



Al Rashed American Private School

# Transportation Policy



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Transportation school service is a non-compulsory service that the school provides to help parents transport their children to and from the school within its capabilities, and it is subject to the requirements set by the competent authorities.

### **School Responsibilities**

- Providing a safe and easy transportation for students registered in the bus service within the standards of security and safety requirements in all buses.
- Providing transportation officer and informing parents of his/her contact details.
- Providing a supervisor for each bus to ensure the safety of students throughout the bus trip.
- Determining the areas covered by the transportation service and bus routes.
- Retaining each trip data, students' names, addresses, and parents' mobile numbers to communicate and update continuously.
- Allocating a seat for each student at the beginning of the school year upon completion of the registration requirements for the school transport service, and the school has the right to apologize from remote and difficult-to-reach places or if the number of students registered in the bus is less than 12 or is complete.
- Providing a means of communication between the driver, bus supervisor and transportation officer during the bus trip.
- Providing a means of communication between the bus supervisor and parents during the bus trip.
- Adhering to all regulations and rules issued by the competent authorities.

### **Student and Parent Responsibilities**

- Delivering their children to the place of departure of the school bus at the specified time. The driver or supervisor does not bear any responsibility if there is any delay, and the bus will not wait in the absence of the student. In this case, parents are responsible for transporting their children to school.



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- Educating their children about the importance of traffic safety and its application when waiting for the school bus, boarding on and getting off it, and respecting the driver, the supervisor and their colleagues in the bus.
- Informing the school administration of any violation by the bus driver and the supervisor and avoiding dealing with the situation directly.
- Parents are not allowed to get on the bus whatever the reasons are.
- Submitting a written request to the transportation department in the school of the desire to transfer their children to another bus. Knowing that the school is not obligated to approve their request if a seat on the bus is not available, or the area is far.
- If the parents or their representatives are not present to receive the student, the school administration has the right to return the student to the school. The parents shall bear the measures taken by the administration towards this, including attendance to pick up the student.
- The student must maintain the cleanliness of the bus, its furniture and equipment, otherwise the parents pay the fine for damaging or dirtying the bus, which will be estimated by the school administration.
- The parents are bound by the school administration decisions regarding depriving the student from the school transport service if he/she commits one of the following violations:
  - The student violates any of the school transportation safety rules and exposes others to danger during the trip.
  - The student refuses to get on the bus in the student gathering area agreed on in advance with the transportation officer.
  - The student leaves the bus before reaching his/her designated place without prior permission from his/her parents.
  - More than three written complaints are filled out against the student in one term.
  - The parent does not adhere to the bus timings continuously.
  - The student or his parent attacks the bus supervisor or driver.
  - Upon registration/ re-registration and reservation of a seat for transportation service, if the parent wishes to withdraw from the transportation service before the start of the school year, 500 dirhams will be deducted from the fees.



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- If the parent cancels the transportation service within the first two weeks of the school year, 50% of the service fee will be deducted.
- If the parent cancels the transportation service after the first two weeks of the school year, the service fee will be deducted fully as the school has reserved the seat under the student name and deprived other students from the service, and also paid to supplier of the transportation service.

### Policy Review

This policy is created on Dec 2019

- Reviewed on July 2022

Reviewed on July 2024