



POLICY TITLE:	Transport Policy
DEPARTMENT:	Operations Department

Policy Contact: Mr. Joshy C.D	Issue Date: 07/04/2022
School: Al Ain Juniors School	Revision Date: 12/03/2026
Reference No: AJS-OPD-Transport Policy-001	Version No: 5.1

Al Ain Juniors School's vision is to imbibe our young people to be achievers with extraordinary determination, to set right goals in areas of education, morality, attitude, ethics and values. The participation and support of the parent community is vital to achieve this ambitious vision, much of which relies heavily on financial stability of the organization.

Transport for students is provided with the aim of providing quality and safe service as per the regulations of the local transport authority. Our support staff on the buses, in their capacity as conductors, will also ensure care of the students, as well as assisting with discipline. Please note that in the event of student disciplinary concerns or issues on the bus, the school is entitled to take disciplinary action where necessary.

Aims

The purpose of this policy is to emphasize the school's responsibility to ensure the safety of students during their transport to and from school by the school bus in accordance to ADEK guidelines and The Integrated Transport Centre (ITC) Safety Standards.

Areas of service

Al Ain Juniors School provides an efficient and safe transport service to all main areas of Al Ain city. It is not provided to remote and inaccessible areas. Admission to Al Ain Juniors School does not automatically guarantee the availability of the transport service.

Transport fee

- Full transport fee has to be paid during short vacations such as winter/spring; post term vacation; during exam time or public holidays.
- For students whose fee is paid by Ministries or companies, transport cannot be refunded or adjusted against any other fees or transferred to other siblings, for any reason.
- If school transport services are obtained, the monthly transport fee is to be paid in full. One-way transport and partial payments are not allowed.

Starting the bus service

- To use the school bus service, parents must complete the online 'Transport Authorization Form' each year by visiting the school website at www.alainjuniors.com.
- Students who want to keep using the bus transport service need to **reapply every year**. The deadline for Al Ain Juniors School (Indian System) is **March 5th**, and for Al Ain Juniors School (British System), it's **June 5th**. Requests submitted after these dates will be considered only if there are available seats



- **New Users & Change of Residence:** After submitting the form, a transport coordinator will contact the applicant to confirm service availability, provide location details, and share the bus timings.
- **Continuing Users:** After the form is submitted, a confirmation email will be sent to the parent, confirming the availability of the service, providing location details, and sharing the bus timings.
- Availing the school transport service automatically entails acceptance of the school transport policy.

Students under age 11

A parent or designated guardian must be present at the pick-up/drop-off point on time to collect their child. In the absence of an adult, the student will be returned to school after the last passenger is dropped off, and the parent will need to collect the student from school.

Picking Up Younger Siblings:

- Elder siblings (15 years or above) are permitted to pick up younger siblings (grade 1 and above) in place of a parent-appointed responsible adult only when parents provide a signed consent form to the school.
- Parent(s) recognize that the elder sibling's maturity level is deemed sufficient for them to provide consent.
- Schools shall not be liable in case of any incidents resulting as a consequence of this policy.

Withdrawals or stopping the bus service

- School transport cannot be withdrawn temporarily or suspended for short periods for any reason during examinations or in Ramadan.
- To cancel the transport service for the following month, the Transport Authorization Form must be submitted online on or before the 25th of the current month.
- Verbal requests to any school staff or bus drivers or bus escorts to withdraw will not be entertained.
- Once withdrawn, the school transport service may be reassigned to other students and may not be available again during the academic year.

Residence Change

- In the event of a change of residence and the subsequent change of pickup/drop off points for a child, a new pick-up point shall be entertained only if the facility is available on the route subject to availability of seats on the new route. However, the school does not guarantee providing transport facility if it is a new route.
- To avoid any inconveniences when parents move to residential areas where our buses do not ply, parents are advised to check on the availability of the school bus service before they move to a new locality.
- In case the residence is changed, parents must submit the 'Transport Authorization Form' with the 'Change of Residence' option filled including the new location details.



Bus usage guidelines for students

To ensure their own safety, as well as to avoid problems arising from the use of school transport, parents and students should adhere to the following:

- The school reserves the right to determine the bus stop selection and the bus time for the
- students. Parent's intervention in this matter will not be entertained.
- Students shall not be transported to different stops for birthday parties, social events or any program not sponsored by the school. The same policy shall apply to an unregistered student who wishes to ride a school bus to a specific destination.
- If on rare occasions, parents want to collect their wards who normally travel by bus, they should inform the school at least half an hour before let-off time. They should not collect their children from the bus parking area without prior approval.
- Parents are requested to bring the students to the pick-up point 5 minutes before the designated pick-up time of the bus, and also to be at the drop point at least 5 minutes before the designated drop-off time in order to avoid delay for the remainder of the students on the bus.
- The bus driver will not wait beyond the designated time.
- Notify the school (bus coordinator) if the parent or designated guardian is not present to collect a student and bring the student back to the school after dropping off all other students.
- Exceptional cases in delay in bus arrival due to unexpected reasons like break-down, climate conditions will be taken into account and shall be communicated to the parents.
- The distance from the pick-up/drop-off point to the school and the approximate travel time for a child will depend on the designated area, with a maximum travel time of 60 minutes.
- It is strictly forbidden for any student not registered for the transport service to use the school bus, nor can students invite other students to ride the bus home with them under any circumstances.
- It is strictly forbidden for any student to ride a different bus from the bus he/she has been assigned. Students can only ride the bus in which they have been registered.
- It is strictly forbidden for any student to be dropped off or picked up from any other location other than the registered pick-up/drop-off location.
- School bus transportation shall be considered a privilege to be used by a student only as long as the student accepts the responsibility for his/her own conduct, carefully following all established rules and regulations, and complies with the directions of the driver and the school bus escort.
- The general supervision of the school transport system is the responsibility of the Group Operations Officer, and may be delegated to appropriate administrative and supervisory personnel of the school.
- To avoid penalizing other students who are on time, the bus driver will not wait for any child/nor the bus escort would give an alert/missed call to who is late beyond the designated pick-up time.
- If a student is found to have caused damage to the bus or the property or belongings of a fellow student in the bus; the parents will be required to compensate adequately for the repair or replacement of the damaged item.



- The students must refrain from eating and drinking in the bus, except water.

This Transportation Policy outlines the behavior in the bus that is expected of students. The consequences of violating this rule may result in a loss of ridership privileges. In accordance with the ITC guidelines, the school Principal or the Group Operations Officer may exclude any student from the school transport service in any of the following cases:

- If a student violates any safety rule and endangers the lives of others during the trip.
- If a student refuses to ride a bus from a pickup point approved by the school.
- If a student leaves the bus before reaching his/her designated destination without prior permission.
- If a student continues causing disturbance and more than three written complaints are filed against him/her during one school year.
- A general lack of respect for the co-passengers.
- If a student under the age of 11 needs to be dropped off at the designated pick-up and drop-off point without a parent present.