

## Policy Information

<b>Policy Title</b>	<b>BWA Transportation Policy</b>
<b>Section</b>	
<b>Policy Number</b>	
<b>Effective Date</b>	1 <sup>st</sup> August
<b>Review Cycle</b>	Annually
<b>Author   Modified</b>	Matthew Smith

## Implementation and Exemptions

BWA school is required to observe and implement this policy.

Exceptions will only be granted for legal (contravention of local and / or federal legislation), technological, cultural, or physical reasons. Sufficient supporting documentation is required in order to obtain an exemption.

## Objective and/or Scope

This policy outlines the responsibilities and expectations for safe transportation of students to and from Bateen World Academy, ensuring compliance with ADEK standards and fostering the IB Learner Profile attributes.

## Policy / Process

### Safety and Compliance – Roles and Responsibilities:

#### Student Responsibilities:

- All Students should arrive to the bus pick up points promptly, both before school and at dismissal time.
- **All students must remain seated with their seatbelts fastened throughout the entire bus ride to ensure their safety.**
- IB Learner Profile: Students are expected to be principled and responsible, demonstrating respect for themselves, their peers, and the bus supervisors by adhering to safety instructions.

#### Parent Responsibilities:

- To ensure their child is at the pick up point promptly in the morning.
- To discuss bus safety and behaviour expectations with their child.

- To sign the Bus expectations letter with their child and return it to school.
- To support school/Bus Operator actions in light of their child not following safety expectations.

#### **School Responsibilities:**

- Training: Ensure operators provide bus and pedestrian safety training for students.
- Discipline: Incorporate student behavior expectations during bus rides into the school's behaviour policy.
- Communication: Educate students and parents about school bus service expectations and safety measures.

#### **Bus Supervisor Responsibilities:**

- Supervise students during the journey.
- Actively reinforce safety expectations.
- In case of non-compliance, the bus will pull over at a safe location, and the student will be asked to comply before continuing the journey.
- Communicate any delays, absence of responsible adults, or misconduct to the School Transport Coordinator.

#### **School Transport Coordinator Responsibilities:**

- Coordinate between the operator, school, and parents to monitor the school bus services.
- Handle emergency and system-wide issues and communicate effectively with parents.

#### **Bus Pick-Up and Drop-Off:**

- Designated Points: Students shall be picked up and dropped off at designated points, with journey times not exceeding 60 minutes unless otherwise agreed upon by parents.
- Younger Siblings: Elder siblings (15 years or above) can pick up younger siblings (Grade 1 and above) if a consent form is signed by parents, acknowledging their understanding of the responsibility.

#### **Non-School Bus Transportation:**

**School's Liability:** The school is not responsible for non-school bus transportation. Supervision begins when the student enters and exits the school premises.

Parents must sign a consent form recognizing their responsibilities and the school's non-liability in case of incidents.

### **References**

#### **1. External Guidance**

ADEK Transportation Policy  
Integrated Transport Center Regulations

#### **2. Internal Guidance**

Bateen World Academy Discipline Policy  
Bateen World Academy Safety Procedures

### Definitions / Responsibility

#### 1. Definitions

Bus Supervisor: Person responsible for supervising students on the bus.

School Transport Coordinator: Staff member coordinating transport services.

#### 2. Responsibilities

Principal: Final authority on transport-related grievances.

Parents: Ensure children understand and follow transport policies.

### Policy History

1. **Adopted – Date Adopted**
2. **SLT Ratified – Date Ratified**
3. **Revised – Date Revised**
4. **Updated – Date Updated**