



Extracts from the Dubai College Transport Policy:

Appendix 4

Responsibilities of Parents and Guardians

- Parents and Guardians should ensure that:
- Your child has read and understood the student Code of Conduct and that both parent and student have signed and returned the appropriate section to the College
- Your child arrives at the pick-up point safely, in good time and, where appropriate, that they are looked after until the vehicle comes. Ensure that your child reaches home safely from the drop off point in the afternoon. It is advisable that parents / carers wait at their child's drop off point and accompany them across the road, if necessary, as parents / carers are responsible for their child's safety after they have left the school transport vehicle.
- You are responsible for advising your child on road safety.
- You are ultimately responsible for the proper and safe behaviour of your child when getting on, whilst travelling and getting off the transport provided. You are also responsible between home and the pick-up and drop off point, immediately prior to boarding school transport each morning and again following the afternoon journey.
- Should your child be unaccompanied between home and the pick-up / drop off point, make sure that he / she knows and follows the safest route and uses the safest crossing points.
- If the transport fails to arrive on time, you should agree a length of time, such as 20 minutes, that your child waits for transport before returning or contacting home. Make sure your child knows what to do if the vehicle is late or does not arrive.
- Your child is expected to use a seatbelt on school transport. All buses are fitted with seat belts and the service expects students to use them.
- Your child should be aware that, in the event of an accident, or if the bus breaks down, they should follow the driver's instructions and stay on the bus until another one arrives or other alternative arrangements are made.
- If your child is involved in anti-social behaviour or causing damage while on school transport, they may have their entitlement to school transport temporarily suspended or permanently withdrawn. Parents / carers may have to meet the costs for repair or replacement of equipment or property damaged as a result of their child's actions.
- If your child is either temporarily or permanently removed from school transport, it is your responsibility to make alternative arrangements and to ensure that their child continues to attend school.



Appendix 5

School Transport Code of Conduct

ALL PUPILS AND STAFF TRAVELING ON BUSES MUST COMPLY WITH COVID PROTOCOLS

- The Code of Conduct will be issued to all students and parents / carers. Students and parents / carers must read and agree to the Code of Conduct before the student uses school transport.
- Students who do not behave on the journey between home and school may have their right to travel withdrawn.
- Bus supervisors are instructed to report any serious incident of unacceptable behaviour to the school or service.
- Returning the agreement to the Code of Conduct means that both the student and parent / carer understand the contents of the Code of Conduct and agree to the terms.

Code of Conduct for Bus Users

Before the Journey

Students should:

- Ensure that they are at the pick-up point on time and before the bus is due to stop.
- Wait in an orderly, courteous and calm manner.
- Keep away from the kerb and well clear of other traffic.
- Keep clear of moving school buses.
- Only board the bus when it is stationary.
- Not to get on or off the vehicle until it has stopped.
- If transport fails to arrive on time, students should agree a length of time with their parent / carer, such as 20 minutes, that they wait before returning or contacting home.
- Students should make sure they know what to do if the vehicle is late or does not arrive. Parents / carers should advise of the appropriate course of action under such circumstances.

At the End of the School Journey

Students should:

- Be careful not to get coats, bags, or scarves caught in the doors.
- Not to use handheld mobile devices when leaving the vehicle (to avoid distraction).
- Stand back from the road as the bus moves off.
- If you need to cross the road, only do so once the bus has moved away and the road is clear in both directions so you can see other vehicles.
- Never take a signal from any driver to cross – they may not be able to see if the road is clear in both directions.



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During the Journey

Students should:

- Treat the drivers / operators with respect and follow their instructions.
- Remain in their seat and always use the seatbelt provided.
- Not distract the driver / operator, except in an emergency.
- Not open the emergency exits except in an emergency.
- Treat other passengers or members of the public with care and respect and not bully other students.
- Not drop any litter.
- Not throw things.
- Note that vandalism on school transport or to other people's property will not be tolerated. If damage has been reported parents / carers may have to pay for the damage.
- If the transport breaks down or is in an accident, follow the instructions given by the operator.
- Report any incidents of inappropriate behaviour to the driver / operator or school.