

CAMBRIDGE
ENGLISH SCHOOL
مدرسة كيمبردج الإنجليزية



'Students achieving their full potential as active thinkers
and self-motivated, life-long learners within a supportive environment'

Bus and Transportation Policy

Prepared by:	SLT
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To be reviewed:	Date: March 2023

Rationale

Introduction

This policy details the responsibilities and consequences for students who access the bus for transportation to and from school, ensuring their safety and security.

Everyone involved with bus transportation will adhere to the following responsibilities:

Student's Responsibilities:

- Students will respect the driver and maid.
- Students will not eat while on the bus.
- Students will respect the bus, leaving it in the same condition.
- Students will not deface the bus in any way.
- Students will ensure that rubbish is either placed in bins (if provided) or kept with them.
- Students will remain seated with their seat belts fastened until the bus comes to a complete stop and they are instructed otherwise by the driver or maid.
- Students will not put themselves or any objects outside of the bus through the window.
- Students will behave sensibly while lining up in the correct line and waiting for the bus.

Parent's Responsibilities:

- Parents will provide an up-to-date address.
- Parents will ensure their student(s) are ready to be collected by the bus.
- Parents of students who deface the bus will pay for the damage and agree that their child cannot access the bus until the damage has been paid for and the matter is settled.

Driver's Responsibilities:

- The driver and maid are in charge of the bus.
- The driver will ensure the safety of the vehicle.
- The driver will ensure that all seats have working seat belts.
- The driver will drive in a safe manner, adhering to the laws of the road.

Maid's Responsibilities:

- The driver and maid are in charge of the bus.
- The maid will ensure that only students eligible for bus transportation will be permitted to ride the buses.
- The maid will ensure that the bus is clean before the students access the bus.
- The maid will complete a Bus Staff's Witness Report Form promptly if necessary (Appendix A).

School's Responsibilities:

- School will investigate and decide consequences in-line with school's policies and procedures.
- School will contact parents regarding consequences in-line with school's policy and procedures (Appendix B, Appendix C, Appendix D, Appendix E and Appendix F).
- School will organise the students to access the bus at the end of the school day.
- School will liaise with the bus company to organise bus timings.

Consequences:

Any student who fails to adhere to their responsibilities listed above will be subject to the following steps:

Step 1 – Student will receive a warning letter, that must be signed and dated by both the student and their parents then returned to school, and the appropriate School Counsellor will telephone the parents (Appendix B).

Step 2 – Student will not be able to access the bus for one day and a letter will be sent home, that must be signed and dated by both the student and their parents then returned to school, accepting responsibility and the resulting consequences (Appendix C).

Step 3 – Student will not be able to access the bus for three days and a letter will be sent home, that must be signed and dated by both the student and their parents then returned to school, accepting responsibility and the resulting consequences (Appendix D).

Step 4 – Student will not be able to access the bus for five days and a letter will be sent home, that must be signed and dated by both the student and their parents then returned to school, accepting responsibility and the resulting consequences (Appendix E).

Step 5 – Students will not be able to access the bus until their parents have attended a meeting to discuss incidents involving their child, accepting responsibility and deciding consequence – school reserves the right to ban children from accessing the bus at this stage for the health and safety of themselves and others (Appendix F).