



المدرسة الهندية النموذجية الجديدة
NEW INDIAN MODEL SCHOOL
رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10) : 15004 (Grade 11 & 12)



SCHOOL TRANSPORT POLICY

2023- 24



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Created Date	March, 2019
Last Reviewed Date	April, 2023
Reviewed By	Assessment Committee
Review Approved on	June, 2023
Approved By	Principal
Date of Next Review	December, 2023
Related Policies	Teaching & Learning Policy, Marking Policy

Principal: Ms. Karen Robinson



Title of the Policy	School Transport Policy
Purpose	<p>To provide safe, timely, and efficient bus transportation services to all students and staff. We have an outsourced fleet of 75 school buses that transport more than 5,000 students every day to and from school, and to various locations and activities. We have efficient staff, drivers with a good driving records.</p> <p>“Making every effort to safeguard the safety of students during their mobility to and from schools and fulfil responsibility to protect students from potential hazards of the pandemic” – RTA Director</p>
Operational Definitions	<p>RTA – Road Transport Authority in the Emirate Dubai. Agency – Public Transport Agency SOP – Standard Operating Procedure</p>
Description of Transport facilities	<ul style="list-style-type: none">• The prime purpose of the school transportation facility is to enhance transport facilities for those who are not able to afford own transport or other means of transport. Careful consideration is given to the efficiency and economy of the operation. Use of transportation equipment 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.• School has outsourced fleet service with Golden Cosmos Passengers Transport by rented buses.• All parents have to be signed agreement to avail transport service for every academic year and provide correct details including information of emergency contact nos. and guardians.• School bus transportation will 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 bus conductor.• The general supervision of the organization and the operation of the school transportation system will be the responsibility of the School Transport Manger, and may be delegated to appropriate administrative and supervisory personnel of the school.• The school will only use the RTA authorized buses and drivers on approved routes for school transportation with required permits including Emirates of Sharjah and Ajman.• Parking areas for buses are designated partly in school campus



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and rest outside the school campus.

- All buses are equipped with the RFID scanning device to account for the children availing the bus facility.
- The school will ensure that all female conductors who accompany the children in the bus are RTA trained and certified by RTA.
- Students are not permitted to change buses unless there is an emergency and prior written permission obtained from the principal.
- First Aid boxes and Fire Extinguishers are placed in buses. Drivers and conductors are trained to use them in the event of an emergency.
- Monitoring of the vehicles through GPS.
- Drivers are strictly warned not to use the mobile phone while driving and not bound to call back to parents normally. If conductors are not able to answer the phone, parents should contact the school Transport Department.
- Bus monitors are appointed (students of Grade 7 and above) to assist the bus attendant to maintain discipline in the bus.
- The children are given designated seating in the bus (as per the seating plan given to the conductor) so as to maintain uniformity and decorum at all times.
- All buses are checked and relevant boards will be displayed to know the status of the bus (in use/not in use/no child on board/children on board).
- Parents should reach 5 minutes before the designated pick-up time of the bus and 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 is warned, not to 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 4 bus as it continues its journey and brought back to school and it will be the responsibility of the parent to pick-up the child from the school.

- If a student causes 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.
- The students must refrain from eating and drinking on the bus, except for water.



Hierarchy / Escalation Chart	<p>All Drivers and Female bus attendants should report to Transport manager through Transport Supervisors. Transport Manager is responsible for the overall functioning of fleet and safety of the school transport system. He reports to the School Administration Manager and Principal. For any complaint or issue from the parents, he should coordinate with the Manager- Academic & PR.</p>
Roles and Responsibilities of Transport Team Members	<p>❖ Responsibilities of Schools and Operators:-</p> <p>In order to advance school transport service to excellent standards as per RTA guidelines, the following responsibilities shall be assumed by each School Transport Manager.</p> <ul style="list-style-type: none">▪ To appoint a qualified individual as a direct bus supervisor, and provide all students, parents with his / her contacts details.▪ To allocate seats to students at the beginning of the academic year in co-operation with the school Transport Manager and driver, and ensure that each student has a designated seat for the entire year.▪ To provide a means of communication between the driver and the transport supervisor throughout the trip.▪ Designate the front seats for boys and back seats for girls. Mixed random seating is forbidden. Gender-separated buses are preferred, if possible.▪ To appoint a female conductor for each bus, with exception of male students only buses, from class 6 up to the secondary level.▪ To oblige the female conductor to attend the prescribed training courses at the Agency.▪ To oblige the female conductor to display the ID [RTA Permit] issued by the Agency, and show it on demand.▪ To issue drivers with an official uniform and ensure they should maintain personal hygiene and maintain good conduct before students.▪ To provide the Agency with a proof of maintenance, be it bills, or maintenance contracts with approved auto workshops on demand.▪ To obtain a bus operation permit from the bus operators / owners, be it the school or any other entity, amend the bus ownership to reflect a School Bus and present the documents to the Licensing Agency's official.▪ Amend all school bus specifications to fit the school bus specifications stated in this Manual. <p>❖ Transport Manager's Responsibilities:-</p> <ul style="list-style-type: none">▪ Overseeing the entire transportation department: working with



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the school administration and acting as the first point of contact for parents on matters concerning the school transportation.

- Counterchecking the attendance of the students opting school transport.
- Checks the Bus timesheet log book maintained by the security.
- Reports to the Administration Manager / Vice Principal / Principal for all the day to day transport affairs.
- Maintains bus service records.
- Maintains the attendance of the drivers and bus conductors.
- Responsible to take action against the Driver or conductor in case of any incident recorded.
- To ensure that all protocols related to safety measures against covid-19 have been taken.

❖ **Transport Supervisor's Responsibilities:-**

- The Transport Supervisor must map out the routes of the school bus and get them approved by the School Transport Manager.
- Responsible to supervise all day to day fleet operation.
- Coordinate and communicate with drivers, female conductors, parents and staff for fleet management.
- Responsible to report to Transport Manager about the accident, bullying case or any unpleasant incident happens or behavioral issues of any drivers and conductors.
- To prepare all types of reports, daily attendance of fleet staff, students, checklists of buses, insurance, registration of buses etc.
- To check and ascertain the active use and working of CCTv, GPS and RFID devices and report to Transport Manager if finds any fault.
- ❖ To monitor facilities provided to buses related to safety measures against covid-19 and proper use of PPEs, Thermometer and separate dust bins for PPE disposals.

❖ **School Bus Driver's Responsibilities:-**

All school bus drivers shall report to Drivers Training and Qualification Department at the Agency to obtain a "School Bus Driving Permit".

- To sign "Acknowledge of duties and responsibilities" while taking charge of the bus.
- To be the best defensive driver on the road.
- To understand and obey all traffic laws.
- To attend all training sessions.
- To maintain the buses in excellent condition.
- Never over-speed.
- Clean the bus on daily basis.



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- Physically check the bus thoroughly before starting the bus as per provided checklist
- It is mandatory to check the bus entirely after every trip to be sure that no child is left inside before closing the door.
- To know the use of Fire Extinguisher, First Aid kits and how to open Emergency Exit door in case of need.
- To check the function of Emergency Exit doors on routine basis and report to garage if need any maintenance.
- The driver should always practice good driving habits, take personal interest in the job, keep abreast of all advancements that take place in pupil transportation and take excellent care of the equipment.
- To report to Supervisor or Transport Manager regarding accident, bullying or unpleasant incident take place.
- To carry out any maintenance job whenever required.
- To execute the protocol for covid-19 safety as per SOP.

❖ **School Bus Attendant's Responsibilities:-**

- Sign "Acknowledge of duties and responsibilities" while taking charge of the bus.
- Help students boarding/alighting from the school bus.
- Ensure that students are picked up and dropped off at the designated points agreed upon and in no circumstance to be dropped at other destination.
- Help students cross the street and ensure they are collected by their families. In case of absence of the guardian, she has to bring the student back to the school and parents should arrange to pick the child from school.
- Take daily attendance of students and give report to the Transportation supervisor.
- Handle children carefully and maintain safety and discipline on the bus.
- Maintain students' safety and usher them to their seats with use of belt.
- Communicate with parents politely.
- Report bullying or any misbehavior of the student to Transportation Supervisor.
- Physically check the bus after each trip to ensure that no child is left behind and their personal belongings as well.
- Ensure that the bus is kept neat and tidy internally and externally, washed / cleaned every day.
- To know the use of Fire Extinguisher, First Aid kits and how to open Emergency Exit door in case of need.
- Ensure the FIRST AID Box is checked on daily basis and refilled



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	<p>as and when required as per the students' strength.</p> <ul style="list-style-type: none">▪ Quickly deal with emergency cases and contact the concerned parties to take necessary actions.▪ To execute the protocol for covid-19 safety as per SOP.▪ Not to allow anyone boarding the bus without Mask and maintain safe distance.▪ Educate riders to use separate bin for disposal PPEs.▪ Not to touch students and staff unnecessarily unless it is required but after sanitizing hands or wearing gloves. <p>❖ Responsibilities of Students and Parents: Parents and students shall assume the following responsibilities:</p> <ul style="list-style-type: none">▪ Parents have to deliver their children to the school bus or the assembly point at the specified time. If there is a delay on their part, parents have to deliver their children to the school, without holding the driver accountable.▪ Parents should help in training and educating their children on the importance of traffic safety, awareness on security, bullying and how to wait and ride the school bus.▪ Parents should notify the school administration of any offence, bullying or negligence from the driver.▪ Parents may write any complaint in written format, raise a ticket on school's website or mail to school administration. Verbal complaint will be considered for immediate investigation and control over the situation.▪ The driver may return the students to the school if no one came to collect them upon returning at home, under the responsibility of the parents.▪ Students should maintain the bus cleanness and notify the school management or their parents of any offences committed by the driver or students.▪ The school principal is solely entitled to deny any student the school transport service if he / she makes one of the following offences.▪ To ensure that the ward is boarded with required PPE and educate ward to maintain safe distance.
References	Guiding Manual of School Transport in the Emirate of Dubai Guidelines on "School Security Initiative" by Dubai Police. SOP – School Transport, NIMS- Dxb
Appendix	School Transport Agreement
Date:	30th August, 2023
	Signature of Administration Manager