

## TRANSPORT POLICY

### AMITY MISSION STATEMENT

*It is our mission to create an engaging and challenging learning environment where students are encouraged to excel intellectually, academically and socially. We nurture our students' natural desires to learn with a personalised educational programme, project-based learning and guided enquiry. These promote the development of independent thinking, critical analysis, emotional intelligence and essential communication skills.*

*Amity International School aims to serve all its pupils by preparing a diverse range of courses, programmes, resources and facilities that serve pupils' individual talents and interests, and help them secure the best chance of success and happiness in both their professional and personal lives.*

### RATIONALE

Our aim is to keep students safe when travelling to and from school and school events. We choose a partner that is compliant with ADEK and ITC School Transport Policy and demonstrate high level of safety and service as well as being able to integrate modern technology. We are steadfast in our obligation to provide buses that are well maintained, meet safety standards and adhere to technical specifications and that provision of clearly defined roles, responsibilities and training is provided for bus drivers and supervisors.

### PURPOSE

- Define the school's responsibility to ensure student safety related to transportation.
- Determining the roles and responsibilities of various stakeholders.

### EXPECTATIONS

The school works with a third-party transport partner that is compliant with ADEK and ITC School Transport policies.

- Service Provider to ensure the duration of a journey for a school bus shall not exceed the guidelines of ITC from the pick-up point to the final drop-off.
- Students shall be picked up and dropped off at the designated pick-up and drop-off point.
- School buses shall not be used to transport passengers other than students.
- All safety measures required will be implemented.

### PROCEDURE

All school transport related inquiries will be dealt with directly with the school transport provider which includes service location and coverage.

- Service Provider to ensure the duration of a journey for a school bus shall not exceed the guidelines of ITC from pick-up point to the final drop-off.
- Students shall be picked up and dropped off at the designated pick-up and drop-off point.
- School busses shall not be used to transport passengers other than students.
- Places are allocated on a first come, first served basis, which takes into consideration based on the students home location and number of seats available.
- All enquiries are considered upon receipt of a completed Transport Service Request Form which includes a clear location address, landmarks and GPS coordinates and or a Google Map available with the service provider.

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- Once availability and pick-up and drop-off timings have been established, seats will not be secured until the Bus Service Agreement between the Bus Service Provider and the parent is signed. This includes payment terms, Cancellations and Refund policies.

## **RESPONSIBILITIES**

### **Students will:**

- Listen and follow guidance from all members of staff including bus supervisor and driver.
- Be on time.
- Behave appropriately and safely around and on the bus.
- Be respectful and mindful of others.

### **Parents will:**

- Ensure their child follows instructions.
- On time to collect and meet their child/ren.
- Inform of absences.

### **School will:**

- Appoint a school transport coordinator and ensure the person is familiar with ADEK Child Protection Policy.
- Appoint a school bus operating company who complies with the ITC requirements and comply with Federal law 21.
- Will provide bus services to their students via third party who is approved by ITC and in case it is not feasible to provide school bus service, school shall request the ITC to grant an exemption.
- Communicate with parents about the school bus service
- Will assume responsibility for all students the moment the student enters the school premises, and the school has the right to regulate the admissibility, usage of appropriate pathways and parking.
- The school shall collect a consent form signed by parents stating that shall uphold their roles and responsibilities, and school shall not be liable in case of any accidents resulting from any non-school bus transportation.
- Will inform parents about the latest requirement regarding the use of non-school bus transportation. For example: Scooters / E-scooters are only allowed for students at the designated areas allocated by the ITC who are at least 16 years old with a speed limit of 20km/h.
- School shall appoint one member of staff to be on duty and school must ensure the person is familiar with ADEK Child Protection Policy.

### **The school transport coordinator will:**

- Be responsible for implementing measures to ensure the safety of all students and individuals on school buses during the journey.
- Along with the bus provider and as per the ICT guidelines to provide bus safety and pedestrian safety training for students.
- Along with the bus service provider will ensure all the Bus Driver and Guardians hold a valid license as per ITC guideline, complete safeguard training and know Amity's expectations.
- School will provide designated parking areas as per the approved drawing (within the boundary) if the number of buses exceeds the number of available parking spaces, busses to be parked in the allocated parking by the municipality.
- Will ensure the speed limit signages are visible within the school campus.
- The school will ensure that the transport provider will allocate a trained female supervisor

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**The bus company will:**

- Ensure Drivers meet the ITC and Amity school requirements
- Ensure Bus Guardians meet the ITC and Amity school requirements
- Ensure the buses are roadworthy and meet all requirements
- Communicate with school and parents as required
- Appoint a Transport Supervisor

**APPENDICES**

**APPENDIX 1**

**PROCEDURES FOR SEAT ALLOCATION**

- Places are allocated on a first come, first served basis which takes into consideration based on the student's home location and number of seats available.
- All enquiries are considered upon receipt of a completed Transport Service Request Form which includes a clear location address, landmarks and GPS coordinates and / or a Google map available with the service provider.
- Once availability and pick up and drop off timings have been established, seats will not be secured until Bus Service Agreement between the Bus Service provider and the parents is signed. This includes payment terms, Cancellations and Refunds policies.

**ARRIVAL AND DEPARTURE**

**The transport supervisor will take responsibility for the control of traffic**

**Collection of the Students (Point of Collection)**

**Bus Arrival in the Morning**

- School transport buses arrive at Gate 4.
- Bus drivers wait for confirmation from the transport supervisor before opening the door for children to come out from the bus.
- One security guard a AIS staff
- The arrival timings of each buses, collect the arrival sheets from the bus nannies, and hand over the arrival sheets to reception for final check of register will be completed by the transport supervisor

**BUS DEPARTURE AT 3:15 PM**

- Buses should be start at least 30 minutes before departure and ensure AC is in the required temperature.

**BUS SUPERVISOR**

- Will receive all FS children first and have them seated and seatbelt fasten.
- Needs to make sure FS children are seated and the seat belt are fastened.
- Will then wait the senior kids (Primary and above) in front of their respective buses while holding their departure list.
- Check the child's badge before boarding the bus and write a tick beside their name or tapped at the bus once confirmed.
- Count the number of children inside the bus and the number of children ticked/tapped on the departure list (for confirmation of the number of children).
- Once all students are on board, will inform the driver to change the Bus Sign Board to GREEN.
- Needs to write the bus arrival time when the bus reached AIS Gate 4, ensuring the accuracy of bus

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arrival in School.

- Ensures that they are the one to hand-over their bus children to the FS teachers.
- Leave their personal belongings on the bus or on designated area while assisting the children. The only item the nanny will hold are the arrival and departure lists.
- Make an incident report whenever a child misbehave, will not listen, or will not follow the bus rules and to handover the report right away to the Transport Supervisor.
- Fill out the incident report form accordingly indicating the TIME of incident, CHILD involve, TYPE OF INCIDENT etc. and will be handed over to School Administrator not later than 8:30am.

**Transport Supervisor will:**

- Check and ensure all the buses display the GREEN Board.
- Compare the number of children on board and the number of children in the bus supervisor departure list.
- Once all the buses are checked, will inform the AIS Staff and or Security to open the gate for departure.

**COMMUNICATION**

The Transport Supervisor will inform the School Administrator or Facilities Coordinator once all the students are dropped off. If a bus encounters any delays on the road.

**CCA BUSES**

This complimentary service is available only for registered bus users.

The service will adopt a near-to-door drop off opposed to the door-to-door drop off of regular service.

Bus Company will review bus service to any new areas if there are more than 15 students

- The school will to inform Transport company at least a week in advance for new CCA registration
- Parents need to inform Bus Company if their child will be is picked up early by parents or any other situation which means they will not be on the bus

**Bus Departure at 4:45 PM (CCA Bus Service)**

- The clubs coordinator will provide the list of students that are expected to utilize the CCA bus service for the specific day.
- The list will be shared with the bus supervisors every day.
- The school shall appoint additional staff members to support the bus supervisor in verifying the student registration before the bus departure and ensure that no students are missed.
- Supervisors need to count the number of children inside the bus and the number of children ticked/tapped on the departure list (for confirmation of the number of children).
- Once all the buses are checked, the Transport Supervisor will inform the AIS Staff and / or Security to open the gate for departure.
- Security and AIS Staff will control the traffic.

**APPENDIX 2**

**EXTERNAL SATFF EXPECTATIONS**

**Transport Supervisor will:**

Duties of the Transport Supervisor are to:

- Responding to all parent enquiries and keeping a record of it.
- School shall provide operators and parents of students with the contract details of the school transport

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coordinator and ensure that he / she is the point of contact for parents on matter beyond the limit of the Bus supervisors.

- Notifying the school regarding the delays due to fog and accidents, or any change in schedule of school buses or other emergency issues that may arise.
- Liaise with School Registrar for school transport coverage & location for prospective parents.
- Liaise with school reception for student's attendance.
- Liaise with clubs coordinator for club schedule of school bus students
- Liaise with school nurse for sick students who leave early for school bus students
- Liaise with the School Administrator for but not limited to:
  - School Transport drop off and pick up timings
  - All school transport related incident

### **Bus Drivers**

The requirement for Driver as per ITC is as follows

- Drivers have obtained a QCC license followed by ITC license.
- Drivers are familiar with ADEK Child Protection Policy.
- Drivers are registered on Pass.
- Drivers should have expertise in driving school busses as per the ITC guidelines.

### **BUS SUPERVISORS**

The requirement for Bus Supervisor as per ITC is as follows

- Appointing a bus supervisor for each bus used for transporting students aged 11 years and below and a male supervisor can be appointed only for male students above 11 years.
- Must obtain a QCC license followed by ITC license.
- Are familiar with ADEK Child Protection Policy.
- Are registered on Pass.
- Will be fully qualified as per ITC

### **TASKS**

- Will advise/help to unfasten the seat belt of the child and to start from the back seat.
- Come out from the bus first and receive/assist the child.
- Allows all students to come out from the bus first and keep the FS children seating until all big children are out.
- Once FS children will start coming out from the bus, the bus supervisor need to send the children to the holding line (one staff will be at the holding line to stop all FS children until their bus supervisor arrived to take-over).
- Needs to pull out all her FS children from the holding line and to line them up.
- Need to hand-over each child to the FS class teachers.
- Instruction to the children not to move from their seat until told to
- Notifying the parents regarding any delays of the school bus for pick-up and drop-off.
- Notifying the school and the parent in case of the absence of the parent appointed responsible adult at the drop-off point.
- Notifying the school transport coordinator of any misconduct by students.
- Other aspect related to the daily journey as required.
- Student's attendance is marked on SALAMA System at Pick-up and Drop-off.

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- Ensuring the ITC bus protocols are followed.
- Supervising and maintaining discipline on the bus.
- Ensure that students remain seated while the bus is moving with seat belts fastened.
- Ensure that each student exits the bus at their assigned stop.
- Ensure that no student remains on the bus after the route has been completed

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