مدرسة بيس سبرينق فيلد انترناشونال ذ.م.م

PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

SCHOOL TRANSPOPRT POLICY 2026-2027

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pacespringfieldinternationalschool

SCHOOL TRANSPORT POLICY

Introduction

It is the privilege of the school to provide a safe, courteous, consistent, and efficient transportation service. At PACE Springfield International School, the primary purpose of the school transportation system is to provide safe transportation for the students. Transport service is provided by the school in well-maintained buses covering Dubai Areas. The institution's transport policy has laid down certain rules and regulations which shall be strictly adhered to by the staff, students and parents.

Goals & Aims

- The purpose of this policy is to emphasis the school's responsibility to ensure the safety of students during their transport to and from school.
- The school aims to provide a safe, high quality and efficient bus service that meets the needs of all.

Rules and Regulations for School Transport:

- The use of school transport is a privilege, not a standard offering.
- There will not be any concession for one way of school transport.
- Students will be picked up and dropped off at the common bus stop, which will be designated by the school authority.
- Child should be accompanied by an adult to help him/her to board the bus in the morning and wait to receive him/her in the afternoon at the designated stop.
- In case of change in residence or pick-up point, written permission must be submitted to the principal well in advance.
- Temporary change of bus stop and temporary discontinuation of bus facility will not be entertained.
- Students must wait at their designated stop before time. Bus will not wait for wait for late comers.
- Students should board the bus in a queue and occupy the assigned seats immediately after boarding the bus.
- Students should stay in their assigned seat and should not lean out of the bus window.
- Shrieking, shouting and unruly behavior is strictly prohibited.
- No students are allowed to eat on the bus.
- Cooperate with the Bus driver and conductor.

- Observe the same conduct as in the classroom.
- Remain seated and face forward.
- Be courteous, talk quietly.
- Keep the Bus clean.
- Keep head, hands, and feet inside the bus.
- Place personal items on lap or under seat.
- Students will be responsible for any damage to the buses caused by their negligence or purposeful act.
- Early dispersal of bus transport students is not permitted during the last half an hour.
- Discontinuation of the School Transport facility should be informed to the concerned authority a minimum of three months in advance.

Responsibilities of Bus Escort:

1. Bus escorts will keep accurate records of attendance and submit daily attendance sheets to the Transport Manager/Head of Transport.
2. Every bus escort is provided with a mobile phone. Parents are asked to call him/her when necessary. (The contact number of the respective bus escort is provided to all parents at the start). Bus escorts will ensure that all children have exited the bus upon arrival at the time of and after all home drops off. If a student has not been collected on the return home journey the school will ensure that the parent is informed immediately, and the student is dropped to residence by the school staff.
3. Bus escorts are responsible for ensuring the safety of the students.

Responsibilities of Drivers:

1. Drivers are qualified, licensed, experienced, and work under the supervision of the
2. PSIS Transport Manager/Head of Transport.
3. Drivers of PSIS School buses will ensure that their bus is fully compliant as per the policy guidelines and regulations.
4. Drivers will follow the route determined by the Transport Manager /Head of Transport.
5. Drivers will ensure that their bus is clean, tidy and safe always.

Responsibilities of School Transport Manager/Head of Transport:

The Transport Manager/Head of Transport is responsible for the transportation of the school and sees that day-to- day operations are going on without any delay.

The Transport Manager/Head of Transport oversees setting the routes for the buses, dispatch of the buses, working out their schedule and managing the drivers.

The transport manager assists the school authorities in the development of operating procedures.

The transport in charge maintains a positive relationship with parents, students, and the staff members of the school.

In the event of an accident involving the bus:

Evaluate the need for medical assistance.

If necessary, evacuate the students to a safe area away from the scene of the accident

Notify the School Transport in charge (School Official)

The Transport in charge shall collect the data concerning the accident, notify the parents and if necessary, arrange for another bus to transport the students.

Delay of the Bus:

- Weather, traffic, driver absenteeism, maintenance difficulties and unforeseen incidents are responsible for delays in the arrival of School buses in the morning and afternoon.
- Sometimes the bus routes may need to be repeated or run as a second road to or from the school due to the regular driver being absent.
- Drivers check buses before their routes and sometimes find mechanical problems that can cause the bus to be unpunctual.

In the event of Bus breakdown/ Delay of the Bus:

- Move the bus off the roadway, if possible. Evacuate the students to a safe area, if necessary
- Stay close to the sight until assistance arrives.
- Assist in transferring students to the backup bus.
- Notify the Transport person in charge who shall arrange for another bus to transport the students.

- Transport in Charge will see that the parents /guardians of the respective bus students are informed about the situation and about alternate arrangements made.
- Arrange, together with the Transport Manager/Transport Head of having the bus repaired.

School bus provisions for Students of Determination:

While many students with Special needs can use the same transportation services made available for other students, some require specialized service. The school transportation is planned and organized in such a manner that it provides proper and adequate support to children with special needs.

The provisions are as follows:

- Special trained bus escort to the classroom.
- Both the guardian of the child with special needs and the bus driver are kept informed of all the specific needs during the transportation of the child.

Signature of Principal:
Last amended: August 2026
Policy Review Date: September 2027

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