



Al Ain English Speaking School

TRANSPORTATION POLICY

1. INTRODUCTION

This policy outlines the school's commitment to providing safe, high-quality, and efficient transportation services for all students, in alignment with the Abu Dhabi Department of Education and Knowledge (ADEK) and the Integrated Transport Centre (ITC) regulations.

2. PURPOSE

- Ensure student safety during all school-related transport.
- Define roles and responsibilities of stakeholders.
- Support students with additional learning needs.
- Promote responsible behavior and wellbeing during transport.

3. SCOPE

Applies to all students, staff, parents, and transport operators involved in school-related transportation, including daily commutes and school events.

4. TRANSPORT SERVICES

- School Bus Services: Operated by licensed providers approved by ITC.
- Non-School Bus Transport: Includes private vehicles, public transport, and micromobility (e.g., bicycles, scooters).
- Drop-Off and Pick-Up Points: Must be agreed upon by the school, parent, and operator, ensuring student safety.

5. ROLES AND RESPONSIBILITIES

School:

- Ensure compliance with ADEK and ITC regulations.
- Appoint trained bus supervisors and drivers.
- Maintain updated traffic management plans.
- Monitor journey durations (not exceeding 75 minutes).

- Provide accommodations for students of determination.

Bus Driver:

- Hold valid ITC permit.
- Ensure safe driving and adherence to routes and schedules.

Bus Supervisor:

- Hold valid ITC permit.
- Supervise students during the journey.
- Ensure students under 11 are received by an authorised adult.

Parents:

- Ensure children are ready at pick-up times.
- Appoint responsible adults for drop-off if unavailable.
- Notify the school of transport changes.

Students:

- Follow bus rules and behave respectfully.
- Wear seatbelts and remain seated.
- Treat the bus as an extension of the school environment.

6. INCLUSION

- Transport providers must ensure vehicles are equipped to accommodate students with physical, sensory, or cognitive needs.
- Bus supervisors will receive training on supporting students of determination during transit.
- Pick-up and drop-off points will be adapted to meet individual accessibility requirements.
- Students requiring additional support will have personalized transport plans developed in collaboration with parents, inclusion support staff, and transport providers.
- All transport staff will undergo inclusion awareness training.
- Inclusion in transport will be monitored through regular feedback.

7. SAFETY AND MONITORING

- Regular audits of vehicles and personnel.
- Emergency procedures and evacuation drills.
- Misbehavior reports documented and addressed.
- Communication with parents regarding transport issues.

8. EMERGENCY PROCEDURES

- All transport staff will receive training in emergency response.
- Emergency contact lists will be maintained and updated.

- Buses will be equipped with first aid kits, fire extinguishers, and emergency exit signage.
- Regular evacuation drills will be conducted.
- In the event of an emergency, staff will contact the school and emergency services.
- Parents will be notified promptly.
- All incidents will be documented and reviewed.

9. COMPLIANCE AND REVIEW

- Annual review of transport policy.
- Alignment with ADEK's Health, Safety, and Wellbeing framework.
- Continuous improvement based on feedback and audits.