

TRANSPORT POLICY

Aims:

1. Reduce the proportion of students travelling to school by car.
2. Ensure the safety of students travelling to/from school.
3. Adopt new specifications and advanced technologies for school buses.

Responsibilities of School

1. School will provide an adequate number of school buses, directly to accommodate all students who desire to use school transport. Buses will have an adequate number of seats to ensure there are no standees on the buses.
2. A designated person will coordinate school transport. The person's name and contact details will be provided to the parents.
3. The school will provide the Section with students' names and contact information of their parents which can be used in case of emergency.
4. School will orient students on how to behave while waiting for and using the bus.
5. School will not allow school bus maintenance activities to be conducted on the school campus.
6. School will designate a qualified person to stay with a student at school if the driver is unable to deliver the student to the guardian.
7. School will not exceed the maximum fees for school transport without prior written approval of MoE.
8. School will obtain an undertaking from parents to observe their responsibilities.
9. School will ensure that buses are maintained at all times so that they meet approved safety standards and technical specifications, and review the Section's maintenance records.

Responsibilities of School as school transport operators

The school shall:

1. Operate school buses that meet the specifications stipulated by the Department.
2. Operate school buses that are no more than 10 years old.
3. Appoint drivers with an appropriate school bus driver permit issued by the Department.
4. Appoint a coordinator at the school to supervise and manage bus operations.

5. Ensure that students are picked up from and dropped off in front of their residences. However, if stopping in front of the residence will cause traffic problems or if there is road construction, the stopping point:
 - will not exceed 200 meters from student's residence;
 - will be safe for the student to reach and wait at;
 - will not require the student to cross a street with a speed limit over 40 km/h;and
 - the bus may stop without causing traffic problems or endangering pedestrians.
6. Every student on a bus will have a seat.
7. Ensure all drivers receive school transport training from providers approved by the Department.
8. Maintain records of all accidents and complaints regarding the school transport service.
9. Provide drivers with full details of each trip, including the names of students on the bus to ensure the buses are empty at the end of each trip.
10. Provide drivers with contact information of staff appointed by schools and operators to coordinate service.
11. Appoint a qualified female escort for each school bus carrying students under 11 years of age.
12. Arrange seating so that male and female students riding the same bus are in separate sections.
13. Consider seating students of the same age together on the bus.
14. Keep maintenance reports and inspection records of safety equipment. This information will be available for inspection by the Department.
15. Ensure drivers are presentable and provide them with uniforms to wear while on duty.
16. Train all escorts and drivers on safety procedures and student evacuation from buses.
17. Provide the tools and equipment required to assist students with special needs to use school transport, if necessary.
18. Handle any student misbehavior on school buses.
19. Only use the school buses for transporting students during the academic year.
20. Provide a depot with adequate space to keep all buses.

21. Ensure that the one-way journey for a school bus does not exceed 90 minutes from the starting point (picking up the first student) to the final destination (dropping off the last student).
22. Provide an alternate bus within one hour to transport students to their destination in case a bus breaks down or has an accident.
23. Keep closed-circuit video records for a period of not less than two years.
24. Display videos and advertising on a bus only if the material is approved by the Ministry.
25. Provide conveyance to all far-flung areas of Umm-Al-Qiwain.
26. Collect the bus fee terminally with the School Fee; i.e. April, September & December.

General Information

1. The bus stops are fixed after a thorough survey of the situation and any subsequent demand for the change of bus stops due to shift of residence will be considered only on the written request from the parent to the School Office.
2. Changing in Picking or Dropping point will be accepted only on prior written permission.
3. In case of change of residence, Parents must intimate the same at least before on week. The confirmation of the new route is subject to the availability of seats on the established route.
4. In the interest of child's safety, eating inside the bus is not permitted.
5. The transport fee is collected terminally as wholesome. **THERE IS NO STRUCTURE OF ONE WAY FEE.**
6. The School reserves the right to decline provision of service on violation of rules and non-payment of fees.
7. Children of KG will not be left at the drop-off point unless the designated adult is present to collect them.
8. Minimum 10 days prior intimation should be given for discontinuation of transport service. If not, one month fee will be charged in lieu of this.
9. New Registration for the Transport will be accepted only in April, September & December.

10. It is the responsibility of the parent to ensure that their ward(s) are at the pick-up point at the designated time. Buses will not leave from the collection points ahead of schedule. After the scheduled time, the buses will not wait at the pick-up point.
11. No fee may be charged during two months of summer holidays, i.e. July and August.
12. The fee will be applied commonly to all the registered students irrespective of individually availed leave of absence.
10. School may ban a student from using school transport services if:
 - a) The student repeatedly violates the safety regulations or endangers himself or others while on the bus or waiting for the bus; and
 - b) The student continues to misbehave or creates a nuisance or participates in any inappropriate or aggressive behavior toward other students after receiving three notices of misconduct during one academic year.

Student Responsibilities

1. Have your ID badge visible to the bus driver while boarding.
2. carry bags in front of you and not over your shoulder to prevent injury to fellow passengers.
3. Use the handrail when getting on and off the bus.
4. Passengers who are disembarking should walk to the nearest corner or walkway prior to cross the street.
5. Passengers should not cross in front of their bus at any time.
6. Do not request your driver to take an alternate route or to by-pass traffic situations. The driver will make those judgments based on the safest condition(s) to do so.
7. Store objects overhead or under your seat – not on the seat beside you.
8. Keep aisles clear.
9. Change out of any dirty work clothes prior to boarding the bus.
10. Remove as much mud and snow as possible from shoes prior to boarding the bus.
11. For the consideration of other passengers, avoid using your cell phones.
12. Respectfully request your driver to adjust the heat or air conditioning if necessary.
13. Report any mechanical or comfort concerns to your driver.
14. Bus drivers have no control over traffic conditions, please be courteous and understanding if your bus is delayed for pickup or drop-off.
15. Verbal abusiveness or any abusive behavior towards bus drivers or fellow passengers will meet with the cancellation of bus registration on the spot.

Responsibilities of School Bus Drivers

The school drivers will:

1. Perform daily inspection of buses before driving including lights, tires, body, and seats, and make a report of any defects to the coordinator.
2. 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.
3. Not allow students to stand in the bus during the journey and inform the operator of any violation by students.
4. Ensure the availability of first aid supplies and fire extinguishers in the bus.
5. Before starting a journey, ensure that entrances, exits and aisles of the bus, including emergency exits, are not obstructed in any way.
6. 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.
7. Not exceed the maximum speed limit, and will not exceed 80 km/h at any time regardless of posted speed limit.
8. Use the stop arm and warning lights when students are crossing the road.
9. Not allow any student to depart from the bus except at the stop designated for that student unless having written instruction from the school.
10. Maintain professional appearance and wear assigned uniform while on duty.
11. Present school bus driver permit to authorized inspectors upon request.
12. Refrain from eating, drinking and using the telephone while the bus is moving.
13. Not smoke or allow others to smoke on the bus.

Responsibilities of School Bus Conductors

All school bus conductors shall observe the following:

1. Ensure that all students are seated while the bus is moving and are using seat belts where they are provided. No student will be seated in the center seat of the rear row.
2. Ensure that no students are left on board at the final destination.
3. 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.

4. Ensure students behave and look after their safety during the journey. Report any incidents to the school transport coordinator.
5. Ensure doorways, aisles and emergency exits are clear of any obstructions during the journey.
6. Assist students with crossing the streets.
7. Assist in evacuating the bus in case of emergency.
8. Refrain from eating, drinking and using the telephone while students are on the bus.
9. Participate in educating students about traffic safety and how to use the bus, and supervise any entertainment program on the bus.

Responsibilities of Parents and Guardians

Parents shall undertake, in writing, the following:

1. 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.
2. Provide the school with necessary and up-to-date contact information.
3. Pick up students from school if they are returned there due to unavailability of person to receive them at the designated bus stop.
4. Pay the cost of any damage to buses caused by their children.
5. Report to the school any violation related to school bus cleanliness or any misbehavior of drivers, escorts or students.
6. 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; and
 - Report to the school administration any violation related to school bus cleanliness or any misbehavior of drivers or conductors.

Exterior Appearance and Livery

1. School bus body will be yellow in color (Color Code: RAL 1018 Zink Gelb GL 841).
2. There will be double flashing lights consisting of red double lights on the uppermost part of the bus facing front and rear, and yellow double lights on the lower part of the bus facing front and rear. These lights will operate automatically when the bus door is opened or when reversing.
3. The school bus will be marked with the words, “School Bus حافلة مدرسية”, in black in both Arabic and English with letters of no less than 20 cm in height. The words will be written between the upper flashing lights or highest possible place on the front and the rear of the bus.
4. The school bus will display a bus number on the front right side and rear left side of the school bus, together with the operator’s name and phone on the rear. The letters must be black and not less than 12 cm in height.
5. Electronic destination board will be installed on the front of the bus to display the school name and destination with letters not less than 20 cm extending the full width of the bus.
6. The name of the school will be displayed in the middle of both sides with black letters not less than 20 cm.
7. School crossing sign on both front right side and rear left side of the bus doors will be displayed.
8. A single door’s width will not be less than 65 cm.
9. The door will operate automatically and must be equipped with a mechanism that prevents closing of doors in case of any obstruction.
10. The door will be controlled by the driver from the driver’s seat and it will not be opened while the bus is moving.
11. The door will be able to be opened manually from the inside and outside in case of emergency.
12. Boarding/alighting steps will be sufficiently lit, with a non-slip surface and clearly defined edges.

Seating

13. The driver’s seat will be adjustable, and equipped with a three-point safety belt.
14. Student seats will meet the following criteria:
 - Will be fixed securely to the school bus and not able to be folded;

- will be free from sharp edges, made from soft material that absorbs shocks, and made from fire-resistant material;
- When equipped with a seat handle, it will be covered in a material to prevent injury in the event of a collision;
- Height of the seat will be between 40-45 cm from the bus floor;
- Seat cushion width and depth (front to back) will not be less than 38 cm;
- Height of seat back will not be less than 70 cm;
- Distance between seats (from back of a seat or bulkhead in front to the inside of the seat behind it) will be 64 cm when measured at a height of 62 cm;
- Adequate area near doors for students using wheelchairs in the buses intended to carry students using wheelchairs will be assigned; and
- It will be prohibited to fix extra seats exceeding the approved capacity of the bus.

15. Aisles

- The aisle width will not be less than 35 cm.
- The aisle must be covered with fire-resistant and non-slip coverings.
- Aisles should remain free from obstructions and sharp edges.

16. Sufficient shelf space must be provided to store student luggage.

17. Air Conditioning

All buses will be equipped with air conditioning.

18. Mechanical Specification – Engine Specifications

Exhaust emissions will meet a minimum of Euro 4 standard or be equipped with a particulate filter.

19. Braking, Transmission, Exhaust and Fuel Systems

The transmission will be protected in a way that prevents it from dropping in the event that it breaks or is severed.

The fuel tank will be of a rigid construction with suitable protection to prevent rupturing in the event of an accident.

The fuel system will be separated from the exhaust system and protected from any extreme exhaust heat.

20. Health & Safety Equipment

The following equipment will be available on the school bus at all times when in service, and be in a fit and serviceable condition:

- Reflective emergency warning triangle in case of breakdown or other incident;
- Two fire extinguishers in the cabin suitable for the size of school bus, one of them easily accessible by driver and the other next to the door and clearly labelled;
- First aid kit suitable for the number of passengers to be carried and clearly labelled;
- Automatic fire detection and suppression system for the engine;
- Audible school bus reversing alarm;
- Stop arm to warn other road users when the school bus is stopping and students are crossing the road;
- Mirrors will be located on both sides of the bus at the front such that the bus driver can clearly observe the sides of the bus and adjacent traffic from his seat; and
- The outside of all buses will have a 5 cm high retro-reflective stripe for length of bus at top of the internal floor level on each side and the rear.

21. Emergency Exits

Each bus will contain a number of emergency exits as indicated below:

- Buses with 9 to 40 seats will have at least one exit from each side and one exit from the ceiling or from rear of the school bus;
- Buses with more than 40 seats will have at least two exits from each side, plus two exits from the ceiling or one from the ceiling and one from the rear of the school bus; and
- Passenger entrance doors and windows might be considered as emergency exits.
- The location of emergency exits will be clearly labelled.
- No obstacles will be placed in front of emergency exits.

22. For windows, each bus will be provided with emergency hammers to break glass – there will be at least 6 hammers for buses with 26 seats or more, and at least 4 hammers for buses with less than 26 seats.