Model Private School, Abu Dhabi-UAE

School Transport Policy

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	30-March-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April-2027

1. Introduction

Model Private School, Abu Dhabi, is committed to providing a safe and reliable transportation service for students to and from school. This School Transport Policy outlines the procedures, guidelines, and safety expectations for students. The policy is developed in compliance with the regulations set forth by the Abu Dhabi Department of Education and Knowledge (ADEK), the Integrated Transport Center (ITC), the United Arab Emirates (UAE) traffic laws, and Al-Salama guidelines for student transportation safety.

School Bus users

2. Eligibility

The school transportation service is primarily offered to students residing in areas designated by the school administration. Priority for using the service will be given to students who meet the following criteria:

- Students residing a significant distance from the school.
- Students with special needs who require transportation assistance.
- Students whose safety concerns warrant transportation services (parental discretion with approval from the school administration).

3. Registration and Fees

- Parents/guardians interested in enrolling their child in the school transportation service must complete a registration form at the beginning of the academic year or upon need.
- Transportation fees will be clearly communicated to parents/guardians and included in the school fee schedule.

4. Bus Routes and Schedules

- Bus routes and schedules will be developed based on student registration information and optimized for efficiency.
- Designated bus stops will be established at convenient locations within the designated service areas.
- Parents/guardians will be informed of their child's assigned bus route, stop location and pick-up/drop-off timings at the beginning of the academic year. · Any changes to bus routes or schedules will be communicated to parents/guardians well in advance.

5. Bus Safety Procedures

- All school buses will be operated by licensed and qualified drivers who have undergone comprehensive safety training in accordance with ITC and Al-Salama guidelines.
- Buses will be maintained according to UAE regulations and equipped with all necessary safety features, including seat belts, emergency exits, and fire extinguishers.
- Bus supervisors will be present on each bus to ensure student safety, maintain order and enforce bus rules.
- Students are required to follow all safety instructions provided by the bus driver and supervisor.

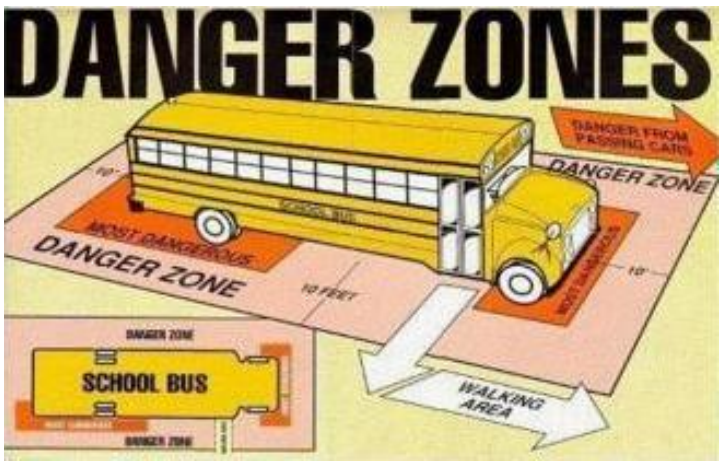
Previous to loading – at stop or school

1. Students should be at the designated pick-up points approximately 5 minutes before pick up time.
2. Stay off the roadway at all times while waiting for the bus.
3. Wait until the bus comes to a complete halt and the doors are opened.
4. Wait for the driver's signal before crossing the road, if necessary. Cross the road approximately 10 feet in front of the bus so the driver can see you at all times.
5. No pushing, shoving or other behavior that endangers others.





Picture illustrated prior in time used to reach the bus stop.



Picture illustrates the danger zones



Picture illustrates student should stand in the queue while loading into the bus

On the bus

1. The driver is in charge. Students should obey the driver's instructions promptly and respectfully.
2. Standing, changing seats or moving about places the student in an unsafe situation and will not be allowed.
3. Heads and arms are to be kept inside the bus. Throwing objects out of the window is dangerous to pedestrians and other vehicles and is not allowed.
4. Large objects, band instruments or class projects need to be held in the students lap to prevent problems to the other passengers.
5. Glass and heavy metal objects can cause serious injury and should not be brought on the bus.
6. Animals, weapons or replicas of weapons are not permitted in the buses.
7. Laser pointers are not to be used while on the bus as they can cause serious problems to both the driver and students
8. The use of any form of tobacco, alcohol, drugs, matches, explosives or any fire causing material are absolutely forbidden on all school buses.
9. Eating or drinking on the bus is not allowed.
10. Disruptive behavior of any kind, like usage of profane language and/or gestures, screaming etc have no place on a school bus and will not be tolerated.
11. Students shall be allowed to travel only in the designated buses/routes. They are expected to board and deboard at the designated stops. Any change in the boarding and deboarding points shall be allowed only after obtaining permission from the transport authorities.
12. Students shall sit in their designated seats facing forward. The aisle and emergency exit kept clear at all times.
13. No audio, video devices shall be allowed to be used in the school buses.
14. Any activity or behavior not listed but which endangers the bus or its passengers may result in initiation of disciplinary procedures.



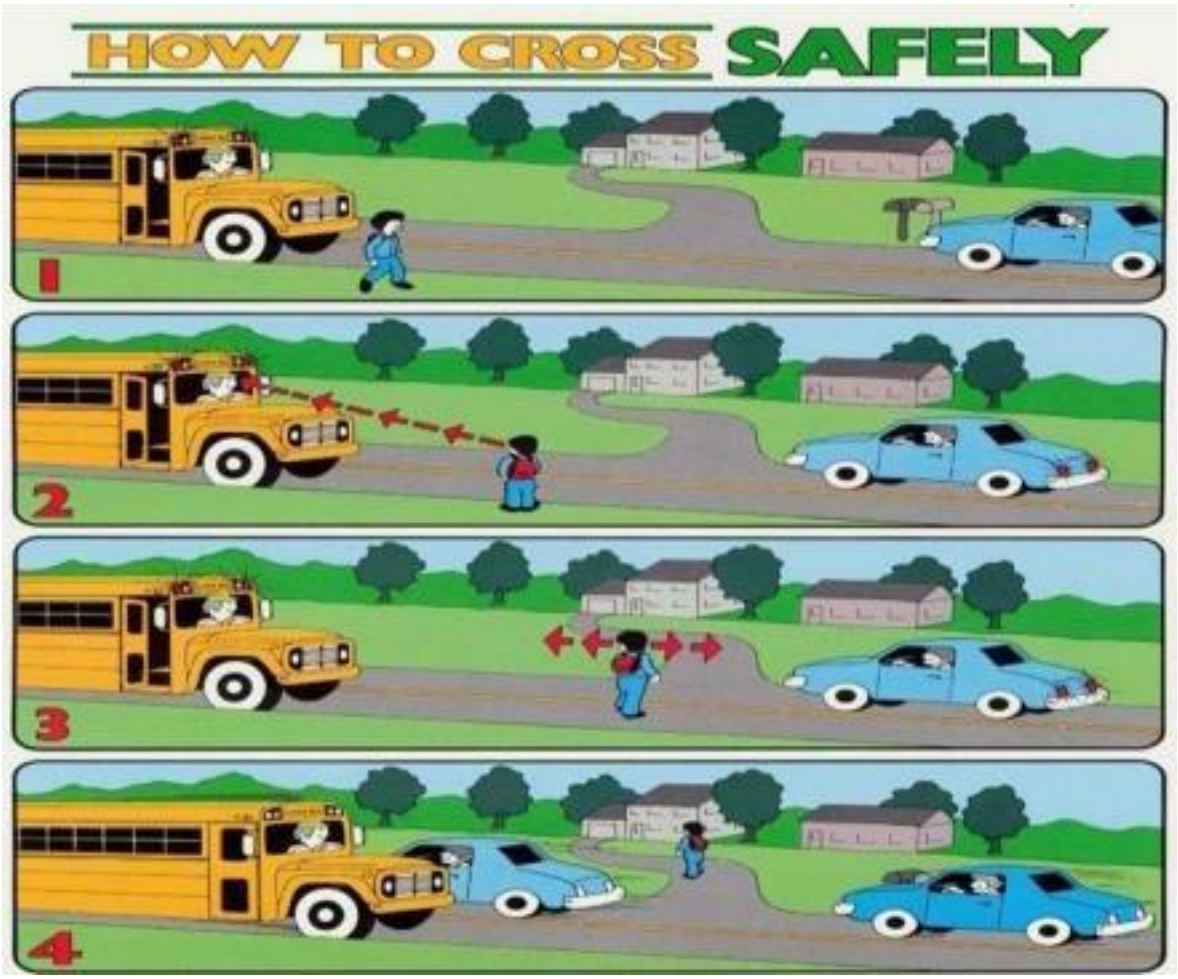
Picture illustrates students keeping their head/arms outside of the bus is not allowed



Drinking/eating is prohibited

Disembarking the bus:

1. Cross the road (when necessary) at least 10 feet in front of the bus after receiving a signal from the driver that it is safe to proceed.
2. Be alert for a danger signal from the driver. This signal will be the bus horn honking. If you hear this signal immediately stop and return to the area you left.



Picture illustrates a clear idea to cross the road safely after leaving the bus.

Upon Arrival at School

- Students are expected to exit the bus in an orderly manner and proceed directly to their designated location at school.

After School

- Students are expected to wait at their designated pick-up location for the bus to arrive.
- Students must board the assigned bus only and follow the same safety procedures outlined for boarding in the morning.

6. Parent/Guardian Responsibilities

- Parents/guardians are responsible for ensuring their child arrives at the designated bus stop on time for pick-up.
- Parents/guardians of students below 11years (or as deemed necessary by the school administration) are required to be present at the designated stop to meet their child upon drop-off.
- Informing the school administration in writing (email or note) of any changes to pick-up or drop-off arrangements is mandatory.
- Parents/guardians are responsible for educating their children on bus safety rules and expectations.

7. Reporting and Discipline

- Any incidents of misconduct or safety violations on the bus will be reported to the school administration.
- Depending on the severity of the offense, disciplinary action may be taken against the student, which may include suspension or expulsion from the school transportation service.

Electronic Devices

- For the safety of all passengers, the use of electronic gadgets such as mobile phones, tablets, and gaming devices is strictly prohibited on school buses. This includes listening to music with headphones or earbuds that block out surrounding sounds. Distraction from electronic devices can hinder a student's awareness of safety announcements or potential hazards.



Picture depicting prohibition of electronic gadgets

Emergency and Adverse Weather Conditions

· The school bus operation will adhere to the Integrated Transport Center (ITC) notifications during emergency situations and adverse weather conditions. This may include delays, cancellations, or rerouting of buses to ensure student safety. In such cases, the school administration will communicate updates to parents/guardians through various channels, including the school website, text messages, and parent portals. Parents are encouraged to have a backup plan in place for these scenarios.

Non School Bus Users

1. **Picking Up of Younger Siblings by Elder Siblings**

   Picking Up Younger Siblings: Elder siblings (15 years or above) are permitted to pick up younger siblings (grade 1 and above) and KG students can be picked only if the elder sibling is above 18 years only when a signed parental consent form is submitted to the school. The consent form states the following:

   - Parent(s) recognize that the elder sibling's maturity level is deemed sufficient for them to provide consent.
   - Parent(s) have explained the responsibility to the elder sibling and that the latter is aware of what it entails.
   - Schools shall not be liable in case of any incidents resulting as a consequence of this policy.

2. **Arrival and Departure**

   - Students of Grade 9 to 12 are allowed to arrive and depart from school unaccompanied after submitting the consent letter from parent.
   - Students in KG, Grades 1 to 8 who do not use the school bus must be dropped off and picked up by a parent or an authorized individual.
   - If someone other than a parent will be responsible for drop-off or pick-up, that person must submit their Emirates ID copy, a passport-sized photo, and a signed Authorization /consent letter from the parents to the school office and need to be approved by Principal in advance.
   - Consent Form: Schools will collect a consent form signed by parents stating that they shall uphold their roles and responsibilities, and schools will not be liable in case of any incidents resulting from the use of non-school bus transportation.
   - Bicycle Restriction: Students in KG, Grades 1 to 8 are not permitted to ride bicycles to or from school under any circumstances.
   - Scooters: Scooters and electric scooters are only allowed for students aged 16 years and above.

School's Liability: School is not responsible for the use of non-school bus transportation by students since we do not have supervisory oversight over the journey.
School's supervision begins the moment the student enters the school's premises, and the school has the right to regulate the admissibility.

8. Communication

This School Transport Policy will be communicated to parents/guardians through the Parent orientation, school website, parent handbooks, and at the beginning of the academic year. Parents are encouraged to discuss any questions or concerns regarding school transportation with the school administration.

9. Review and Revision

This School Transport Policy will be reviewed and revised periodically to ensure its effectiveness and compliance with the latest regulations set forth by ADEK, ITC, UAE traffic laws, and Al-Salama guidelines. Feedback from parents, transportation personnel, and the school community will be considered during the revision process.

10. Disclaimer

The school administration reserves the right to modify or discontinue the school transportation service at any time due to unforeseen circumstances or operational limitations. Parents/guardians will be notified well in advance of any such changes.

School Transport Policy Committee

To ensure the effectiveness and continuous improvement of the School Transport Policy at Model Private School, Abu Dhabi, a dedicated committee will be established. This committee will be responsible for overseeing the implementation of the policy, addressing any concerns, and recommending revisions as needed.

Committee Composition:

· **Chair:** The committee will be chaired by the School Principal or a designated school administrator with a vested interest in student safety and transportation logistics. · **Members:** The committee will comprise representatives from various departments and stakeholders:

- School Transportation Coordinator

- School Facility Manager
- School ADEK Coordinator
- Safety Officer/Representative
- Parent Representative (elected by the Parent-Teacher Association) Teacher Representative (elected by the faculty)
- Bus Driver Representative (elected by the bus drivers)

Committee Responsibilities:

· Review and monitor the implementation of the School Transport Policy. · Conduct periodic safety audits of school buses and transportation procedures. · Address any concerns or complaints related to school transportation. · Research and recommend updates to the policy in accordance with evolving regulations and best practices.

· Develop and implement training programs for bus drivers, supervisors, and students on bus safety procedures.

· Facilitate communication between the school administration, parents, and transportation personnel regarding school transportation.

Prepare and disseminate annual reports on the school transportation program's performance and safety record.

By establishing a School Transport Policy Committee, Model Private School, Abu Dhabi, demonstrates its commitment to providing a safe and reliable transportation service for all students.

Reviewed and modified on: March 2026
(to be implemented in the academic year 2026-2027)

Principal

Ilyas Jumat Nasari

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