



Title	:	School Transport Policy
File Name	:	TRAC/ADMIN-STP/004
Date of Issue	:	1 st April 2024
Next review date	:	31 st March 2025

School Transport Policy

1. Objective

The purpose of this policy is to emphasize the school's responsibility to ensure the safety of students and staff during their transport to and from school by school bus in accordance to MOE/RTA guidelines. The school aims to provide a safe, high quality, and efficient bus service that meets the needs of all students by delivering quality of service.

2. Scope

This policy is applicable to all the students and staff of the school.

3. Overview

Transport is an outsourced service and is provided by approved transport agency, with the aim of providing quality and safe service as per the regulations of the local transport authority. Our staff on the buses, in their capacity as conductors, will also ensure safety of the students, as well as maintaining discipline. In the event of student behavior concerns or issues on the bus, the school may take disciplinary action as necessary.

4. Roles and Responsibilities

Yellow Bus Operators and the School Management are responsible for managing the behavior of students travelling in the bus. The primary focus should ensure the safety of the students in the bus. They also need to ensure that all the local government compliances and guidelines are followed all the time.

Students should follow all the guidelines as mentioned in this policy this will ensures both their comfort and safety and the comfort and safety of others. The students should remain in compliance with the Code of Conduct is a condition of travel, any breaches may result in disciplinary action or suspension of use of transport facility.

In accepting the conditions of this policy, parents acknowledge that they are responsible for their children's ongoing behavior. They have a responsibility to ensure that their children understand and uphold the Code of Conduct mentioned in this policy. They also have the right to expect that their children are transported to school and home again safely. Parents understand that behavior in the bus play a significant role in the overall behavior management strategy. Parents should make themselves available to meet and discuss their children's behavior and support decisions arising out of such discussions.



5. Behavior/ Code of conduct:

Students must always obey the following rules. (The list is not limited to the following)

- 5.1 An Identity Card is issued to each student. It is mandatory for students to carry their ID cards and get it scanned while boarding and alighting the buses.
- 5.2 Always stay seated while the bus is moving.
- 5.3 Board the bus with their bus conductor.
- 5.4 Respect the Bus Driver and the Bus conductor and fellow students in the bus.
- 5.5 Always behave responsibly and safely and follow instruction given.
- 5.6 Carry school bags that are easy to store and do not block the bus aisle.
- 5.7 Wear seat belts as instructed.
- 5.8 Not leave their designated seating area in the bus.
- 5.9 Girls and boys should sit in the designated area in the bus.
- 5.10 No bad language, teasing or bullying will be tolerated inside the bus.
- 5.11 No pushing, hitting, spitting or obstruction.
- 5.12 No peeping / hanging (any part of body) out of the bus window.
- 5.13 No interference with others or bus property. Should not disturb bus driver and the bus Conductor.
- 5.14 No throwing / shooting of any object inside or out of the bus.
- 5.15 No Physical aggression against any person and Vandalism of bus items and other passenger items.
- 5.16 No littering, no spitting.
- 5.17 No use of tobacco or any controlled substance.
- 5.18 No lighting of matches, fireworks or any flammable object or substance.
- 5.19 No Unauthorized entering or leaving the bus and use of emergency door.
- 5.20 No eating or drinking in the bus.
- 5.21 No shouting or excessive noise in the bus.
- 5.22 Improper nonverbal gestures / actions in the bus.
- 5.23 Improper use of personal electronic devices
- 5.24 No jumping / hanging / tumbling in the bus.
- 5.25 Should not ride unassigned bus without permission or using unassigned bus stop.
- 5.26 No leaving the seat / Standing while bus is in motion.
- 5.27 Not engage in any behavior that could put other passengers, the driver or themselves at risk.
- 5.28 Not intentionally damage any parts of the bus including seat/glass windows etc.
- 5.29 Not tamper with safety equipment or emergency exit in the bus.
- 5.30 Students who encourage incorrect behavior of others will find themselves under disciplinary action based on the school code of conduct.
- 5.31 A student whose conduct is objectionable and offensive on the bus, action will be taken as per the Behavior Management Policy.
- 5.32 In the absence of any change in his / her conduct the student may be suspended from using the school transport temporarily or permanently.
- 5.33 In case of damaged or lost ID card a new ID card can be requested by payment fees for new card.



5.34 Student should report any unsafe behavior by fellow passenger to the Driver, Bus conductor / Transport Supervisor.

6. Safety Regulations to be followed: Parents

- 6.1 The parent should understand that they are responsible for their children's behavior and must ensure that their children follow all the guidelines as stated in this policy.
- 6.2 It is obligatory for the parent to be personally present or to arrange for an authorized person to receive the student at the drop off point with a prior information to the school authorities.
- 6.3 While dropping off the KG students, if Parent or the authorized adult is not available at the stop, the student will be brought back to the school. The school transport representative will contact the parent and inform them to pick their child. The parent must collect the student from the school.
- 6.4 It is mandatory that either the Parent or an authorized adult is present to collect the students of Grades KG to 4. If the adult is not available to receive the students, they will be brought back to the school. The Parent needs to make arrangement to pick them from the school.
- 6.5 For Grades 1 to 4 students having older siblings (Grade 5 and above) travelling with them and an undertaking has to be given that they can be dropped in the care of their older sibling.
- 6.6 If the students of years 5 to 6 needs to be dropped without the presence of an adult, parent should sign a consent form accordingly.
- 6.7 If the conditions stated above are not strictly followed by any parent, the students will be brought back to school, and it would be the responsibility of the parents to collect the students from the school.
- 6.8 It is difficult to accommodate requests for school transport when parents move to residential areas where our buses do not have route. We regret our inability to meet every need. Parents are advised to check on the availability of the school bus service before they move to a new locality.
- 6.9 Changing of Home Address and Updating Details: The Transport Coordinator should be contacted and any change in pickup and drop off point need to be updated if there is change in home address, stating the complete details of the new location. The availability of the bus on the desired route is not guaranteed.
- 6.10 Parents must provide clear and accurate data (contact numbers, home address, email accounts) and keep it always updated.
- 6.11 Parents should contact the transport supervisor for any complaints, suggestions, or feedback.
- 6.12 No parents or outsiders will be allowed inside the school bus.

7. Students using Own Transport

Arrival

- 7.1 Students using their own transport will not be permitted to use the school transport services under any circumstances.
- 7.2 The school gates will open at 7:30a.m.
- 7.3 Parents are expected to be with their children until the gates are opened at 7:30 a.m.



- 7.4 Students using their own transport should arrive not later than 7:45 a.m.
- 7.5 Parents are not permitted to escort their children to the classroom.

Dispersal

- 7.6 Parents are expected to pick their children at the time of dispersal.
Grade KG – 11.30 am (latest by 12:00 pm)
Grade 1 to Grade 12 – 2.30 pm (latest by 2.40 pm)
- 7.7 Students must carry their 'Own Transport' ID cards daily with them.
- 7.8 Since all staff leave the school by 3:30 pm, we have no facility provided for extended stay beyond 3:30p.m.

8. Responsibilities of Transport Coordinator

- 8.1 The Transport Coordinator provides supervision to Bus Escorts and Drivers to ensure that they are always fully aware of their roles and responsibilities.
- 8.2 The Transport Coordinator determines the transportation route of each bus, and the student allocation to each bus.
- 8.3 The Transport Coordinator will ensure that Parents have access to the Mobile Phone corresponding with the students Bus Number and Bus Escort.
- 8.4 The Transport Coordinator will liaise with parents regarding any request for permanent changes / temporary changes of drop-off or pick-up location. Such requests will be approved or refused at the discretion of the Administration on a case-by case basis but cannot be guaranteed.
- 8.5 The Transport Coordinator will supervise Bus Escorts to ensure that all children have exited the buses upon arrival at school, and after all home drop-offs.
- 8.6 The Transport Coordinator is responsible for the collection and collation of information from the Bus Escorts daily attendance sheets.
- 8.7 The Transport coordinator is responsible for re-allocating the bus as per the change in address of the student after a formal request by the parent.
- 8.8 The Transport Coordinator will liaise with any parent who raises a complaint regarding the buses, Bus Driver, Bus Escort, student, or another parent.
- 8.9 The transport coordinator will be responsible for entering the transport details of each student in the School Online Portal.
- 8.10 The Transport coordinator must do the bus arrangements in case of any school trips.
- 8.11 The Transport coordinator must coordinate with the outsourced Bus Company to ensure that the school bus Driver rules and regulations are followed:
 - a) The drivers should drive the bus at a maximum speed limit of 80 km per hour.
 - b) The driver should follow all the rules and regulations related to RTA and other Government Agencies.
 - c) The driver should have all its permits and licenses active.
 - d) Should not drive faulty bus.
 - e) Strictly no driving under influence of alcohol
 - f) No smoking in the school bus
 - g) No history of criminal records
 - h) Drop and pick up students at their designated bus stops.
 - i) Maintain at least one first aid box on every school bus.
 - j) No overloading the bus more than its prescribed capacity



- k) The driver must be fluent in English.
- l) Wear driver's uniform and seatbelt always, inside the bus.
- m) Submit good health certificate.

9. Payment of Bus Fees:

- 9.1 Transport Fee must be paid every month on or before 10th of every month.
- 9.2 In case of delay in payment of bus fees, the child may be denied using the school transport.

10. Exceptions:

Any exceptions to this policy will require the approval of the Directors.

Approved by
Principal