

مدرسة ليوا الدولية
Liwa International School
فلج هزاع Falaj Hazza

SCHOOL BUS POLICY AND PROCEDURE



ليوا للتعليم
Liwa Education

2023

PURPOSE

This policy aims to illustrate the preventive measures related to school transport in order to maintain student safety and security. These policies help LIWA INTERNATIONAL SCHOOL - FALAJ HAZZA achieve its mission through working collaboratively with other government entities to ensure the provision of safe means of school transportation as well as minimize the risks which students may encounter during their daily travel from/to school. The policy aims to meet the requirements of key stakeholders such as (DOT) and Abu Dhabi Occupational Safety and Health Center (OSHAD).

DOT is considered the regulatory authority managing school transport regulations across the emirate of Abu Dhabi. It has issued school transport legislations which deal with bus specifications and stakeholders' responsibilities (i.e. students, schools and service providers).

OSHAD is considered the legislator to implement management systems and monitor aspects related to occupational safety & health at workplace. Such legislations are considered binding for all parties.

LIWA INTERNATIONAL SCHOOL - FALAJ HAZZA's mission is to support monitoring and applying the regulations. In order to ensure that all stakeholders abide by the applicable legislations as well as to maintain the safety of students,

LIWA INTERNATIONAL SCHOOL - FALAJ HAZZA OSH Section has issued this illustrative policy, which identifies the roles of all stakeholders with regard to school transport.

The policy addresses several areas to include mandates of monitoring school buses, risk assessment methods of school transport and means of continuously monitoring daily school bus trips.

2. ROLES & RESPONSIBILITIES

2.1. School Bus Coordinator:

1. Ensure only the approved and licensed School Transport operator is contracted for providing school transport services.
2. Comply with all roles and responsibilities as per School Transport Regulation for Abu Dhabi and ADEK Policy (School Transportation).
3. Nominate school staff for the coordination of the schools' transportation, ensuring to provide the nominated details to the service providers.
4. Ensure that the bus drivers and supervisors are following their roles and accomplishing their responsibilities.
5. Ensure school buses are checked in the morning and in the afternoon in the trips to and from the school.

6. Organize the pickup / drop off zones (bus assembly areas) for school buses in appropriate school locations.
7. Create traffic management plan for the school. This is to ensure private cars, buses, pedestrian's routes are clearly marked.
8. Traffic Management System for the school that is based on the Risk Assessment form.
9. Conduct random bus inspections.
10. Provide a sign in each bus that will clearly indicate the traffic route and the directions of travel, also the instructions that the drivers must follow.
11. Ensure speed limits are displayed in and out of the school as per relevant authorities.
12. Ensure Signage shall be checked regularly and maintained so that it can be easily read.
13. Ensure all people who are involved in the school traffic management such as bus drivers & supervisors are trained and competent.
14. Provide Bus Operator with all students contact information and update them with your new plans and students' enrolment.
15. Provide students with Bus ID Card.
16. Arrange students seating in the bus according to their age and gender.
17. Ensure that bus operators & drivers have the required license from Department of Transport- Abu Dhabi.
18. Ensure that bus operators are following their assigned roles in regards to provide safe bus transportation.
19. Always match the classroom attendance sheet with the bus supervisor attendance sheet.
20. This procedure certified through daily review by the school administration and the attendees sheet which submitted by the bus supervisor.
21. Communicate with Transport Service Provider, to ensure the implementation of the Traffic Management Plan.
22. Provide daily supervision to ensure a safe operation in buses pick up / drop off zones.
23. Prevent other vehicles from using or blocking buses pick up / drop off zones.
24. Ensure bus supervisors and drivers have the adequate information, supervision, & training required by accredited training centers in Abu Dhabi.

2.2 OSH Officer:


1. Follow and ensure OSH Manual procedure is implemented in the school bus.
2. Must check that first aid kits are present, adequately stocked and in good condition. Also, bus driver and supervisor are familiar with its location.
3. Must ensure that fire extinguishers are available, fixed and in good operating conditions.
4. Register all school transport incidents in OSH Incident and register it within School OSH Manual and report them to ADEK.
5. Review and update School OSH Risk Assessment Register where necessary.

2.3 Bus Supervisors:

1. Comply with all roles and responsibilities outlined in School Transport Regulation for Abu Dhabi, and with daily procedures and duties in the bus.
2. Obtain appointment notice from Private Schools and Quality Assurance Sector (PSQA) in ADEK and be trained on how to deal with students.
3. Must be trained on firefighting and first aid procedures.
4. Must ensure that driver obeys traffic laws and drives safely at all times.
5. Must perform a daily interior inspection to ensure that school buses are free from any sharp equipment's.
6. Arrange students seating in the bus according to their age and gender.
7. Must accompany students when crossing to the other side of the road (for students below 11 years).
8. Ensure the safety of the students on the bus during their trip to and from the school, in addition, during their school activities and picnics.
9. All the students shall be seated and seatbelts are fastened while the bus is moving.
10. Help in evacuation from the bus on emergency cases.
11. Take part in the student's awareness of the traffic safety and how to use the bus and supervise any entertainment program on the bus.
12. Maintain discipline in and out the bus and take necessary action according to the school rules upon the student misbehavior during the transport process and report it to school administration.
13. Prepare the pick-up and drop-off list at the end of the trip and ensure that all the students are dropped off at the end of the trip.
14. Communicate with the parents, if necessary, respond to their inquiries regarding the time of arrival at the drop-off points during the school year.
15. Don't use mobile phones during the trip only in case of emergencies.
16. Don't allow students to drop off the bus only in their assigned drop off points.
17. Help students (below 11 years) in lifting and dropping their school bags and putting them in the right place.
18. Ensure delivering students (below 11 years) to their parents or to guardians assigned by them hand to hand.
19. Report school transport incidents to their operator and school management.

2.4 Bus Drivers:

1. Comply with all roles and responsibilities as per School Transport Regulation for Abu Dhabi, and with daily procedures and duties in the bus trip.
2. Must have a valid UAE school bus Driving License issued of Abu Dhabi.
3. Must be trained in firefighting and first aid procedures.

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4. Must obey traffic laws and drive safely.
 5. Ensure the safety of the students on-board the buses from their homes to school and back, as well as during the school picnic and activities.
 6. When the bus is moving, all the students must be seated properly and their seatbelt fastened well.
 7. Don't allow students to drop off the bus only in their assigned drop off points or in case of emergencies.
 8. Don't use mobile phones during the trip only in case of emergencies. If needed, use the phone head seats.
 9. Ensure that no student is left behind on-board at the end of the trip.
 10. Help in evacuation from the bus on emergency cases.
 11. Maintain discipline in and out of the bus and take necessary action according to the school rules upon the student misbehavior during the transport process and report it to school administration.

2.5 Parents:

1. Comply with all roles and responsibilities as per School Transport Regulation for Abu Dhabi, and with daily procedures and duties in the bus trip.
2. Sign the Undertaking Form during student registration, which shall be provided by School Management.
3. Report any unsafe observation condition relevant to school bus transportation, driver and bus supervisor to school management.

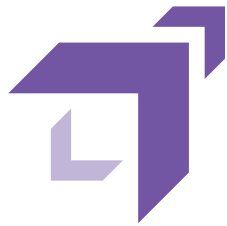
SCHOOL BUSES SAFETY

3.1 Procedures & Responsibilities (Parents):

Stages	Tasks
Before morning trip starts	Wait at home backup area with your children at least 5 minutes before bus arrival.
Home pick up	Help your child get on the bus.
During school hours	Always be ready to receive any call from the school.
Departure from school	Ensure that there is someone to receive your child (under age 11) from the bus when they're back from school.
Home drop off	Receive your child when they're back from the school (under age of 11 years).

3.2 Procedures & Responsibilities (Bus Drivers):

Stages	Tasks
Before morning trip starts	<ul style="list-style-type: none">• Perform a daily inspection to ensure that the bus is free from any hazards.• Check that safety equipment is available and in good condition• Ensure that the attendance sheet is available.• Ensure Parents contact list is available.
Home pick up	<ul style="list-style-type: none">• Help students get on the bus and guide them to their seats and fasten their seatbelts.• Organize the bags inside the bus to prevent any disturbance.• Mark the daily attendance sheet on boarding.
During morning trip	<ul style="list-style-type: none">• Ensure students are safely seated on their seats and Committing throughout the trip.• Report driver's lack of compliance with traffic laws.• Warn students not to mess with safety equipment's (first aid kit, fire extinguisher, etc.).

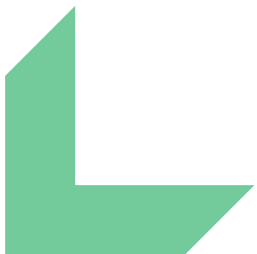


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Arrival at school	<ul style="list-style-type: none"> • Ask students to be seated until the bus comes to a complete stop. • Help students who are under age of 11 years to drop off their bags. • Mark the daily attendance sheet when each student exits the bus. • Ensure the bus is empty from students and their belongings.
Before morning assembly	<ul style="list-style-type: none"> • Provide the designated school transport coordinator with the student absence list. • Inform the school of any students or driver misbehavior.
During school hours	<ul style="list-style-type: none"> • To avoid forgetting any student in the school, update the daily attendance sheet. • Provide the school with reports of student behavior and the bus driver
Departure from school	<ul style="list-style-type: none"> • Organize students waiting at the assembly point within the school. • Assist students in boarding the bus. • Organize the bags inside the bus to prevent any disturbance. • Fill-in the attendance sheet of each student in the bus. • Inform the school about any missing student. • Do not move the bus before signing the attendance sheet.
Home drop off	<ul style="list-style-type: none"> • Ensure they are received by their parents hand to hand (students below 11 years) • Help students get off the bus • Cross the road from behind the bus in case student's home is on the other side of the road. • Mark the daily attendance sheet after you hand over each student. • Ensure that there is no student forgotten in the bus at the end of the trip.

3.3 Procedures & Responsibilities (Bus Supervisors):

Stages	Tasks
Before morning trip starts	<ul style="list-style-type: none"> • Perform a daily inspection to ensure that the bus is free from any hazards. • Check that safety equipment is available and in good condition • Ensure that the attendance sheet is available. • Ensure Parents contact list is available.
Home pick up	<ul style="list-style-type: none"> • Help students get on the bus and guide them to their seats and fasten their seatbelts. • Organize the bags inside the bus to prevent any disturbance. • Mark the daily attendance sheet on boarding.
During morning trip	<ul style="list-style-type: none"> • Ensure students are safely seated on their seats and • Report driver’s lack of compliance with traffic laws. • Warn students not to mess with safety equipment’s (first aid kit, fire extinguisher, etc.).
Arrival at school	<ul style="list-style-type: none"> • Ask students to be seated until the bus comes to a complete stop. • Help students who are under age of 11 years to drop off their bags. • Mark the daily attendance sheet when each student exits the bus. • Ensure the bus is empty from students and their belongings.
Before morning assembly	<ul style="list-style-type: none"> • Provide the designated school transport coordinator with the student absence list. • Inform the school of any students or driver misbehavior.
During school hours	<ul style="list-style-type: none"> • To avoid forgetting any student in the school, update the daily attendance sheet with the school to monitor the attendance of late or early departure for any student • Provide the school with reports of student behavior and the bus driver
Departure from school	<ul style="list-style-type: none"> • Organize students waiting at the assembly point within the school. • Assist students in boarding the bus. • Fill-in the attendance sheet of each student in the bus. • Inform the school about any missing student. • Do not move the bus before signing the attendance sheet who assigned from the school. • Organize the bags inside the bus to prevent any disturbance
Home drop off	<ul style="list-style-type: none"> • Ensure they are received by their parents hand to hand (students below 11 years) • Help students get off the bus • Cross the road from behind the bus in case student’s home is on the other side of the road. • Mark the daily attendance sheet after you hand over each student. • Ensure that there is no student forgotten in the bus at the end of the trip.

3.4 Procedures & Responsibilities (School bus coordinator):

Stages	Tasks
Before morning trip starts	<ul style="list-style-type: none">• Organize the drop off / pick up zones for school buses.• Prevent other vehicles from using or blocking drop off / pick up zones.
During morning trip	<ul style="list-style-type: none">• Being prepared to receive any comments or complaints regarding the daily bus trip.
Arrival at school	<ul style="list-style-type: none">• Follow up with bus supervisor and driver to double check the bus is empty.
During school hours	<ul style="list-style-type: none">• Inform parents of the absence of their children before the start of first class.• Update the daily bus attendance sheet in coordination with the bus supervisor• Follow up on any students misbehavior reports in the bus
Departure from school	<ul style="list-style-type: none">• Ensure school day ends on time and all students' board on buses according to the (updated) daily attendance sheet.
Home drop off	<ul style="list-style-type: none">• Assign a staff member to accompany who may be returned to school if no adult is there to receive them from the bus (students below 11 years).

3.5 Procedures & Responsibilities (students):

Stages	Tasks
Before morning trip starts	<ul style="list-style-type: none"> • Wake up early and be prepared for school. • Ensure you have all your belongings. • Don't forget to carry your Bus ID card.
Home pick up	<ul style="list-style-type: none"> • Head straight to the bus pick up area at least 5 minutes earlier. • Don't play around. • Don't go far from the bus pick up area. • Don't run towards the bus. • Wait for the school bus until it comes to a complete stop. • Wait for a sign from the bus driver or the bus supervisor to get on the bus. • Wait for the bus in the queue with younger students at the front. • Don't push or pull when getting on the bus. • Use the handrail and watch your steps. • Sit in your assigned seat and fasten the seatbelt.
During morning trip	<ul style="list-style-type: none"> • Remain seated. • Don't use sharp equipment's and pencils. • Avoid eating and drinking. • Keep the bus clean and keep quite. • Keep the aisle clear. • Keep arms and heads inside the bus at all times. • Don't throw things inside and outside of the bus. • Follow the instructions of the bus driver and supervisor. • Don't mess with Health & Safety bus equipment.
Arrival at school	<ul style="list-style-type: none"> • Keep seated until the bus comes to a complete stop. • Exit the bus in an orderly manner don't push and pull. • Don't forget your belongings. • Use the handrail and watch your steps. • Wake any sleeping friend and inform your bus supervisor if they're still asleep.
Before morning assembly	<ul style="list-style-type: none"> • Waiting for the bus supervisor to take the students inside the school and the class room (students below 11 years). • Go to the morning assembly areas or the class room according the school's roles
End of school day	<ul style="list-style-type: none"> • Pack your things to be prepared for leaving at the end of the school.
Departure from school	<ul style="list-style-type: none"> • Go to your bus waiting area. • Wait in the queue and don't push or pull when getting on the bus. • Use the handrail and watch your steps. • follow the bus supervisor's instruction and the school management.
Home drop off	<ul style="list-style-type: none"> • Keep seated until the bus comes to a complete stop. • Follow the instructions of the bus supervisor and driver. • Cross the road with the assistance of the bus supervisor (students below 11 years). • For older students, cross the road safely after looking carefully. • Take 10 steps away from the bus so the driver can see you (see below picture). • Don't go back near the bus if you drop anything. • Avoid standing under the sunlight and talking to strangers.

4. TRAINING

1. School Management shall verify that school transport operator trained drivers and supervisors approved and licensed by Department of Transport Regulations and authorized body (ex. Emirates Driving Company) and endorsed by Abu Dhabi Quality and Conformity Council (QCC).
2. School management shall conduct at least 1 bus evacuation drill during the school academic year.
3. Train students on how to deal in case forgotten in the bus. Through going to the driver seat and pressing the horn as much as they can until noticed by somebody.

5. EMERGENCY RESPONSE

5.1. Emergency Response No one to receive student at designated drop point near his home

Actions to be taken (Driver)	Actions to be taken (Supervisor)	Actions to be taken (School)
<ul style="list-style-type: none">• Complete the scheduled route.	<ul style="list-style-type: none">• Call School Transport Operator.• Accompany the student back to school after the trip is finished.	<ul style="list-style-type: none">• Receive the student from bus super visor.• Call parents to collect the student.• Notice letter must be signed by guardians.

5.2. Emergency Response (Bus accident)

Driver	Supervisor	OSH & School Bus Coordinator
<ul style="list-style-type: none"> • Call (999) immediately, give your location and advise if anyone has been injured. • If there is a potential threat to safety inside the bus, immediately stop the bus in a safe place. • Attempt to fix the problem if this can be done without posing a further risk to the driver or the students. (If the driver is trained). 	<ul style="list-style-type: none"> • Call the School Transport Operator. • Immediately evacuate students from the bus to a safe area. • Keep students calm and quiet. • Inform school bus coordinator. 	<ul style="list-style-type: none"> • Contact with school bus operator to arrange alternative bus, driver, and go to the site. • Ensure students safe arrival to their homes. • Notify ADEK OSH at 026156999. • Act according to ADEK OSH Policy in regard to incident reporting & investigation. • Inform the parents.

5.3. Emergency Response (Bus Fire)

Driver	Supervisor	OSH & School Bus Coordinator
<ul style="list-style-type: none"> • Stop in a safe place and call (999) Immediately, and give your location. • Attempt to extinguish the fire with a fire extinguisher if it can be done without posing a risk to the driver or other passengers. 	<ul style="list-style-type: none"> • Immediately evacuate students from the bus to a safe area. • Keep students calm and quiet. • Call School bus coordinator. 	<ul style="list-style-type: none"> • Contact with school bus operator to arrange alternative bus, driver, and go to the site. • Ensure students safe arrival to their homes. • Notify ADEK OSH at 026156999. • Act according to ADEK OSH Policy in regard to incident reporting & investigation. • Inform the parents.

5.4. Emergency Response (Bus Passenger injury)

Driver	Supervisor	OSH & School Bus Coordinator
<ul style="list-style-type: none"> • Stop in a safe area and call (999) immediately, give your location, number of injured students, and types of injuries. • Do not move any injured passenger. 	<ul style="list-style-type: none"> • Keep students in a safe area. • Keep students calm and quiet. • Call the School Operator Coordinator. • Inform school management. • Do not move any injured passenger. 	<ul style="list-style-type: none"> • Contact with school bus operator to arrange alternative bus, driver, and go to the site. • Ensure students safe arrival to their homes. • Notify ADEK OSH at 026156999. • Act according to ADEK OSH Policy in regard to incident reporting & investigation. • Inform the parents.

5.5. Emergency Response (Student forgotten at bus)

Driver & Supervisor	Student	OSH & School Bus Coordinator
<ul style="list-style-type: none"> • Inform school management immediately. 	<ul style="list-style-type: none"> • Keep calm and do not panic. • Go to the driver's seat and press the horn until somebody notices you. 	<ul style="list-style-type: none"> • Notify ADEK OSH at 026156999. • Act according to ADEK OSH Policy in regard to • OSH incident reporting & investigation. Inform the parents.

School Name	Liwa International School Falaj Hazza	Issue Date	
Policy Name		Revision Date	
Prepared By		Policy Number	
Approved By	Mr. Neil Murphy, Principal		