



Beaconhouse Private School Al Ain

School Bus Transportation Policy 2025-2026

(Reviewed in August 2025)

Reviewed by:	SLT
Review Date:	August 2025
Next Review Date:	June 2026
SLT's Signature:	<i>Yahseen</i> <i>MSShaik</i>
Principal's Signature:	<i>[Signature]</i>
Board Governor's Signature:	<i>[Signature]</i>



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1. Scope

BPS Al Ain will provide transportation to and from school via bus to any eligible students who requires and pays for transportation.

The school is fully committed to safeguarding our pupils through a high quality, secure and efficient bus service as they travel to and from their home to school.

2. Aim

Our aim is to ensure that our buses are compliant with the ADEK School Bus Policy and the Department of transport regulations through taking responsibility to protect and monitor the complete journey of our pupils.

We are steadfast in our obligation to provide buses that are well maintained, meet safety standards and adhere to technical specifications and that the provision of clearly defined roles and responsibilities and training is provided for bus drivers and attendants.

By offering an efficient close-to-door service where pupils are collected and delivered to their home, we aim to minimize journey times. Every effort is made to ensure that the buses are available to pick and drop off pupils as per the tentative timings provided.

3. Practice and Procedure

- Places are allocated on a first come, first serve basis which takes into consideration the pupil home location and number of seats available.
- All enquiries are considered upon receipt of a completed Bus Service Request Form which includes a clear location address, landmarks and GPS coordinators and / or a Google map.
- Once availability and pick up and drop off timings have been established, seats will not be secured until such time as a Bus Service Acceptance and Payment form has been completed and returned to the school and full payment has been made, based on when the pupils starts the service. There is no reimbursement of funds where a place is withdrawn, or not used.
- The cost of pupils joining the service is set out as 3350 dirhams/ Year.
- Payment must be received by the accountant before the term starts.
- Contact details of the bus driver and bus attendant are provided once payment has been made.

4. Responsibilities

Principal

- Nominate a responsible person (OHS Officer)
- Ensure the school wide behavior management plan addresses bus behavior issues
- Send out acknowledgement forms for parents to sign regarding behavior expectations and consequences of non-compliance.
- Ensure adequate supervision is provided at all times, including field trips.
- Ensure a space is provided within the school for bus drivers and monitors.
- Ensure all parents, drivers, coordinators, bus escorts are aware of their responsibilities.

Parents/Guardians:

- Responsible for their child's safety until they enter the bus to attend school and after the child exits the bus to go home at the drop off point.
- Ensure their child is ready for the bus on time and picked up from the bus on time.
- Provide the school with up-to-date contact information.
- Report to ADEK school service any violation related to school bus cleanliness or any misbehavior of drivers or monitors.

Bus Supervisor Duties

The school will ensure that each bus has a trained female supervisor who can speak English.

The duties of the supervisor are to:

- Maintain discipline on the bus.
- Ensure that pupils remain seated while the bus is moving, with seat belts fastened.
- Ensure that each pupil exit the bus at their assigned stop.
- Ensure that the students are not left alone at any point in time

Responsibility of the School

The Department of Transport regulations require all schools in the emirates of Abu Dhabi to provide school transport to all students as follows:

- Provide an adequate number of school buses, either directly or by outsourcing, to accommodate all students who desire to use school transport. Buses must have an adequate number of seats to ensure there are no standees on the buses.
- Appoint a qualified female escort for each school bus carrying students.
- Train all escorts on safety procedure
- Designate a person to coordinate school transport and provide the person's name and contact details to the operators and parents.

- Provide operators with student's names and contact information of their parents which can be used in case of emergency.
- Provide adequate explanation to students on how to behave while waiting for and using the bus.
- Do not allow school bus maintenance activities to be conducted in the school campus.
- Do not exceed the maximum fees for the school transport without prior written approval of Abu Dhabi Education Council.
- Obtain an undertaking from parents to observe their responsibilities.
- Ensure that buses are maintained and equipped with all safety equipment at all times so that they meet approved standards and technical specifications, and review the operator's maintenance records.

School Bus Operators

All school transport operators shall;

- Operate school buses that meet the specifications stipulated by the department.
- Operate school buses that are no more than 10 years old. (An exception could be made on an annual basis for buses that are up to 15-years old if the operator demonstrates to the Department that the bus is in good condition and suitable for school transport.)
- Appoint drivers with appropriate school bus driver permits issued by the department.
- Ensure that students are picked up from and dropped off in front of their residences.
- Every student on a bus must have a seat.
- Ensure all drivers receive school transport training from providers approved by the Department.
- Maintain records of all accidents and complaints regarding the school transport service.
- 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.
- Provide drivers with contact information of staff appointed by school and operators to coordinate service.
- Keep maintenance reports and inspection records of safety equipment. This information must be available for inspection by schools and departments.
- Ensure drivers are presentable and provide them with uniforms to wear while on duty.
- Train all drivers on safety procedures and students' evacuation from buses.
- Provide the tool and equipment required to assist students with special needs to use school transport, if necessary.
- Coordinate with schools to handle any student misbehavior on school buses.
- Only use school buses for transporting students during the academic year. In case buses are used outside of the academic year, all school bus markings must be covered and the stop arm must not be used; seats must be covered with a material that does not absorb liquids or retain odours and can be removed.
- Coordinate with school to ensure that one-way journey for a school bus does not exceed 75 minutes from the starting point (picking up the first student) to the final destination (dropping off the last student).

- Provide an alternate bus within one hour to transport students to their destination in case a bus breaks down or has an accident.
- Keep close-circuit video records for a period of not less than 2 years.
- Display videos and advertising on a bus only if the material is approved by Abu Dhabi Education Council.

5. Behaviour and Bus Safety Rules

In all circumstances, pupils and parents are expected to behave courteously and respectfully towards drivers, bus attendants and other pupils.

It is a pre-requisite that pupils travelling on our buses are familiar with the following Bus Safety Rules.

- No food is permitted on the bus. No eating or drinking is allowed.
- Pupils must walk quietly to their seats and fasten their seat belts before the bus departs.
- Bags and equipment must be stored under seats and not obstruct the aisles.
- The driver must never be distracted when the bus is in motion.
- Follow the instructions of Bus Supervisors.

Schools are required to have parents sign an acknowledgement form regarding behaviour on the school bus and the parent's responsibility to pay for any damages by the students.

If a student violates the above mentioned bus rules, will get 3 warnings from the Bus Supervisor. The student continues to disregard the Bus rules, Social workers will be notified to issue Level 1 warning letters to students, followed by phone calls to their parents/ guardians.

If s/he continues to misbehave on the bus they will be given a level 2 warning letter followed by level 3 warning letter. Once s/he will receive a level 3 warning letter, s/he will be suspended from the school bus.

6. Review and Approvals

This Transportation policy of BPS Al Ain will be reviewed annually to ensure its continued suitability.