



ATHENA EDUCATION  
For Social Grace



AL SADIQ  
Islamic English School  
مدرسة الصادق الإسلامية الإنجليزية

# TRANSPORT POLICY

2022-23

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## **1. INTRODUCTION:**

This document sets out the policy for provision of home to school transport and vice versa. Al Sadiq Islamic English School has outsourced the school transport service to Emirates Transport (ET). ET operates the bus fleet maintaining exceptional safety standards and strictly following the specifications and regulations laid out in the School Transport Guidelines Manual issued by the Road Transport Authority of Dubai.

All buses are fitted with CCTV, GPS, and Wathiq Application for the purposes of students' attendance confirmation and safety. Bus drivers and attendants are provided with continuous training to ensure that they handle each and every child with utmost care, strictly following all safety features.

## **2. REGISTRATION FOR TRANSPORT SERVICES:**

- a. Complete Bus Transportation Registration Form (see Appendix 1) and the Terms and Conditions - School Transport Form (see Appendix 2) provided by the Transport Coordinator/downloadable from the school website.
- b. Amount quoted from Transport Coordinator to be paid to accounts at reception.
- c. Upon receipt of paid amount, Transport Coordinator will provide parent/guardian the following:
  - Driver's contact number
  - Drop-off/pick-up times

## **3. BUS ROUTES:**

The total cost of transport fees depends on the pickup and drop off location provided on the Bus Transportation Registration Form. Parents are advised to check on the availability of the school bus service before they move to a new locality.

#### **4. Behaviour on School Transport:**

Students are expected to adhere to ASIES behaviour norms while traveling on the school bus. A student whose conduct is objectionable or offensive on the bus will, in the first instance, be warned by the Operations Manager. In the absence of any change in his/her conduct the student may be suspended from using school transport temporarily or permanently.

#### **5. Own Transport Students:**

Students using their own transport will not be permitted to use the school transport services under any circumstances.

#### **Arrival**

- (i) The school gates (Gate 1 and 3) will open at 07:00 am
- (ii) Parents are expected to be with their child(ren) until the gates are opened
- (iii) Students using their own transport must arrive no later than 07:15am
- (iv) Parents are not permitted to escort their children to the classroom

#### **Late Arrival Process**

- Students who arrive after 07:40 am (when Gates close), must enter the campus through the Main Gate leading into reception.
- Late comers need to sign the late arrival register at the front desk and then proceed to class.

#### **Dispersal**

- (i) Parents are expected to pick their children from the following locations:
  - **FS2:** Gate 1
  - **Primary:** Gate 1
  - **Secondary:** Secondary students will make their way through Gate 3 for collection (no onsite access for parents at this gate)

- (ii) Lessons end at 1:50pm. Gates open at 1:50pm for students to be picked up.
- (iii) All students must be picked up before 2:20pm.
- (iv) Any student who has not left the school site by 2:20 pm, will be placed in the Late Room, where they can be picked up by their parent/guardian.
- (v) Use of the Late Room will incur charges of 100AED per hour/or part thereof, per child.
- (vi) Secondary students are allowed to leave campus without parent/guardian supervision, only on the condition that parents/guardians register their consent on the Dispersal Questionnaire Form. Primary students may also leave with their secondary siblings or independently on the approval of a parental email sent to the Primary Supervisor.

Appendix 1: Bus Transport Registration Form:

<https://www.alsadiqschool.com/uploads/documents/files/registration-form-83.pdf>

**(Please retain a photocopy of the document for your personal records).**

## Appendix 2: Terms and Conditions - School Transport

### AL SADIQ ISLAMIC ENGLISH SCHOOL

#### School Transport Terms & Conditions

##### A. GENERAL

1. The school operates the buses in compliance with the guidelines advised by the regulatory authorities.
2. There is a Transport in Charge at the school to always attend to your queries/concerns.
3. All buses have designated pick up and drop off locations.
4. The travel time may vary depending on the number of students/changes in route.
5. It is the responsibility of the parent(s) to ensure that their child/children is/are at the pick-up point at the assigned time. Buses will neither leave from collection points ahead of schedule nor be able to wait at pick-up points after the allotted time. However, owing to unforeseen traffic delays, buses may arrive at pick-up and drop-off points behind assigned time.
6. Parents of all students of Year 7 and below will be issued with Guardian Cards by the school. It is essential to produce the Guardian Card to receive the student at the drop off point. The students can be received by the parents / relatives / parents of other students / maids or any other authorized adult with the Guardian Card.

7. Letter of Undertaking/ Consent Forms:

- a. In certain cases, parents advise the bus staff from their balconies / residence to drop the students; in such cases the parent must give a letter undertaking that it is acceptable to them to drop off the students if they are visible to the bus staff. If the younger students have older siblings (Year 7 and above) travelling with them, and an undertaking has been given that they can be dropped in the care of their older sibling, the school will accommodate the request.
- b. If the students are to be dropped without the presence of an adult, parent should sign a consent form accordingly. (This is applicable only for children from Year 6 to Year 9).

**If the above are not strictly adhered to by any parent, the student/s will be brought back to school, and it would be the responsibility of the parents to collect the students from the school.**

8. For safety and security reasons, if the required drop off is requested for an alternate location, a written request, signed by the parent/guardian is needed.
9. Parents are required to inform the Transport in Charge/School Administration if a student is absent on any day.
10. If a student does not want to use the return trip for any day, the parent should provide a written communication or send an e-mail to the Transport in Charge / School Administration.
11. In case of change of residence, provision of transport service will be subject to the availability of seats on established routes. Fees will apply for the new route as per the fee structure.

12. Children with contagious diseases will not be permitted to travel in the bus for Health & Safety reasons. The school may require a clearance certificate to be handed to the school nurse before the child boards the bus.
13. Eating and drinking on the bus, other than water, is not permitted.
14. The school reserves the right to decline the provision of service. Allocation of bus facility will be based on the availability of a seat in the bus assigned for that area.
15. Parents or guardians shall compensate the school for any damages caused/ sustained on the bus or to other travelers due to inappropriate behaviour/actions of their child/ children. The school shall not be liable for any consequences or damages caused due to the child/children due to their own inappropriate behaviour/actions.
16. The school may use e-mail id / mobile number of the parents to convey messages / circulars.

#### **B. REGISTRATION FOR TRANSPORT SERVICE**

- (i) All students who require the Transport Services shall apply on a prescribed form available on the website or at the school.
- (ii) The application form available on the website or at the school counter should be completed and submitted by the parent. All mandatory fields (\*) marked columns must be filled up. The parents should make the necessary payment at the Accounts Counter in the school.



### **C. AREA CHANGE**

The parents should provide the Area Change Form (Refer Appendix 4), available at the counter in the school, to the representative in the school. Parents will be informed of the availability of seats in the bus plying in the new area.

#### **Appendix 3: Bus Cancellation Form**

<https://www.alsadiqschool.com/uploads/documents/files/cancellation-form-86.pdf>

#### **Appendix 4: Area Change Form**

<https://www.alsadiqschool.com/uploads/documents/files/transport-change-form-26.pdf>