

## Transportation policy

### 1. Purpose

- a. To have a policy to meet the UAE Department of Transport requirements

### 2. Policy

- a. HPS/Br. bus drivers must carry an active relevant UAE driving license
- b. Buses will only drive on approved routes

### 3. Scope

- a. General Support Services Supervisor and drivers

### 4. Definition

- a. None

### 5. Procedure

- a. All school buses are staffed with a bus helper
- b. Fixed bus routes are identified and coordinated by the School principal, General Support Services Supervisor and Transportation Coordinator
- c. The time a child is in transit to and from the site does not exceed one hour whenever possible
- d. Buses must not be required to back up or make U turns, except when necessary for reasons of safety or due to physical barriers
- e. Stops will be located to minimize traffic disruption
- f. Children will all get on the bus from the right side of the bus
- g. Parents and children should not cross the street to get on and off the bus
- h. Bus helpers will assist the children in getting on and off the bus
- i. Students are expected to:
  - i. Enter the bus in an orderly and quiet manner
  - ii. Sit in seats calmly and never leave their seats when the bus is in motion
  - iii. Remain seated and facing front at all times
  - iv. Buckle their seat belts up
  - v. Abide by the request of the bus helper and follow school bus conduct rules
  - vi. Avoid eating and drinking in the bus
  - vii. Respect the driver, bus helper and other students at all times
- j. In the unlikely event of a school bus accident, the bus driver is required to call the Transportation Coordinator immediately
- k. The transportation coordinator will inform the school principal and will call the police immediately
- l. The Transportation Coordinator will:
  - i. Maintain an up-to-date maintenance log on all school buses
  - ii. Ensure that systematic preventive maintenance occurs
  - iii. Uphold a preventative maintenance schedule for each school bus



iv. Ensure that all buses' registration is up to date

**6. References**

- a. UAE Department of Transport requirements and rules
- b. Wake County Public Schools, USA, Transportation Policy

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