




Gulf Indian High School, Dubai



GIHS TRANSPORT POLICY (2023-2024)

Approved & Adopted on	03.04.2023	To be reviewed	Annually
Reviewed by	Governing Body	Signed	

GIHS TRANSPORT POLICY

GIHS provides a safe, courteous, Consistent and efficient transportation service over routes authorized by the Principal to the eligible pupils. The school transport operates in two emirates – Dubai and Sharjah. In organizing the operation of the transportation system, all applicable rules and regulations of the Road and the Transport Authority, Dubai shall be strictly adhered to and all parents concern would be addressed time to time .The school has set up a separate office with central monitoring system installed and designated staff to supervise and manage bus operations. School bus transportation shall 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 school bus attendant.

Following practices are in place to ensure safety of children using school transport,

- The general supervision of the school transport system shall be the responsibility of the School Transport supervisor and may be delegated to appropriate administrative personnel of the school.
- The school will only use the RTA authorized buses and drivers on approved routes for school transportation.
- To avoid penalizing other students who are on time, the bus driver will not wait for any child/nor the bus conductor would give an alert/missed call to who is late beyond the designated pick up time.
- The school will not be responsible for the loss of any items left behind on a bus seat.
- Parents are requested to bring the students to the pick- up point 5minutes before the designated pick-up time of the bus, and also to be at the drop point at least 5 minutes before the designated drop-off time in order to avoid delay for the students on the bus. Please note that the bus driver will not 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 bus as it continues its journey and the bus monitor will seek to contact the parents to arrange an alternative drop off point. Failing this the child will be brought back to school and it will be the responsibility of the parent to pick-up the child from the school (Exceptional cases in delay in bus arrival due to unexpected reasons like break-down, climate conditions will take into account, shall be communicated from school to the parents respectively).
- If a student is found to have caused 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 in the bus, except for water.
 - The school transportation policy outlines the behavior in the bus that is expected of students. The consequence of violating this rule may result in a loss of transport privileges.
 - In accordance with the RTA guidelines, the school principal may exclude any student from the school transport service in any of the following cases:
 - If a student violates any safety rule and endangers the lives of others during the trip.
 - If a student refuses to ride a bus from a pickup point approved by the school.
 - If a student leaves the bus before reaching his/her designated destination without prior permission.
 - If a student continues causing disturbance and more than three written complaints are filed against him/her during one school year.
 - A general lack of respect for the co-passengers.
 - All students from Kindergarten to Grade 12 who opt for the school transport during the time of admission by paying the required amount as decided by the school on a particular bus route are eligible for school transport facility. For Bus Fee please refer our school website.

- In the event of a change of residence and the subsequent change of pickup/drop off points for a child, new pick up point shall be entertained only if the facility is available on the route- subject to availability of seats on the new route and at appropriate cost, however the school does not guarantee providing transport facility if it is a new route.
- The school reserves the right to determine the bus stop selection and the bus time for the students. Parent's intervention on this matter will not be entertained.
- Students who wish to ride a different bus for a specific purpose on a particular day may do so provided they present on the school diary / a written permission from their parents/guardians to the Transport Supervisor and receive approval well in advance. Students shall not be transported to different stops for birthday parties, social events or any program not sponsored by the School. The same policy shall apply to a non-bus student who wishes to ride a school bus to a specific destination.
- There will be no discount if any student opts to use the service only one-way.
- If a parent wants to collect their ward from school, who normally travels by bus should fill in a Permission Slip at the Reception. Only then parent can collect his or her ward when the slip is counter-signed by the concerned authorities and shown to the security. Parents should not collect their wards from the bus parking area in the school ground without prior approval. To get the permission slip, the parent should come at least half an hour before the school bus departs.
- For school bus transport cancellation, parents should send the request mail 3 months in advance to the Transport Department and then the transport department will send the cancellation form by mail .The parent should fill the form and send it back in order to process the cancellation.

Head of Transportation

The Transportation Supervisor

- He oversees the entire transportation department: works with the school administration and acts as the first contact for parents on matters concerning the school transportation in Gulf Indian High School, Dubai.

- He reports to the School Principal/Director.
- Sees to the overall Attendance from all the Bus monitors.
- Maintains the Logbook report and submitting the report to the principal on daily basis.
- Maintains the Bus timesheet report.
- Maintains over all School Bus Maintenance report.
- Maintains the bus service records, fuel records and the attendance of the drivers.

RESPONSIBILITIES OF BUS DRIVERS:

- Perform daily inspection of buses before driving including lights, tires, body, and seats, and make a report of any defects to the operator.
- Ensure that no students are left on board at the final destination point and display the “No Students On Board” sign at the rear of the bus.
- Do not allow students to stand in the bus during the journey and inform the Transport Supervisor of any violation by students.
- Ensure the availability of first aid supplies and fire extinguishers in the bus.
- Before starting a journey, ensure that entrances, exits and aisles of the bus, including emergency exits, are not obstructed in any way.
- Prepare the bus so that it is ready to receive passengers. This includes cleaning and ensuring the temperature inside the bus is between 24-21 degrees Celsius.
- Do not exceed the maximum speed limit, and should not exceed 80 km/h at any time regardless of posted speed limit.
- Use the stop arm and warning lights when students are crossing the road.
- Do not allow any student to depart from the bus except at the stop designated for that student unless having written instruction from the school.
- Maintain professional appearance and wear assigned uniform while on duty.

- Present school bus driver permit to authorized inspectors upon request.
- Refrain from eating, drinking and using the telephone while the bus is moving.

RESPONSIBILITIES OF BUS ATTENDANTS:

- Ensure that all students are seated while the bus is moving and are using seat belts where they are provided.
- Ensure that no students are left on board at the final destination.
- Ensure students under 11 years of age returning home are dropped off with a guardian. In case the guardian is not available, inform the school that the student is being returned to the school after the remaining students are dropped off.
- Ensure students behave and look after their safety during the journey. Report any incidents to the school transport supervisor.
- Ensure doorways, aisles and emergency exits are clear of any obstructions during the journey.
- Assist students with crossing the streets.
- Assist in evacuating the bus in case of emergency.
- Refrain from eating, drinking and using the telephone while students are on the bus.
- Bus Attendants will not be allowed to leave the bus except in emergency cases. Under no circumstance will the attendant escort a student from the bus to the front door of the student's home.
- A parent or appointed guardian must escort the student from the bus to the front door of the student's home. For students above the age of 11 years and whose parents have no objection to their child being dropped off without a parent or guardian receiving the student at the drop off point, a written request **MUST** be provided at the time of the bus service registration.

RESPONSIBILITIES OF PARENTS AND GUARDIANS:

- Designate a person to receive the student from the bus at the scheduled time and place if the student is under 11 years of age.

- Provide the school with necessary and up-to-date contact information.
- Pick up students from school if they are returned there due to unavailability of person to receive them at the designated bus stop.
- Pay the cost of any damage to buses caused by their children.
- Report to the school any violation related to school bus cleanliness or any misbehavior of drivers, attendants or students.
- Educate their children regarding safety during the school bus journey, especially while waiting for the bus, boarding and disembarking, and instruct them to do the following:
 - Reach the assigned bus stop on or before the specified time;
 - Behave in a way that avoids endangering themselves or others during the journey;
 - Remain on the bus until reaching the school or other designated destination;
 - Remain seated during the journey and use seat belts when provided;
 - Refrain from misbehavior, causing noise or trouble.

By registering for School Transport, Parents pledge full compliance with the following:

Parents are fully committed to the policy of school transportation in terms of:

- Ensuring that your son/daughter reaches their assigned bus stop before the specified collection time.
- Ensuring that your son/daughter sits on his/her assigned seat.
- Ensuring that your son/daughter follows the instructions of the Bus Driver and Attendant.
- Notifying the Bus Driver and Bus Attendant if you collect your son/daughter from school.
- Fully understand and accept that the bus will not wait from the assigned pick-up time for your son/daughter and no missed calls will be given by the Attendant.
- Changing of Home Address and Updating Details: Contact the Transport Supervisor to change the location one month before changing home address, stating the complete details of the new location.

Our School Bus Facilities

- The implementation of **SBAS** for the safety of the children reaching school via school-bus which also will provide correct data analysis to the school management.

SBAS BENEFITS

- Real time attendance status to school management and parents.
- Attendance marked via student-ID card along with manual procedure.
- Students ID cards scanned through QR scanner or NFC reader.
- Automatic bus attendance collection and reports through web portal.
- List of all absentees with full record for attendance admin to backup calls.
- Instant student status update on web portal and parent mobile phone.
- If student misses the school bus, immediate SMS alert is sent to the parents.
- Parents get alert before bus reaches the bus pickup and drop points.
- Parents get alert on mobile application as well immediate SMS if the bus leaves the stop without picking the child.
- Enforced bus physical inspection for Attendant.
- Enforced bus physical inspection for Driver after parking the bus (optional).
- Every child attendance at entry of campus with timestamp.
- Every child exit control at exit of campus with timestamp.
- When parent card is scanned list of children with pictures and info displayed for verification.
- All buses are installed with video surveillance system (CCTVs). The system provides recording on the purpose built rugged digital Video recorder.

GIHS SAFETY PROTOCOL FOR SCHOOL TRANSPORT

- Students are expected to strictly abide by the safety protocols, as laid down by regulatory authorities, while on campus and in school buses.

Violations will not be compromised as it endangers the safety of all involved. Parents are requested to discuss the GIHS Safety Protocols with their wards and train them to follow the same.

- While in class and on school vehicles, students will be provided with preassigned seats which they should not change. They should obey the teachers and bus supervisors in such issues.
- Students with symptoms fever, cold, running nose, etc. should refrain from coming to school.
- Parents of school transport students of lower classes (KG to grade 5), or persons authorized by the parents through proper intimation to the school, need to wait at the dropping point to pick their wards up. As the drivers **will not be attending phone calls** while driving, parents can contact the bus supervisors on emergencies. Mutually respectful communication is a norm at such instances.

OWN TRANSPORT

- The school gates will open at 7:20 a.m. Parents are expected to be with their children until the gates are opened at 7:20 a.m. Students using their own transport should arrive not later than 7:30 a.m. for M/S and 12:45 p.m. for the A/S
- Parents are not permitted to escort their children to the classroom.
- Own transport students must be accompanied by parents while dropping at the designated gates. They should not be dropped not earlier than the designated time NOR be picked up later than the scheduled time. While dropping, parents are not supposed to stay for more time.
- Parents are NOT allowed to enter the school building to pick up and drop off their wards. They have to wait in the designated areas until their wards are handed over by the support staff (In the cases of KG1 to grade 2 only). They should follow the staggered timings and cooperate with the school authorities to avoid any congestion on campus, at the gates or at the drop off/pickup areas.
- In case parents reach the school prior to the designated time, they are required to patiently wait in their own vehicles without crowding at the entrances. Senior OT students will be allowed to come out in line to the pickup spots and parents can take them from there or advise them to

reach their parked vehicle. Parents are advised to Park in the designated parking slots only and avoid parking on the road that may cause inconvenience to others.

- Students must carry their 'Own Transport' ID cards daily with them.
- Public transport system is allowed only for Boys above 10 -11 years.

PLEASE NOTE THAT STUDENTS USING THEIR OWN TRANSPORT WILL NOT BE PERMITTED TO USE THE SCHOOL TRANSPORT SERVICES UNDER ANY CIRCUMSTANCES.