



School Bus Service Rules & Agreement

Bus Rules

Our Expectations – these are for Bus Monitors and students alike.

- Always be polite and well - mannered.
- Always think of others and be helpful.
- Be safe, stay safe and keep others safe.
- Show respect and act responsibly.
- Be on time please!

All of our buses have full CCTV coverage therefore behaviour will be closely monitored, and any infractions will be reported to the school management. This applies to the behaviour of the Bus monitor as well.

On BIS Abu Dhabi Buses:

- We speak in a quiet voice and with respect to fellow students and adults.
- We always stay in our seats with our belt fastened.
- If we drink water or eat food (cereal bars, water, and fruits only) we will throw away all of the rubbish and will refrain from making a mess on the bus.
- We will always use English as our communication with other students and Bus monitor.
- We will always listen well so that we stay happy and safe.
- We will always listen to the Bus monitor and Driver and follow their instructions.
- We walk to and from the bus thinking about keeping safe.

Device on BIS Abu Dhabi Buses:

Devices are permitted on the bus and must always be used responsibly at all times.

- We use earphones when listening to music or video.
- We do not use mobile phones for taking photos/videos on the bus.
- We do not watch or listen to music, watch videos, or play games with bad language, violence or inappropriate content.
- We understand that devices will be confiscated if the rules are broken.

Using BIS Abu Dhabi buses safely:

- Safety belts are always to be worn on the bus by all passengers.
- Booster seats are provided by the school transport provider for students aged 4 and below. Should a student require an age-appropriate booster seat, this must be provided by parents under UAE guidelines.
- No- one is to behave in any manner, which infringes upon the right or well-being of any other passengers or students. This will include any form or type of bullying.
- Malicious damage or vandalism will be paid for by the offender (s).
- BIS Abu Dhabi does not tolerate or permit any alcoholic drinks, tobacco, substances, or potentially harmful devices (matches, lighters, pen knives) to be carried on the school bus.



Passengers who do so will permanently be excluded from the bus service and potentially from school.

- No student is to enter or leave the bus until it has come to a complete stop. Students may enter or leave the bus only with Bus monitors permission. Students are only allowed to leave buses at their designated bus stop.
- Students below 12 years old must be met at the point of drop off by a responsible & designated adult. If no – one is waiting for the students and the parents cannot be quickly contacted, the bus will return the student to school. Parents will have to then collect them from the school. It is a parental responsibility to ensure an approved adult is there to meet the students at the drop off point.
- The school does not have any responsibility for students once they have left the school bus at their designated drop off point.
- Students are to travel only on their own assigned school bus. Permission to travel on another bus can only be granted if submitted in writing to School Operations Manager for approval. Requests should be within a minimum of 24 hrs. to ensure all relevant parties are suitably informed of any changes. NO non bus children are allowed to travel on the bus at any time.
- Any students who travel on the bus must adhere to the school behavioural policy as they would at school. The privilege of riding the school bus may be denied to students who do not adhere to the policy, and they will permanently be excluded from the bus service and potentially from school.
- It is also school policy that students who have a fever measuring 37.7 and above, are vomiting or diagnosed as clinically unwell by our school nursing team will not, under any circumstances be permitted to travel home by school bus. They are required to be collected by a parent or guardian. This policy must be adhered to under all circumstances.
- The School Management will implement a “Five Stage Offence Policy”.
 - First Offence – Verbal Warning
 - Second Offence – Written Report to Class Teacher
 - Third Offence – Meeting with parents together with Head of School, School Counsellor and Operations Manager
 - Fourth Offence - 1 week suspension on the school Bus
 - Fifth Offence – Student will be excluded for the remainder of the current Academic Term

Tracking Students On and Off the buses:

- Students may only join the bus service or change routes on Mondays.
- As per the Bus Service Agreement, students may only change their travel plan if the request is received and authorised in writing and in advance notice.
- Students make their way to “School bus Parking” at the end of every day. Nursery to Year 2 students will be accompanied by Teaching Learning Assistant.
- Bus monitors register students on the bus using the Salama app and attendance sheet.
- Security Guards must monitor the car park while students get on board as well as School H&S Officer and Supervisor from Shanawaz.
- When the last student leaves the bus, the driver will check the bus and then display the “Bus Cleared” sign to ensure all students have departed.
- Registers are maintained and submitted for checking.

Late/Missing Students and Absence



- Should a student be late in the morning – Bus monitors are to contact the parent and then leave after 2 minutes of waiting to avoid further impact on arrival at school for the start of the school day.
- Should a student be late in the afternoons – Bus monitors are to check with parents/ School bus Coordinator or Reception to see if the student is delayed in school or left early to go home with parents.
- A bus cannot leave without a student unless authorised to do so by on duty teachers/Operations Manager or H&S Officer on duty at the bus area or parents themselves.
- It is the responsibility of the parent to inform the class teachers and Bus monitor in advance if they will be collecting their child/children in the school or if the child/children will not attend their scheduled CCA or after school activities.

Breakdown and Emergency Situations

- Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver and Bus monitor.
- If passengers need to leave the bus, the bus driver/bus monitor will find the safest place away from the traffic and other dangers.
- The driver will contact the police and emergency services as appropriate. Students would not normally be expected to do this.
- The Bus monitor will contact the Operations Manager and inform of the situation, Operations Manager will take the necessary steps to inform all relevant parties.

Parental Responsibility and Behaviour

As the parent/guardian of the registered student/students on the bus, you are responsible for their behaviour on the bus and will be called upon to support at home if needed should your child/children be reported as misbehaving. It is never acceptable to shout, scream or abuse the Bus monitor – they are employed to ensure that your child/children are kept safe and as such they will report dangerous, disrespectful, or abusive behaviour. If you have concerns that you wish to raise, then you may do so in a polite and respectful manner directly to the School Management who will be able to support further with any concerns or queries.

It is also never acceptable for a parent/relative/guardian to get involved in a student dispute by speaking to any student or threatening them in any manner, nor is it acceptable to enter the bus at any time. Parental behaviour is as equally important as that of the student – it has been well established that students follow the lead of their parents and as such, if you are abusive to the Bus monitor then so shall your children – please lead by example.

In case of any change in residence, parents must give advance notice of two weeks. Provision of transport service will be subject to availability of seats and routes.

EMERGENCY CONTACTS



POLICE : 999

FIRE : 997

THE BRITISH INTERNATIONAL SCHOOL ABU DHABI

- Main Reception – 025100100
- School Operations Manager – 054-3052280

SHANAWAZ TRANSPORT ABU DHABI

- Mr. Fawad Shah – 055-7602648

The bus parking area is fully monitored by CCTV and each bus is fully compliant with local DOT regulations on health and safety/monitoring/equipment/road traffic requirements, to ensure that they meet the standards set out by ADEK and DOT.

*Routine checks are done on all vehicles to ensure that they are compliant and routine checks are also done on the Bus monitors to ensure that they are adhering to the school rules outlined above.

BIS Abu Dhabi bus rules agreement form.

Please sign and return to business management office.

☐ I acknowledge that I have read, understood and accept the terms as set out in this bus rules agreement.

Parent's Name			
Name of student 1		Class/Form	
Name of student 2		Class/Form	
Name of student 3		Class/Form	
Name of student 4		Class/Form	

Signed: _____ Date: _____