

Transportation policy

1. Purpose

- a. To have a policy to ensure student safety when on the bus
- b. 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. Transportation Coordinator, bus helpers and drivers

4. Definition

- a. None

5. Procedure

- a. All school buses are staffed with a female bus helper
- b. All school buses are equipped with a camera to monitor the activity on the bus
- c. All school buses are equipped with a speed control device
- d. Fixed bus routes are pre-identified and coordinated by the School principal and Transportation Coordinator
- e. The time a child is in transit to and from the site does not exceed 75 minutes
- f. Buses must not be required to back up or make U turns, except when necessary for reasons of safety or due to physical barriers
- g. Stops are located to minimize traffic disruption
- h. Parents and children should not cross the street to get on and off the bus
- i. Bus helpers will assist the children in getting on and off the bus
- j. The bus waits a maximum of 2 minutes in front of the house, for pick-up and drop off, before it continues its route
- k. Students will not be dropped off unless a guardian is present to receive them
- l. In situations where the guardian is not found present at the drop-off point, the student will remain on the bus and will be brought back to school; the bus helper will contact the parents
- m. Students are expected to:
 - i. Enter the bus from the right side in an orderly and quiet manner
 - ii. Sit in seats calmly and never leave their seats when the bus is in motion
 - iii. Buckle up their seat belts at all times
 - iv. Remain seated and facing front at all times
 - 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
- n. In the unlikely event of a school bus accident, the bus driver is required to call the Transportation Coordinator immediately



- o. The transportation coordinator will inform the school principal and will call the police immediately
 - p. 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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