator can liaise with the transport companies and confirm they can accommodate the change.

#### **Picking Up of Younger Siblings by Elder Siblings:**

Picking Up Younger Siblings: Elder siblings (15 years or above) are permitted to pick up younger siblings (grade 1 and above) in place of a parent-appointed responsible adult only when parents provide a signed consent form to the school. The consent form shall state the following:

1. Parents recognize that the elder sibling's maturity level is deemed sufficient for them to provide consent.
2. Parent(s) have explained responsibility to the elder sibling and that the latter is aware of what it entails.



- Schools shall not be liable in case of any incidents resulting as a consequence of this policy
- Pick up the students from school if he/she is returned to the school because no parent or designated guardian is available at the designated drop off point at the designated time.
- Pay the repair cost for any vandalism or malicious damage caused to the bus by their child.
- Notify the school of any issues or concerns related to; H&S on the bus, the cleanliness of the bus, any misbehavior of the driver, bus escort or students.
- Fill and sign the transport application form with terms and conditions at the time of registration and annually thereafter.
- Fill and sign the Designated Guardian Form designating an adult other than the parent to receive the child from the bus escort if the child is under the age of 11.
- Read and sign the IES Terms and Conditions for School Transport annually.
- Ensure all students under the age of 11 are accompanied by a parent or designated guardian at the pick-up point until they board the bus.
- Ensure that the children are on time for pick up as the buses will not wait for a child if they are late.
- Ensure that your child is wearing their school ID badge when they board the bus.
- Treat bus drivers and escorts politely and with respect at all times.
- Never board the school bus or speak to a child on the school bus that they are not the parent or designated Guardian of.
- Notify reception before 1.30pm and collect the child from the pick-up point designated for their year group if the child is not returning home on the bus at the end of the day.
- Do not bypass school systems and put the bus escort in a difficult position by contacting her or your child directly to make a private arrangement as this can delay bus departure and lead to mistakes being made and result in safeguarding issues.
- Do not bypass school systems by trying to collect your child from the bus hall as they leave to board the bus as this can lead to mistakes being made and result in safeguarding issues.
- Respect that rules are the same for everyone and whilst they may seem excessive they are there to protect the students who use school transport daily at IES.
- Respect that any delay caused by you or your child to the start or continuation of the bus journey has a knock on effect on everyone else using the same bus so please avoid being late for pick up or drop off.
- Respect that from time to time due to adverse weather conditions ITC will delay or cancel school transport and that this is beyond the school's control. In such circumstances, please monitor Class notifications regarding arrangements for all school transport (heavy rain, high wind or sandstorms affecting many areas of Abu Dhabi) and accept calls or return missed calls from the bus escort regarding temporary changes affecting individual bus routes (usually fog or heavy rain affecting isolated areas of Abu Dhabi).
- Comply with any temporary or permanent suspension of a child from school transport due to repeated incidents in violation of the student or school transport code of conduct especially where these endanger their H&S or that of others, or one incident constituting gross misconduct which seriously endangers their H&S or that of others on the bus.

**PARENT CONSENT FORM 2024 - 2025**

I, parent/guardian of .....  
Grade..... Class.....,  
studying in California American School School, using school esis number ..... wit  
h the drop-off point at .....

hereby confirm that my child is currently aged 11 or over.

As per ITC requirements, a parent or a designated guardian must be available at the pickup point to collect their child as they leave the bus.

By signing this consent form I am confirming that there will not be a parent or legal guardian available at the pick up point.

I acknowledge that by completing and signing this form I take full legal responsibility for my child after they leave the bus escort until they reach my home and I relieve the bus escort and bus driver of their in loco parentis status once the bus escort has discharged her duty to escort my child

- 1. 10 meters from the bus step or to the property entrance if this is less than 10 meters from the bus
- 2. and when crossing any roads required to reach my property

I acknowledge that I have to complete a new copy of this form every academic year if I wish this arrangement to continue.

I acknowledge that this consent is only valid for students aged 11 and above

Parent's Full name:.....

Parent's signature:.....

Date:.....

School Transport Supervisor's Full name:.....

School Transport Supervisor's signature:.....

Date:.....

## استمارة تفويض لاصطحاب الطالب من المدرسة

اسم الطالب \_\_\_\_\_ الصف/الشعبة \_\_\_\_\_

إن سلامة طفلك أمر بالغ الأهمية بالنسبة لنا في مدرسة كاليفورنيا الأمريكية. يرجى تزويدنا بأسماء 5 أشخاص مفوضين (بما في ذلك أولياء الأمور) باصطحاب الطالب من المدرسة.

الاسم	العلاقة مع الطالب	رقم الهاتف الجوال	رقم بطاقة الهوية الإماراتية

يرجى ملاحظة أن أي شخص يصطحب الطالب لأول مرة ، يجب أن يكون لديه هوية تثبت أنه الشخص المخول أعلاه. إذا كنت ترغب في إضافة شخص آخر إلى القائمة أو إزالة شخص ما من القائمة المعتمدة ، فسيلزم منك التواصل مع ادارة المدرسة حتى يتم التغيير.

### نعدكم أن

- لن نعطي أي شخص التفاصيل المذكورة أعلاه.
- لن نسمح لأي شخص ليس موجودًا في القائمة أعلاه باصطحاب الطالب (ما لم تكن قد ذكرت كتاباً أو اتصلت بالمدرسة مسبقاً).

أنا: \_\_\_\_\_ ولي أمر \_\_\_\_\_

الطالب: \_\_\_\_\_ الصف/الشعبة \_\_\_\_\_

أقر أن جميع المعلومات المذكورة أعلاه صحيحة ودقيقة وأنا أنحمل المسؤولية الكاملة عن أي معلومات مفقودة وغير دقيقة وغير

محدثة

حول الشخص المصرح له باستلام طفلي

التوقيع: \_\_\_\_\_ التاريخ: \_\_\_\_\_

## Authorization Form for Picking Up the Student from School

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Your child's safety is of utmost importance to us at the California American School. Please provide us with the names of 5 authorized individuals (including parents) who are permitted to pick up the student from school.

Name	Relationship with the Student	Phone No	Emirates ID No

Please note that anyone picking up the student for the first time must have an ID verifying that they are the authorized person mentioned above. If you wish to add or remove someone from the approved list, you will need to contact the school administration to make the change.

We assure you that:

- We will not disclose any of the above details to anyone.
- We will not allow anyone who is not on the above list to pick up the student (unless you have notified the school in writing or contacted them in advance).

I, \_\_\_\_\_ the Parent of

Student: \_\_\_\_\_ Grade \_\_\_\_\_

I acknowledge that all the information provided above is correct and accurate, and I take full responsibility for any missing, inaccurate, or outdated information regarding the authorized person to pick up my child.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Travel To / From School Alone Form (Cycle 3 Students)

Dear Parents,

Consideration will be given to Secondary students to permit them to travel to and from school on their own. However, we take this decision very seriously. Any application presented to the safeguarding team will be given due consideration, keeping in mind our Health and Safety stipulations.

If you wish your child to be considered to travel to / from school alone, please complete the reply slip at the bottom of this page and return it to the school office at your earliest convenience.

Student Name: ..... Grade: .....

I give permission for the above-named student to be considered to walk home to / from school on their own.

Parent/Guardian Name: ..... Signed: .....

Date:.....

## السماح لطلاب المرحلة الثانوية بالحضور والإنصراف بمفردهم

عزيزي أولياء الأمور،

سيتم النظر في السماح للطلاب في المرحلة الثانوية بالحضور إلى ومن المدرسة بمفردهم. ومع ذلك، فإننا نأخذ هذا القرار على محمل الجد. سيتم النظر في أي طلب يُقدّم إلى فريق الرعاية مع مراعاة اشتراطات الصحة والسلامة لدينا.

إذا كنت ترغب في أن يُنظر في السماح لطفلك بالحضور إلى / من المدرسة بمفرده، يرجى ملء استمارة الرد في أسفل هذه الصفحة وإعادتها إلى مكتب المدرسة في أقرب وقت ممكن.

اسم الطالب: ..... الصف: .....

أعطي الإذن للطلاب المذكور أعلاه للنظر في السماح له بالمشي من / إلى المدرسة بمفرده.

اسم ولي الأمر: ..... التوقيع: .....

التاريخ: .....