



AL ZUHOUR PRIVATE SCHOOL L.L.C.

مدرسة الزهور الخاصة ذ.م.م.

TRANSPORT POLICY

2023-24

Principal: Ms. Asma Abu Sheikha

Introduction:

This document contains information that will assist you in registering your child in the school transportation.

The following School Bus Policies and Procedures are hereby established to make the school transport service regular, punctual and secure.

School transportation should be on time as scheduled unless there is reason such as following affected bus schedules.

1. Traffic disruptions;
2. Late students boarding the buses.
3. Weather conditions.
4. Road construction and repair
5. Bus damage or accident in the Transportation vehicle

In case any late bus conductor will inform parents directly and give estimate time.

In case bus late for 10 minute and bus conductor not responded Parents can call Transportation department (0503219839)

Communications and Concerns

Parents are requested:

- Not to deal directly with the driver or conductors or students under any circumstance. Problems relating to transport should be referred to the school transportation Super visor.
- Not to board the bus under any circumstance.
- Not to give orders to bus drivers, or bus conductors for any matter whatsoever.
- Parents should not speak to or deal with any child on the bus other than their own kids, but should report issues only to School bus supervisor.
- To be with their children (Pre-Kg to Gr4) to their bus and arrange to have their children picked up on their return from school.
- If there is no one waiting for the children, drivers are instructed to bring the children back to school. In that case it is the responsibility of the parent to pick the child up from school, as the school bus will not make a second trip.
- In case parents not available and any one else will be waiting the students, Parents should inform officially the school by relation and contact Number
- Children should be ready to board the bus **five minutes** before the arranged time. The school bus will wait for 1 minute only and then departs.
- Parents are responsible to drop their children to school on time if they miss the school transportation morning.
- If parents decide not to use School transport on any particular day and plan to collect their children from school, they should call bus conductor before 12:00 P.M
- Parents responicpility to participate in education their children about safety rules.
- Parents must disclose any medical condition to help him, if necessary, like (Asthma or diabetes)

Change home location

- Parents should inform school transportation department in advance of any changes in their route of transportation.
- The school will check on the availability of seats in the bus taking the new route.
- The school is under no obligation to meet these requests if they are impractical. Adjustments to the system will be implemented where feasible.

Bus cancellation

- Parents should inform school transportation department in advance of any cancellation by email, or attending to school before end of the month.
- Parents will sign on cancellation form.
- Cancellation fees will be redacted as SPEA Instruction
- In case parents not inform the school for bus cancellation and sign the form fees will not be refunded as the students book the seat.

All students riding school buses shall abide by the following requirements:

Pick up point and decimal point

- Not bring students who are not register on the bus even if they are other bus students.
- Be ready and prepared **five minutes** before pick-up time at the designated area to help keep the bus on schedule.
- Stay off the road while waiting for the bus and conduct themselves in a safe manner while waiting.
- Not bring objects on the bus that may cause injury to students or carry on materials which cannot be stored safely under the seat (this includes personal projects); and
- Parents Should be with students from (Pre-Kg to Gr4)

During Trip:

- Students should listen the bus conductor instruction
- Not be dropped off at other student's house even if they are register of the same bus;
- All Students Should deal with the driver and bus conductor and between others with respect.
- Keep hands and heads inside the bus at all times;
- Not scream, talk or laugh loudly, and behave in a manner that may divert the driver's attention and cause an accident
- Not talk to any person outside the bus.
- Students not allowed talk to the driver for any reason they can only talk to bus conductor
- Treat bus furniture.
- Eat and drink not allowed on any regular trips to and from school unless necessary for medical reasons under bus conductor supervision
- Keep bags and all other objects out of the way
- Stay in the bus in case of a road emergency, unless directed by bus conductor or bus driver.
- Students shouldn't throw anything out of the bus window.
- Students should stay on their seats while the bus is in motion.
- Do not wear anything that hinders movement or breathing such as (ties and jewelry)
- All Students must keep wearing seat belt during the trip.
- Keep social distance all times.
- Keep aisles and exit empty

Misbehaviors Students

Students who misbehave on the bus may be denied rides and shall be subject to the following disciplinary actions in line with the School's Code of Conduct. When the school receives a School Bus Incident Report on your child, the school will conduct an investigation of the incident and notify you of the outcome.

Disciplinary Actions

The code below classifies unacceptable behavior into four levels. All consequences are dependent on the severity and frequency of the behavior.

Level 1

<p>Misbehaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none">• Talking loudly• Change seat and moving during the trip• Throw trash in the bus• Tampering with the possessions of other Students	<p>Consequences The bus conductor may address the misbehavior:</p> <ul style="list-style-type: none">• Verbal warning and write up issued• Assign to front row seats
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Level 2

<p>Misbehaviors More severe misbehaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none">• Repeated occurrences of Level 1 behaviors (issuing a second write up)• Annoying and/or bullying other Students verbally• Use of profanity	<p>Consequences The bus conductor reports misbehavior on the bus. The School HOS will take the action. This action may include any or all of the following:</p> <ul style="list-style-type: none">• Written warning• Assigned front seat
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Level 3

<p>Misbehaviors Behaviors that endanger the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples include:</p> <ul style="list-style-type: none">• Repeated occurrences of Level 1 or 2 behaviors• Refusal to remain in seats• Throwing objects, spitting or spitballs• Distracting the driver• Refusal to listen bus conductor• In case Parents boarded in the bus	<p>Consequences The bus conductor reports misbehavior on the bus. The School HOS will take action. This action may include the following:</p> <ul style="list-style-type: none">• Loss of bus privileges for 1 to 3 days• Child being permanently suspended from bus privileges
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Level 4

<p>Severe Misbehaviors</p> <p>Severe behaviors that endanger the safety of the driver or students. Some examples include:</p> <ul style="list-style-type: none">• Fighting, including pushing and/or wrestling• Possession of knives or dangerous objects• Possession or use of tobacco or any controlled substances	<p>Consequences</p> <ul style="list-style-type: none">• Loss of bus privileges 4 to 10 days• Repeated incidents may result in removal from transportation permanently
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Bus Transportation Form

1. Kindly fill the names of all your children who will be using the school buses. Tick the required box:

Student's Name	Grade			
		Section	Students Code	Parents code
1.				
2.				
3.				
4.				
5.				

2. Address Information:

Area:

Street:

House/Building No.:

Flat No :

Mam contact No:

Mam Email address

Father contact No:

Father Email address

Emergency contact

I hereby acknowledge that I have read, understood and agree with the *School Bus Policies and Procedures for Parents and Students*

Parent's Name: _____ Signature: _____ Date: _____

Transportation Dep. Signature: _____