

International Academic School

Transportation Policy

Policy Name	Transportation Policy
Stakeholder	All
Reviewed by	Julian Williams
Approved by	Susanna Thomas - Principal
Approved Date	1 st August 2025
Monitoring Cycle	Annually

TERMS AND CONDITIONS – SCHOOL TRANSPORT

A. GENERAL

1. The school operates the buses in compliance with the guidelines advised by the regulatory authorities.
2. There is a Transport in Charge at the school to always attend to your queries/concerns.
3. All buses have designated pick up and drop off locations.
4. The travel time may vary depending on the number of students/changes in route.
5. It is the responsibility of the parent (s) to ensure that their child/children is/are at the pick-up point at the assigned time. Buses will neither leave from collection points ahead of schedule nor be able to wait at pick-up points after the allotted time. However, owing to unforeseen traffic delays, buses may arrive at pick-up and drop-off points behind assigned time.
6. Parents of all students of Grade 6 and below will be issued with Guardian Cards by the school. It is essential to produce the Guardian Card to receive the student at the drop off point. The students can be received by the parents / relatives / parents of other students / maids or any other authorized adult with the Guardian Card.

7. Letter of Undertaking/ Consent Forms:

- a. In certain cases, parents advise the bus staff from their balconies / residence to drop the students; in such cases the parent must give a letter undertaking that it is acceptable to them to drop off the students if they are visible to the bus staff. If the younger students have older siblings (Grade 4 and above) travelling with them, and an undertaking has been given that they can be dropped in the care of their older sibling, the school will accommodate the request.
- b. If the students are to be dropped without the presence of an adult, parent should sign a consent form accordingly. (This is applicable only for children from Grade 3 to Grade 6).

If the above are not strictly adhered to by any parent, the student/s will be brought back to school, and it would be the responsibility of the parents to collect the students from the school.

1. For safety and security reasons, if the required drop off is requested for an alternate location, a written request, signed by the parent/guardian is needed.
2. Parents are required to inform the Transport in Charge/School Administration if a student is absent on any day.
3. If a student does not want to use the return trip for any day, the parent should provide a written communication or send an e-mail to the Transport in Charge / School Administration.
4. In case of change of residence, provision of transport service will be subject to the availability of seats on established routes. Fees will apply for the new route as per the fee structure.\
5. Children with contagious diseases will not be permitted to travel in the bus for Health & Safety reasons. The school may require a clearance certificate to be handed to the school nurse before the child boards the bus.
6. Eating and drinking on the bus, other than water, is not permitted.
7. The school reserves the right to decline the provision of service. Allocation of bus facility will be based on the availability of a seat in the bus assigned for that area.

8. Parents or guardians shall compensate the school for any damages caused/ sustained on the bus or to other travelers due to inappropriate behavior/actions of their child/ children. The school shall not be liable for any consequences or damages caused due to the child/children due to their own inappropriate behavior/actions.
9. The school may use e-mail id / mobile number of the parents to convey messages / circulars.

10. REGISTRATION FOR TRANSPORT SERVICE

- (i) All students who require the Transport Services shall apply in a prescribed form available on the website or at the school.
- (ii) The application form available on the website or at the school counter should be completed and submitted by the parent. All mandatory fields (*) marked columns must be filled up. The parent should make the necessary payment at the Accounts Counter in the school.

11. PAYMENT OF FEES

- a. Once the application form is accepted, the parent will make payment of fees based on the fee structure applicable in the school.
- b. Parents will have to avail transportation service for the full year, either by cash or PDCs, adhering to fee deadlines. In case of withdrawal or discontinuation, term-wise refunds will be provided as applicable.
- c. For mid-term admissions, the entire fees for the enrolled month, the remaining months of the term and the succeeding terms to be charged.

For example- In case the mid-term admission happens in the month of October, the 2nd and 3rd term fees to be charged in full and for the 1st term fees would be charged for 3 months (from October to December)

d. In the case of re-enrolments, the fee for the upcoming service will be collected only after the full clearance of all fee dues.

e. The following options are given to parents for payment of fees:

(i) Cash / Credit Cards at the accounts counter in the school

(ii) Cheque in favor of 'School Name' at the Accounts counter in the school

(iii) Any bouncing of Post-Dated Cheques (PDCs) for the 2nd or 3rd term will result in the cancellation of service for the child.

(iv) In case of mid-term admissions, the 1st, 2nd, or 3rd term fees as the case may have to be paid in cash.

Non- payment of transport fees within the stipulated deadline will result in cancellation of service from the next day.

12. INVOICES

a. Invoices can be collected from the school Accounts counter at the time of payment.

b. The individual Pro Forma invoice shall be issued to those parents who will be getting reimbursement from their employer.

13. TRANSPORT DISCONTINUATION AND REFUND

- a. To withdraw/discontinue the transport services, request is to be submitted to the representative in the school in advance.
- b. Even if the service is availed for one day, the fee for the entire term will be payable by the parent. The fee for the succeeding terms will be refunded by cash or the return of PDCs, as applicable.

14. AREA CHANGE

The parents should provide the Area Change Form available at the counter in the school, to the representative in the school. The parents will be informed of the availability of seat in the bus plying in the new area.

- **For the forms and details relating to School Transport, refer to the link below:**

<https://ias-dubai.ae/en/transport>

Dear Parent/Guardian,

To ensure the safety and well-being of all students during school transportation, we kindly request your support in reinforcing the following School Bus Rules and Expectations with your child. These guidelines have been established to maintain a safe, respectful, and orderly environment on all school buses.

School Bus Rules and Expectations

1. Students must follow all the instructions given by the bus driver and bus attendant.
2. Respectful behavior is required—no shouting, fighting, or inappropriate language.
3. Students must remain seated and wear their seatbelts while the bus is in motion. **Walking on the bus is not allowed.**
4. Eating and drinking (except water) are not permitted on the bus.
5. Damaging or tampering with bus equipment will result in repair charges and disciplinary action.
6. Boarding or exiting at unauthorized stops is strictly prohibited.
7. Mobile phone use is permitted only for respectful communication—no photography or video recording.
8. Repeatedly arriving late to the bus in the afternoon will result in disciplinary measures.
9. Playing games (including cards) inside the bus is not allowed.

Disciplinary Actions May Include:

- First Time – A gentle verbal reminder from the Transport Coordinator to help the student understand what went wrong.
- Second Time – A second verbal reminder, this time from the Department Head, emphasizing the importance of following expectations.
- Third Time – A written warning will be issued to the student and parents to address the repeated concern formally.
- Fourth Time – A meeting will be arranged with the parents to discuss the issue in detail, and they will need to sign an undertaking form stating that no further issues will arise.

If issues persist after the undertaking form is signed, temporary suspension or permanent removal of the school bus will be enforced.

We request your cooperation in helping your child understand and follow these rules.

Parent Acknowledgment

I, the parent/guardian of _____ (student's full name), have read and understood the School Bus Rules and Disciplinary Policy. I agree to support the school in enforcing these rules and acknowledge that failure to comply may result in disciplinary action.

Parent Name: _____

Signature: _____

Date: _____

عزيزي ولي الأمر / الوصي،
حرصًا على سلامة ورفاهية جميع الطلاب أثناء استخدام النقل المدرسي، نرجو منكم دعمنا في توعية

أبنائكم والتأكيد عليهم بالالتزام بقواعد وتوقعات حافلة المدرسة الموضحة أدناه. تم وضع هذه الإرشادات لضمان بيئة آمنة، محترمة، ومنظمة في جميع الحافلات المدرسية.

قواعد وتوقعات حافلة المدرسة

1. يجب على الطلاب اتباع جميع التعليمات الصادرة عن سائق الحافلة والمشرف.
2. يجب الالتزام بالسلوك المحترم - يمنع الصراخ، الشجار، أو استخدام الألفاظ غير اللائقة.
3. يجب على الطلاب البقاء جالسين وربط أحزمة الأمان أثناء سير الحافلة. **لا يُسمح بالمشي داخل الحافلة.**
4. يُمنع الأكل والشرب داخل الحافلة (باستثناء الماء).
5. أي عبث أو تخريب في معدات الحافلة سيؤدي إلى تحميل الطالب تكاليف الإصلاح واتخاذ إجراءات تأديبية.
6. يُمنع تمامًا الصعود أو النزول من الحافلة في محطات غير معتمدة.
7. يُسمح باستخدام الهاتف المحمول فقط للتواصل المحترم - يُمنع التصوير أو تسجيل الفيديو.
8. التأخر المتكرر عن الحافلة في فترة ما بعد الظهر سيؤدي إلى اتخاذ إجراءات تأديبية.
9. يُمنع اللعب (بما في ذلك لعب الورق) داخل الحافلة.

الإجراءات التأديبية قد تشمل:

- المرة الأولى - تذكير شفهي لطيف من منسق النقل لتوضيح الخطأ للطلاب.
- المرة الثانية - تذكير شفهي ثان من رئيس القسم مع التشديد على أهمية الالتزام بالقواعد.
- المرة الثالثة - إصدار إنذار خطي للطلاب وولي الأمر لمعالجة المشكلة بشكل رسمي.
- المرة الرابعة - سيتم ترتيب اجتماع مع ولي الأمر لمناقشة المشكلة بالتفصيل، وسيُطلب منه توقيع نموذج تعهد بعدم تكرار المخالفة.

في حال استمرار المخالفات بعد توقيع نموذج التعهد، سيتم تنفيذ إيقاف مؤقت أو فصل دائم من خدمة النقل المدرسي.

نشكركم على تعاونكم في مساعدة أبنائكم على فهم هذه القواعد والالتزام بها.

إقرار ولي الأمر

أنا، ولي أمر الطالب/الطالبة _____ (الاسم الكامل للطالب/ة)، قرأت وفهمت قواعد الحافلة المدرسية وسياسة الإجراءات التأديبية. أوافق على دعم المدرسة في تطبيق هذه القواعد وأدرك أن عدم الالتزام بها قد يؤدي إلى اتخاذ إجراءات تأديبية.

اسم ولي الأمر:

التوقيع:

التاريخ: