

Academy Transportation / School Buses Policy

Introduction

The Academy is keen to provide safe, organized, and reliable transportation services from the academy, stemming from its responsibility to protect students and ensure their safety during their daily commute to and from the Academy.

Recognizing the importance of school transportation as an integral part of a safe educational environment, this policy has been developed to regulate all aspects related to school buses, in accordance with the School Security, Health, and Safety Guidelines, and to ensure the highest standards of safety and security while enhancing the confidence of students and parents in the services provided.

First: Policy Objectives

This policy aims to:

- Regulate school transportation services and control their operational mechanisms.
- Ensure the safety and security of students while using school buses.
- Define the responsibilities of all parties concerned.
- Strengthen effective communication with parents.
- Comply with approved security, health, and safety standards and regulations.

Second: Parties Concerned with Developing and Implementing the Policy

- Head of the Stores and General Maintenance Department at the Academy.
- Bus Supervisor at the Academy.

Third: Policy Approval Authority

This policy is approved by:

- Chief Executive Officer (CEO).
- Academy Principal
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Fourth: Policy Review Cycle

This policy shall be reviewed as needed, or in the event of new instructions or updates issued by the competent authorities.

Fifth: General Provisions for School Transportation Services

The Academy is committed to implementing the following provisions across all affiliated schools:

1. Determination of School Bus Fees

- School transportation fees are determined according to clear and approved regulations, along with tuition fees, and are announced to everyone.
- The number of buses that can be made available at the academy is determined.
- The routes that buses can cover are determined according to the specified number and route mapping.
- Applications for admission are received and categorized according to approved regions.
- Parents are notified of their acceptance into the bus service after a visit to the accommodation location and the time required to reach the location.
- Parents are informed of the approved fees and payment mechanisms and the specific time for the student to ride.
- The Academy adheres to transparency and does not impose any unapproved fees.

2. Regulations for Student Enrollment in School Bus Services

- Student enrollment in transportation services is based on an official request submitted by the parent.
- The student's place of residence must be within the specified tracks at the academy.
- Commitment to the approved routes and schedules.
- Adherence to the bus capacity limits without exceeding the permitted number of students

3. Procedures for Ensuring Student Safety While on School Buses

- Full compliance with traffic laws and speed limits, with legal accountability for violations.
- Safe stopping of buses adjacent to the sidewalk when students board or disembark, and prohibition of stopping in the middle of the road.
- Bus doors must remain closed while in motion and open only after the bus comes to a complete stop.
- Organized boarding and disembarking under the supervision of bus supervisors.
- Prohibition of opening windows or extending hands or heads outside the bus while in motion.
- Ensuring students board and disembark only at approved and designated locations.
- The bus must not move until the surrounding area is completely clear of students.
- Strict prohibition of reversing the bus under any circumstances.
- Ensuring the bus is completely empty of students before moving after completing the trip.

4. Regulations and Requirements for Appointing Bus Drivers and Supervisors

The Academy ensures driver and supervisor competency through:

- Appointing drivers with valid licenses appropriate for the type of bus.
- Ensuring drivers and supervisors have no records that could affect student safety.
- Availability of appropriate qualifications and relevant experience.
- Commitment to health, behavioral, and professional fitness standards.
- Adherence to approved routes designated by the Academy.
- Prohibition of mobile phone use or smoking while driving.
- Prohibition of using the bus for personal purposes.
- Commitment to professional conduct and respectful interaction with students and staff.
- Presence of a female bus supervisor throughout the journey, who may only leave after the last student disembarks.
- Continuous training of supervisors' buses on monitoring and ensuring student safety.
- The driver's failure to communicate directly with parents and the making of side agreements without the administration's knowledge

5. Communication Procedures with Parents

- Providing clear, effective, and multiple communication channels with parents.
- Informing parents immediately of any updates or emergencies during trips.
- Sharing approved trip schedules, routes, and timings.

6. School Bus Maintenance Procedures

The Academy ensures bus service through:

- Conducting regular inspections and periodic maintenance, especially for brakes, tires, doors, air-conditioning, and safety systems.
- Ensuring the availability of first aid kits and fire extinguishers on every bus.
- Maintaining cleanliness inside and outside the buses.
- Prohibiting the operation of any bus with faults affecting student safety.
- Documenting all inspection and maintenance activities in approved records.

7. List of Violations (Students – Supervisors – Drivers)

- Identifying violations committed by students, supervisors, or drivers.
- Classifying violations according to severity.
- Documenting all violations in official records.
- Applying the code of conduct to students who violate the rules.

8. Penalty Procedures for Violations

- Applying penalties based on the type and severity of the violation.
- Ensuring fairness and transparency in disciplinary actions.
- Informing concerned parties of the actions taken.

9. Alternative Procedures in Case of Breakdown

- Providing prompt and appropriate alternatives to ensure uninterrupted student transportation.
- Immediate notification of parents in case of breakdowns.

- Taking necessary steps to repair or replace the bus.

10. Organization of Routes, Paths, and Schedules

- Routes, pick-up points, and schedules through coordination between the Bus Supervisor and parents.
- Determining the required number of buses based on approved transportation requests.
- Preparing student lists and assigning them to specific buses.
- Commitment to approved departure, arrival, and return times.
- Allowed waiting and delay periods.

11. Emergency Procedures and Training

- Preparing emergency plans to manage unforeseen situations.
- Training drivers in emergency response procedures.
- Training supervisors to always prioritize student safety.
- Conducting periodic drills to enhance preparedness.

In the event of an accident or sudden breakdown, the following procedures shall be followed:

- Stopping the bus in a safe location.
- Calming and reassuring students by the bus supervisor.
- Immediate communication with Academy management and concerned authorities.
- Providing a replacement bus as soon as possible.
- If a replacement bus cannot be provided, parents should be contacted to collect their children.

12. Contracting Transportation Service Providers

- The Academy provides school transportation services using buses owned by the Academy and equipped in accordance with approved safety standards.
- When necessary, the Academy may rent or utilize buses from licensed and approved transportation companies under specific regulations.
- The Academy ensures that all rented buses comply with security and safety requirements and are fully equipped with approved safety features.
- Contracts are established only with licensed and authorized companies.
- The Academy conducts regular performance monitoring of all transportation service providers, whether owned or rented, to ensure compliance with approved standards and policies.

13. Communication Mechanisms and Trip Schedules

- Providing multiple, clear communication channels between the Academy and parents drivers and bus supervisors.
- The bus supervisor is informed of the trip schedules for every entire semester.
- Buses and drivers are prepared on schedule, sharing trip schedules, routes, and departure times.
- Ensuring prompt responses to inquiries and feedback throughout the day

Head of Stores and General Maintenance at Academy