




DUBAI SCHOLARS
PRIVATE SCHOOL



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TRANSPORT POLICY

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Circulation	
Approval Signature	

This policy will be reviewed annually unless an incident; new legislation or guidance suggests the need for an interim review



TRANSPORT POLICY

- The Transport Service is provided by a Third Party – The Big Yellow Bus Transport Company LLC.
- The Buses are fitted with cameras to monitor the safety of the children in the buses.
- Transport fees are charged for 10 months. Withdrawal from School Transport is permitted only at the end of the term. Bus fees paid will not be refunded.
- Bus fees must be paid term-wise. Monthly payments will not be accepted.
- One full month's notice in writing is required before a student is withdrawn from the school bus. The bus fees paid for the term is non-refundable.
- All necessary precautions are taken to ensure the smooth running of school transport. However, in case of an unforeseen breakdown, or due to the ever-increasing traffic, the buses could be delayed enroute. Please be patient on these occasions and refrain from trying to contact the bus driver or attendant.
- Transport is limited to a point to point service and not on a door to door basis. The pick-up/ drop off point will be as agreed by the Transport Department. No changes will be made during the trial run or later.
- Bus services are available on a first come first served basis.
- Any changes in address should be brought to the notice of the office immediately in writing.
- No telephone calls and verbal instructions for a change in the transport schedule will be accepted.
- It is imperative that you fetch your child from the assigned stop.
- The child will be brought back to school if the designated person for collecting the student is not at the stop.
- Should you want your child to be dropped at the stop and go to the residence by herself/ himself, a letter of authorization must be sent to the office.
- Strict discipline must be maintained on the bus at all times. Children will not be allowed to eat or drink on the bus. Disciplinary action will be taken for any misconduct and the child will not be allowed to use the school bus.
- Fines will be charged for any damage incurred to the buses resulting from student misconduct.
- Children will not be allowed to use buses other than the bus assigned.



- Parents should consult with the Transport Manager – Mr. Herald Tauro for any change of route during the academic year to ensure that the bus service and seat is available in the requested area.
- All complaints must be addressed to The Head of School/ Head of Administration. Kindly refrain from verbal arguments or altercations with the Bus Driver/Conductor /other students & parents. The school will deal with the problem. Accompany your child while crossing the road. Parents should not enter the bus at any time. If a parent is involved in any physical or verbal abuse in the bus or in the school premises, the child will be stopped from using the bus as a consequence.

Responsibilities of Students and Guardians

- Be on time for pick-up/ drop-off. Any delay will be the responsibility of the parent to pick-up/ drop-off the child to/from the school.
- Assist in training and educating the child on the importance of safety, and how to wait for the school bus and board the bus.
- Report to the management of the school any offence or failure on the part of the driver.
- The driver is entitled to return the student to the school if there is no designated person to collect him or her at the time of drop off, and guardians are held responsible for any associated outcome.
- The student must maintain the cleanliness of the bus.
- The school management entitled to deny any student from school transport service in case of the following:
 - If the student is to blame for delaying the trip more than three times in a single year.
 - If the student breaches any safety rule and make others liable to danger during the trip.
 - If the student alights from the bus before arriving at the specified drop-off point, without prior consent.
 - If the student, against whom more than three written complaints were made during a single year, continues to cause problem.
 - If the transport fees are not paid on time.
 - No request will be accepted for temporary change of buses.
 - It is the responsibility of the parent/student to inform the school transport office if the student is required to stay back in school for any activity.
 - Students must board buses on time during dispersal.