

Al Ittihad National Private School
Al Ain



Transportation Policy and Agreement

AY 2024-2025

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I. Introduction

The Department of Transportation - Abu Dhabi requires all private schools to offer transportation to and from school to their students according to the official guidelines. We have selected the Emirate General Transport LLC Company as our authorized transportation service provider, and we have established a contract with them to ensure that they deliver high standards of quality and safety services within all the buses.

II. Responsibilities of Students and Parents/Guardians as per DOT

School Transport Manual

- 2.1 Parents must ensure that children are aware of the procedures followed in using these facilities and the strict discipline policy in place. Parents must ensure that all students are educated accordingly.
- 2.2 Students seeking transportation need to fill out the transportation form available on the website/school security office and submit it to Transportation Services mohammeda.azzam@inpsaa.com
- 2.3 Please note, admission to INPSAA does not guarantee a seat on the school bus. Transportation services are provided on a first-come, first-served basis, and seats are subject to availability. Fees must be paid in advance.
- 2.4 Students must be at the bus stop 5 minutes before the bus arrives, and wait in a safe, traffic-free area 12 feet from the bus stop, the student's bag must be placed outside the door of the house if the student is not outside the house.
- 2.5 Students should not engage in play or other activities that may put themselves or their classmates at risk while waiting for the bus.
- 2.6 If the student or bag is not present the bus will not wait and if the bag is present the waiting period is only one minute.
- 2.7 The driver or bus supervisor is not allowed to use a mobile phone during the trip, according to the regulations of the Integrated Transport Center.

III. Fees

- 3.1** Transport fee is applicable and charged for 10 months of the academic year. Full payment should be made irrespective of the number of working days.
- 3.2** Parents can pay the fees via cash, cheque, credit card, or online payment. Fees for 2 ways 4025/ one-way 3350.

IV. Discontinuation of Transport Service

- 4.1** Discontinuation of transport facility in the ensuring term is to be intimated at least two weeks before the end of the term.
- 4.2** In case of discontinuation due to transfer from school or any other reason during the term, at least two weeks' notice to be given to the Bus Supervisor providing a specific email or contact point for such requests.

V. Area Change

- 5.1** Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- 5.2** Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
- 5.3** Students will refrain from using loud voices, profanity, and /or obscene gestures, and respect the rights and safety of others.
- 5.4** Students will not extend their head, arms, or objects out of the bus windows (This is important to student safety in every circumstance, this is a non-negotiable safety issue and a major offense when broken).
- 5.5** Students will stay seated until the time to get off the bus. The driver/Supervisor will signal when to get up from the bus seat if you are at your stop.
- 5.6** Any or all the above steps may be bypassed when student actions are illegal or judged by the drivers / supervisors to be so unsafe or disrespectful that immediate corrective action is required:
 - Drugs (includes alcohol, cigarettes, lighters)
 - Throwing objects out of the bus
 - Weapons, dangerous instruments, and explosive / implosive devices

- Threats/bullying (verbal and physical threats)
- Sexual harassment
- Fighting (trying to intentionally hurt someone, not pushing or shoving)

VI. Consequences of inappropriate student behavior

Inappropriate behavior on the school bus will result in disciplinary actions based on the severity and frequency of the infraction. The following table outlines the consequences for inappropriate behaviors based on referral counts:

	Elementary school	Middle school	High School
1st Referral	1 Day Bus Suspension	3 Day Bus Suspension	5 Day Bus Suspension
2nd Referral	3 Day Bus Suspension	5 Day Bus Suspension	15 Day Bus Suspension
3rd Referral	5 Day Bus Suspension	10 Day Bus Suspension	Bus Suspension for Remainder of School Year
4th Referral	Bus Suspension for Remainder of School Year	Bus Suspension for Remainder of School Year	

VII. Agreement

*** I agree to the terms of the policy and accept responsibility for complying with the relevant conditions above.**

Name of the Student (As in Passport): _____

Grade Level: _____

Academic Year: 2024-2025

Parent Name: _____

Relation to the student: _____

Phone Number: _____

Parent Signature: _____

Date: _____

VIII. Disclaimer

Disclaimer

This policy was developed by Al Ittihad National Private School-Al Ain. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

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Date created:

Date reviewed: