



MODEL PRIVATE SCHOOL, ABU DHABI

P.B. NO. 25723, TEL. 02-5527200

Cir/002 B/Gen./2025-'26

Circular

Dt.21.04.2025

Sub:- Important Guidelines for School Bus Users

Dear Parents,

This is to inform you of some important guidelines regarding the school transportation service to ensure the safety and smooth operation of our bus routes.

1. Arrival at Bus Stop:

All students must be present at their designated bus stop **at least 5 minutes** before the given pickup time to avoid delays.

2. Student Drop-off Policy:

- Students **below 12 years of age** will not be dropped off unless accompanied by an adult.
- If no authorized adult is present, the student will be **taken back to school**, and parents must make the necessary arrangements to pick up their ward from the school premises.

3. Pickup/Drop-off Locations:

- Students will only **be picked up and dropped off** at their registered home address.
- No requests for alternate locations will be entertained.

4. Communication from Bus Supervisors:

- Bus supervisors will **not call parents** for daily updates.
- A missed call will be given only in case of a early arrival or delay or emergency.

5. Reporting Student Absence:

- If your child will be absent from school, please inform via WhatsApp before 5:00am for morning shifts, and before 9:30am for afternoon shifts.
- After the mentioned times, kindly call the bus supervisor directly to notify.
- Notify bus supervisors if students have be picked early by parents from school or parents will be dropping the students at school

Your cooperation in adhering to these guidelines is greatly appreciated and is vital for the safe and efficient operation of our transport service.

Thank you for your continued support.

Sincerely,

Principal