



**PHILIPPINE-EMIRATES PRIVATE SCHOOL LLC**  
Abu Dhabi, United Arab Emirates

**STUDENT TRANSPORTATION POLICY**

**Definition:**

- **Specialized Operators of Student Transportation (or External Transport Companies):** mean an operating company approved by the Department of Transport (DOT) and made contract with a school for transporting students to/from the school;
- **Student Transportation:** means the process of transporting students to/from a school and from /To the school activities in a vehicle dedicated for student transportation with or without consideration; and
- **Student Transportation Vehicle (School Bus):** it is the means used within an academic year for transportation of school students and is subject to the requirements of the Department of Transport and the Department of Licensing Vehicles and Drivers.

**Objective**

1. The goal of the **PHILIPPINE-EMIRATES PRIVATE SCHOOL** and Specialized Operator of the Student Transportation is to provide a student of this school, a safe and effective Student Transportation Policy.
2. This goal can only be achieved through the combined efforts of school, external transportation company, bus attendant, drivers, students, and parents. Involvement from all parties is critical to the success of the policy.
3. The students shall be transported carefully and competently according to the requirement of the council and other governmental authorities specialized in student transportation system.

**Policy**

The students are privileged in providing the transportation vehicle to/from and from/to the school. The privilege of receiving transportation services is dependent upon meeting bus rules and behavioral expectations. Because privileges can be revoked, student knowledge of expectations is essential. In order to keep students and parents better informed, we have created a transportation policy which describes:

- I. General Eligibility Requirements
- II. School Bus Rules and Expectations
- III. Bus Discipline Referral Procedures

## I. GENERAL ELIGIBILITY

A. **The school** should provide a safe transportation vehicle to the Students, Faculty and Staff.

1. The school shall employ a bus attendant who is responsible for the implementation of the **Transportation (School Bus) Rules & Expectations** . The school assigns one bus attendant for every coach.
2. The school provides an undertaking to the bus attendant confirming that he/she will act on behalf of the parents in keeping students safe and secure inside the bus till they reach or are received by a school official or a parent.
3. The **Head of Operations or School Principal** is responsible for the signing of the undertaking to the bus attendant every year. The signed undertaking will be kept with the school principal.
4. The school shall provide an extensive contract when engaging with the external transport company.
5. The school transportation shall obtain the approval of the Department of Transport and other governmental authorities.
6. The Transport Operator shall procure reasonable insurance coverage for the school transportation in accordance with the regulations of the Department of Transport.
7. School is liable for the safety of students during the process of transportation even if schools depend on external operators.
8. The school in conjunction with the Transport Operator shall provide an adequate training and seminars to the bus driver and bus attendant in order to ensure the awareness of the bus driver and bus attendant with their duties & responsibilities.

B. **Specialized Operator of Student Transportation (external transport company)** shall obtain the following:

1. External Transport Company shall specifically comply with the standard requirements of the Department of Transport (DOT) for student transportation vehicle.
2. The regulations required by the DOT to the external transport company shall be valid.
3. The external transport company shall provide a standard policy for its own transportation vehicle and for the driver which comply in accordance with the regulations of the Student Transportation Policy of the school.
4. The external transport company shall obtain the regular maintenance of its facilities such, prescribed color for the school transportation, GPS, camera, fire extinguisher, first aid kit and etc...

5. Other terms and condition stated on the contract.

C. **Bus Attendant** shall be provided by the school or the external transport company.

1. Must be a Filipino Nationality
2. If school employee, should have an ADEK approval or equivalent certificate to conduct as Bus Attendant
3. If bus company employee, should have no criminal case. (Police clearance is required)
4. Willing to sign an undertaking confirming the safety of the students inside the transport and impose the Students Transportation Policy when needed.

D. **All students shall be privileged in receiving the safe transportation service to/from school.**

1. A bona fide student of Philippine-Emirates Private School.
2. All students who reside in Abu Dhabi, United Arab Emirates within the covered bus route.
3. Students with Student of Determination (SOD) in accordance with ADEK.
4. Students who reside in areas that school authorities have judged the walking route to school to be unusually hazardous;

E. **Parents/Guardians of the students**

1. Parental must be Biological Parents of the students. Any persons who assumed the responsibility of the students called Guardian. Guardians can represent only with the written consent from the biological parents.
2. The Parents/Guardians are responsible to give a proper instruction concerning the **School Bus Rules & Expectations** to their children.
3. The Parents/Guardians are expected to be cooperative, courteous, respectful, patient and fair with the Bus Attendant and Driver.
4. The Parents/Guardians are responsible to report immediately to the school for any inappropriate behavior of the Bus Attendant or driver.

## II. SCHOOL BUS RULES AND EXPECTATIONS

### **Prior to Loading the Bus:**

1. Students will ONLY be picked up at the agreed designated bus stop determined by School Transport Department. The designated bus stop and time shall be agreed by the parents and the bus attendant.

2. It is the responsibility of the parent(s) to ensure that their child/children is/are at the pick up point **5 minutes** before the bus is scheduled to arrive. Buses will not leave from collection points ahead of schedule. However, buses will not be able to wait at pick up points after the scheduled time. **Bus Attendant/Driver is not obliged to call the parents/guardian** if the student is not seen at the designated bus stop at the time of pick up. Due to traffic delays buses may arrive at pick up and drop off points behind schedule.
3. Parents/Guardians of the pupils from kindergarten 1 to Grade 3 are expected to be with their children while waiting the school bus.
4. Students should stay well off the road while waiting for the bus.
5. Students should stay at least 10 feet away from the moving bus and wait until the bus stops before approaching it.
6. In the event your student will not be riding on the bus, a courtesy call to the bus attendant with this information is greatly appreciated. Time saved from stopping only at the houses with riders contributes to an efficient bus run.
7. It is the responsibility of the student to have their ID/bus pass with them every day and scan it each time they get on and off the bus.

#### **While on the bus:**

1. All rules of conduct that apply on school property also apply on the bus.
2. Students should not create any disturbance on the bus that may distract the driver's attention from his driving.
3. All students must be in their seats while the bus is moving.
4. For safety reasons, eating and drinking on the bus other than water will not be permitted. .
5. Students should not throw anything in or out of the bus at any time.
6. Aisles should be kept clear at all times.
7. No part of the body should be extended from the window at anytime.
8. The emergency door should be used only in an emergency.
9. The bus driver may delegate the authority to the bus attendant to make and enforce rules for those for whom he/she is responsible.

#### **After Leaving the Bus:**

1. Students will be dropped off only at designated bus stop.
2. Parents/Guardians are expected to be on time on the designated bus stop.
3. If the parents/guardians are not seen on the designated bus stop, the student will be sent back to school and it is the responsibility of the parent(s) to pick up their child/children.

4. Bus Attendant/Driver will not call/drop call the parents/guardians once the time of drop off is already established unless on emergency cases, however, Parents/Guardians may contact the Bus Attendant/Driver to monitor expected time of arrival.
5. If a student lives on the side of the road on which the bus stops, he/she should move away from the bus immediately after getting off.
6. If a student must cross the road after leaving the bus, he/she should wait for the driver's signal then cross in front of the bus.

#### Other terms and conditions:

School bus transportation will be limited to transporting the student from the student's home to school and from school back to the student's place of residence.

1. The annual transportation fee is stipulated in the assessment provided during the registration.
2. The school bus transportation service is for the whole academic year. Parents who chose to avail of the service for their children will be charged the full amount for the service. School bus transportation service fees are for a two-way transportation ONLY. One way transportation is no longer allowed for smooth operations
3. The bus transportation services are provided only on designated bus stop locations. Parents are encouraged to inform, in writing by July 30, the Bus Supervisor by any disagreement to the designated bus stop locations. In such a case, the parent/s will not be charged the school bus fees and the Bus Registration Fee of AED500 will be refunded.
4. The bus transportation service fees for the whole academic year will still be charged and enforced if a parent did not manifest his/her disagreement to the pick-up or drop-off locations and timings after the announced commencement of the school year. Non-manifestation of disagreement will be construed as AGREEMENT on the parents' part.
5. The school may provide bus services to other areas outside of the designated bus stop locations provided that the following conditions are present, to wit:
  - a) A sufficient number of pupils / students reside in the area which merits a justifiable assignment of additional bus route; and
  - b) The area is reasonably accessible and the timely arrival in school of all passengers is ensured.

In this particular case, an additional transportation fees will be charged. The school may decline a bus transportation application in case a student resides in an area that lies outside the school bus routes and both the conditions in the preceding number are not met.
6. The bus transportation service fees for the whole academic year will still be charged and enforced in case of a change in a student's residence after the commencement of the school year and the school is not able to provide for transportation to that area because of the following conditions, namely:
  - a) The conditions in Number 5 are not met; and
  - b) The exact number of passengers in a bus passing the route is already met and an additional passenger over the acceptable and allowed limit entails the risk of penalty from the authorities.

7. **Change of Location** - If the students will be shifted to a new residence. Submit an online application available at the school portal [www.philippineemiratesprivateschool.com](http://www.philippineemiratesprivateschool.com), at the bus enrollment section. Request for change of location shall be made (15) days prior to date of transfer. The School Transportation Department shall not be held responsible if the change of location lies on the area where no existing bus route or no seat available on the existing bus on route of the chosen area. The request for new location is subject for approval of School Transport Department/Bus Supervisor.
8. **Special Case for Change of Drop Off** - The exception to the above policy will allow a student once in a while to be discharged at a place other than his/her residence if the point of discharge is on regularly scheduled bus route. A request for this exception must be submitted in written form to the school at least two (2) days prior to the requested exception. Immediate request will not be facilitated. Case approval is still subject to seat availability.
9. **If the student only rides occasionally** - Submit a written request form at least two (2) days prior the needs of transportation so the bus attendant and bus transport can be scheduled to stop on designated place. Subject to seat availability.
10. **Cancellation of the Student Transportation** - Submit an online application for cancellation of transport available at the school portal [www.philippineemiratesprivateschool.com](http://www.philippineemiratesprivateschool.com), Bus enrollment section. Cancellations of the school bus transportation service should be made on or before July 30. The school bus transportation service fee for the whole academic year will be enforced for failure to abide by this rule.
11. Lost or damaged ID/bus pass will be replaced at a cost by the student. The parent(s) shall need to come to Bus Transportation Department/School ID to request for new one.

### III. BUS DISCIPLINE REFERRAL PROCEDURES

Proper student behavior is critical to the safe operation of school buses in our school. The following procedure will be used in the event behavior expectations are not met.

#### 1. Initial concern

- a. The Bus Attendant will talk with the student and ask for appropriate behavior.
- b. The Bus Attendant may also choose to contact the student's parents.

#### 2. First referral

- a. The Bus Supervisor/Prefect of Discipline will meet with the student and discuss the problem.
- b. A plan to correct the problem will be established.
- c. The Bus Supervisor/Prefect of Discipline will send a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.

- d. A copy of the referral and related information will be sent to the bus attendant.

### **3. Second referral**

- a. The Head of Operations/Guidance Counselor will meet with the student to discuss the problem.
- b. In most cases, the Head of Operations/Guidance Counselor will issue a three (3) day suspension from the bus. This information will be communicated to the bus in charge, the student, and the parent. This suspension may begin immediately.
- c. The Head of Operations/Guidance Counselor will meet with the student and parents (optional) after the three (3) day suspension to establish a plan of action.
- d. The Head of Operations/Guidance Counselor will send a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.
- e. A copy of the referral and related information will be sent to the bus attendant.

### **4. Third referral**

- a. The Head of Operations/School Principal may revoke the student's transportation privileges for a time period not to exceed the current school year. In the event a student's bus privileges have been revoked and he/she feels the rules have been wrongfully applied, the student may put such grievance in writing and submit it to the Administrator involved. Upon request, a meeting will be set by the Head of Operations/School Principal to hear and discuss the grievance. If the student is not satisfied, an appeal may be made to the Board of Trustees for a final resolution.

### **MISCELLANEOUS**

- 1. Any student who loses an item on the bus should contact the Driver/Bus Attendant the next time he or she rides. Items found by Driver/Bus attendant are held on the bus and then transferred to the school reception. Parents may contact or email to the school reception at 02-5858041 and pepsabudhabi@yahoo.com.
- 2. Visibility from home to the bus stop is not part of the criteria for establishing a bus stop however, the 200-meter distance from residence to bus stop will be observed. Over than 200 meters will lead to disapproval from bus transport unless otherwise approved and accepted by parents with undertaking.
- 3. If a student causes damage to the bus, he/she will be held financially responsible.
- 4. If a student's transportation privileges have been suspended or revoked, the student/parent (s) is responsible for finding alternative means of transportation to school. Students who do not find other means of transportation and do not attend school will be considered truant.
- 5. If a student's academic privileges have been suspended, the student's transportation privileges are also suspended.
- 6. A severe behavior such as, but not limited to fire crackers, injury to a fellow student, or gross disrespect and defiance of the driver may result in a suspension of services, revocation of

Services or a police referral on a first or second referral.

7. Students may not bring water, squirting devices, smoke bombs, fire crackers, or any other item that may distract the driver's attention from his/her driving and jeopardize the safety of others.

## **VIDEO CAMERAS**

All buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of videotapes from buses shall be limited. Only the transportation company director or manager, bus drivers, principals, police, and the government authorities shall be authorized to view the videotape for the purpose of documenting a problem and determining which student(s) may be involved.

Disciplinary action may be taken with students based on video documentation. School administrators may authorize student's services personnel to view segments of a specific tape if viewing the videotape is beneficial to their role in assisting the student.

## **CO-CURRICULAR TRIPS (Athletics, Music, Field Trips)**

Although the bus driver is ultimately responsible for the safety of all who ride the bus, an adult chaperone (school staff or parent) will always be on board during co-curricular trips. The school or parent chaperone is responsible for the management of the students on the bus, student attendance counts, and follow-up with parents and/or administrators concerning student behavior problems. Chaperones should check with the driver for driver expectations regarding noise level and student behavior. Students are expected to follow all school rules and expectations.

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## ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS AND CONDITIONS OF SCHOOL TRANSPORTATION POLICY

The registered student, (print name) \_\_\_\_\_ Grade: \_\_\_\_\_, will be hereinafter referred to as “Student” for the purpose of this section, and Legal parent(s)/guardian will be hereinafter referred to as “Parent/Guardian”.

Student is enrolled in Philippine Emirates Private School and wishes to be enrolled in the bus transportation services facilitated by the school. The undersigned Parents/Guardians agree, accept the terms and conditions of the School Transportation Policy including the rates, rules and procedures.

The undersigned further agree to pay promptly all the transportation costs or charges on behalf of the student including the cost of any damages caused or contributed to by the acts or omissions of the Student.

Agreement: I/We have read, understand and accept the entire contents of all parts of the School Transportation Policy and this Acknowledgment and Acceptance. To the best of our knowledge and belief, the information provided on this agreement is true, correct and complete.

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Father’s Name and Signature

Date

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Mother’s Name and Signature

Date

## HINTS FOR MAINTAINING STUDENT DISCIPLINE

1. Only issue an order you can enforce or intend to enforce.
2. Disciplinary directives should stimulate desired behavior rather than check bad behavior.  
Example: Say, “please sit down” rather than “stop walking around.”
3. Give the student time for reaction after disciplinary directives are given.
4. Be friendly and show interest in each student as a person.
5. Make it pay to behave by complimenting good behavior and cooperation.
6. Never use any form of physical force when dealing with a child.
7. When you ask a student to do something, explain the reason for your request.
8. Be positive, constructive, firm and assertive in all of your dealings with students.
9. Don’t lose your temper and become hostile by judging the misconduct on how it annoys you.
10. Remember that a sense of humor is a valuable resource when working with students.
11. Look for a student’s good qualities.
12. Always separate the child from the behavior. Praise the child and discipline the behavior.
13. Avoid “judgments” and “labels” when disciplining a child.
14. Avoid power struggles.
15. Set a good example yourself.
16. Greet students with a smile and say their name.
17. Remember that parents read the incident reports and comments should be limited to observable behaviors. We should not comment to the student’s character. Appropriate example - The student would not sit on his seat. Inappropriate example - The student is such a bad kid. He never listens, and he wouldn’t sit on his seat.

Philippine-Emirates Private School has an Anti-Bullying policy. Incidents will be reported to the School Principal for investigation.

If you have any questions about the information presented on this or about the transportation program in general, please contact either of the following individuals:

PHILIPPINE-EMIRATES PRIVATE SCHOOL

02-5858041 or email:

[pepsabudhabi@yahoo.com](mailto:pepsabudhabi@yahoo.com)

We look forward to providing you a continued safe and positive transportation program.