



TRANSPORTATION POLICY 2024-25

The school provides transportation for the convenience and the safety of students. The school operates the buses on specific routes, depending on the number of students on the route. Though we try our best, it may not always be possible to drop students at their doorstep or to accommodate requests for changes.

The transportation policies and procedures for parents:

- The list of stops is prepared keeping in view the convenience and safety of all the commuters. Therefore, buses will not stop according to individual convenience.
- Please let the transport coordinator know in advance if your child will not be using the bus on the day because he / she will have to be excused from the bus. Alternatively you may request the change via the SchoolsBuddy dashboard.
- Parents are required to pick up their child from the designated stop. Our staff is available until 5:00 pm each day, though they will never leave a student unattended. If the pick up arrangement is proving difficult, please let us know to see what arrangements can be made.
- In the event that a parent or guardian is running late to pick up their child, the steward will place a call to them to inquire about the expected duration of the delay. If the delay is deemed significant, the steward will advise the parent to collect their child from either the next scheduled stop or the final stop. It's important to note that the buses are not allowed to remain parked at a stop for an extended period, typically only a few minutes.
- In case of a change in route or destination, please inform the school transport authorities in writing to facilitate efficient planning. Please inform us in advance because drivers are not authorised or permitted to make these decisions.
- Students will be allowed to enter their homes or compounds without being met by a parent / guardian / caretaker only if a signed authorization letter is on file with the school.
- Students will be held responsible for any damage caused to the bus and a fine will be incurred.

- On receiving a complaint against a student causing in-discipline or being disobedient to the bus staff, his/her bus facility is liable to be withdrawn.
- Parents are requested not to complain to the bus driver or the bus steward but report the matter to the school transport authorities in charge in writing.
- Please ensure that you understand the transport rules and encourage your child to follow them to enable the smooth running and safety of the transport system.
- Parents should have the bus stewards number in case of emergency, however, it should not be used to request personal things such as stopping the bus on the way or waiting for some time in the morning due to parents being late.

Transportation policies for students:

- ❖ All the students using the school bus are expected to be at the bus stop at least five minutes before the arrival time of the bus.
- ❖ Buses cannot wait for latecomers.
- ❖ Students should stay away from the main road until the bus arrives.
- ❖ No student should come near the entry door of the bus until it comes to a complete halt.
- ❖ The front door of the bus is the only authorised entrance and exit.
- ❖ All students should occupy the vacant seats immediately after boarding the bus.
- ❖ Students are to occupy only one seat in the bus.
- ❖ Students are required to wear seat belts at all times throughout the journey.
- ❖ Students should talk in a quiet voice to the person next to them.
- ❖ Students are not allowed to eat on the bus, however they are allowed to drink water. If a student abuses the use of water; the bus attendant has the right to stop that.
- ❖ It is forbidden to litter on the bus, damage or destroy property. Students should treat the bus and other private property with care.
- ❖ Students should respect the driver and bus attendant and follow their instructions.
- ❖ Students should not leave their seat without permission from the bus attendant or driver.
- ❖ Students should not get on or off the bus while it is in motion.
- ❖ Students should not lean out of the window and should keep all body parts inside.
- ❖ Usage of cell phones or any other electronic gadgets is not allowed.

- ❖ Students should not play games within the bus that cause physical harm to other students.
- ❖ Students should not distract or interfere with the bus driver. Inappropriate distractions can cause accidents.

BUS DISCIPLINE PROCEDURE FOR STUDENTS:

Level One

- First or minor offence - verbal warning by a bus steward.

Level Two

- Second or more serious offence - written warning by transportation manager
- Class Teacher notified
- Form sent home for parent signature or parents are called
- Incident is recorded in the ERP system.

Level Three

- Program leader contacts parents
- Student loses transportation privileges for one week (5 days)
- Student placed on Behavior Probation.

SUBSEQUENT OFFENCE:

- ❖ Students lose bus privileges for the rest of the year
- ❖ Subject to additional discipline as appropriate.

When students misbehave on the bus, they put themselves and others at risk of serious injury. As a result, we take repeated offences very seriously and will assign consequences accordingly. It is imperative that students respect and obey the bus steward or stewardess, bus attendant and the driver.

