



AMERICAN
SCHOOL OF
BAHRAIN

an  Esol Education school



المدرسة الأمريكية
بالبصرة
AMERICAN SCHOOL
OF BAHRAIN

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TRANSPORTATION POLICY 2026-2027

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SCHOOL BUS POLICY FOR PARENTS

Academic Year 2026–2027

1. Introduction

The American School of Bahrain (ASB) offers optional bus services for families who choose to enroll. Transportation is provided door-to-door within certain limits through our contracted provider, Al Moayyed Transport Corporation.

Enrollment in the bus service is mandatory prior to use and is subject to availability, route planning, and school approval.

Students are expected to follow all bus rules and regulations. Parents are encouraged to review these guidelines with their children to ensure safe and responsible behavior.

All bus rules apply to both daily transportation and field trips.

The school maintains the right to interpret and manage these guidelines at its discretion, prioritizing student safety and service efficiency. To ensure consistent standards for all families, all decisions regarding transportation arrangements made by the school are final.

2. Bus Stops & Routes

Bus routes and stops are determined based on student locations and operational feasibility.

The transport provider will finalize the stop and timing after assessing the area.

Routes may include multiple stops, and travel time may range from 1 hour to 1.5 hours.

Changes to routes, stops, or timings are strictly subject to operational feasibility and School approval. The School reserves the right to decline any request without obligation to provide alternative arrangements.

Registration Process:

- Bus registration takes 3–4 working days.
- For the next academic year, processing will be completed closer to the start of the school year.
- Parents must complete and submit the official Bus Registration Form with accurate student and contact details.

Contact Details:

- **ASB Transportation Email:** transport@asb.bh
- **Transport Coordinator: Ripon Ruben Camacho**
+973 34187710 | rcamacho@asb.bh
- **ECA Director: Michael Balo**
+973 32149020 | mbalo@asb.bh

Service Areas Include:

- Northern Governorate: Janabiya, Budaiyya, Saar, Jasra, Hamala, Barbar, Jidhaf, and nearby areas
- Southern & Capital Areas: Juffair, Adliya, Seef, Manama, Sanabis, Reef Island, Umm Al Hassam, and nearby areas

3. Bus Coordination & Timings

- The bus guardian will coordinate directly with parents regarding pick-up and drop-off timings.
- The bus guardian will inform parents if there is any change to the arrival or drop off times
- Students must be ready at least 5 minutes before the scheduled time.
- The bus will wait 2–3 minutes at each stop. .
- Timings may vary due to traffic, number of students, and route adjustments.
- The school cannot guarantee fixed timings throughout the year.
- The School shall not be held liable for delays caused by traffic conditions, weather, road closures, or other circumstances beyond its reasonable control.

Afternoon Bus Options:

- 3:00 PM – Regular dismissal
- 4:00 PM – After ECA (Extra-Curricular Activities)

4. Parent Responsibilities

To help ensure a safe, smooth, and positive bus experience for all students, we kindly ask parents to support the following:

- Please review bus expectations with your child and encourage them to follow all bus rules.
- For safety and consistency, we ask that all communication or requests go through the school rather than directly to the driver or bus nanny.
- Kindly ensure that a responsible adult is present at the drop-off to collect ECC and Elementary students. Middle School students may exit the bus independently at their designated stop.
- Please inform the Transport Office in advance if your child will not be using the bus on a particular day.
- Keeping transport arrangements consistent helps everything run smoothly, so we encourage limiting frequent routine changes where possible.
- If no adult is present at drop-off, the student may need to be returned to school to ensure their safety.
- If a student misses the morning bus, parents are kindly asked to arrange alternative transportation to school.
- Parents are responsible for any damage caused by their child while using the bus.
- Continued use of the transport service constitutes acceptance of all operational decisions made by the School.

5. Bus Rules (For Students)

To ensure a safe, comfortable, and enjoyable journey for everyone, we ask all students to follow these guidelines:

- Please use your assigned pick-up and drop-off points.
- Always listen to and follow instructions from the bus driver and bus guardian.
- Remain seated at all times and wear your seatbelt.



- Help keep the bus calm and safe by using a quiet voice and showing respectful behavior.
- Keep your hands, feet, and belongings inside the bus at all times.
- Treat others with kindness—no physical or verbal aggression.
- Avoid play fighting or any unsafe behavior.
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- Food and drinks are not permitted unless medically required.
- Any items that could be unsafe should be given to the bus monitor.
- Please be on time, as the bus cannot wait for late students.
- The bus guardian has the full authority to enforce safety rules during transit. Failure to comply with their instructions may result in disciplinary action.

Students Travelling with Friends who are not regular bus users;

- If you would like to have a guest on the bus, please ensure that both the student and parents **inform Mr. Ripon Camacho or Mr. Mike Balo (ECA Office) in advance.**
- Both parents must inform the Transport office in advance either verbally or in writing of the request.
- Any request must be received before 2:30pm.
- Requests are subject to availability of free seats on the bus. The School reserves the right to decline any request, if the request is operationally not feasible.

5.1 Violations

Our goal is to ensure a safe, respectful, and enjoyable bus experience for all students. When expectations are not met, we work with students and families to support positive choices:

- **First Instance:** After the incident has been investigated, the situation is shared with the Homeroom Teacher and parents are informed so we can work together to support the student.
- **Second Instance:** A formal reminder is issued and the Principal/Vice Principal will be informed. We will meet with the student to reinforce expectations and encourage improvement.
- **Third Instance:** Temporary suspension from the bus service may be necessary to maintain a safe environment for all.

In cases of repeated concerns, a longer-term removal from the bus service may be considered. Our focus throughout is on guidance, support, and helping students make positive choices. However, the School reserves the right to bypass any step and take immediate action where deemed necessary to ensure safety and discipline.

6. Emergency Procedures

A. Students Using Bus Service Within Bahrain Only

These procedures apply to students traveling within Bahrain. While the School will take all reasonable measures to ensure student safety and well-being, it shall not be held liable for circumstances beyond its control, including but not limited to transportation delays, or external emergencies.

1. General Safety Guidelines

- Students will always remain under supervision
- Students will never be left unattended
- Clear communication will be maintained with parents
- Students must follow instructions from staff at all times

2. Traffic Delays or Road Closures

- The bus nanny will inform the Transportation Office and Bus Company.
- Parents will be informed of significant delays and estimated drop off times to each family
- Students will remain on the bus under supervision at all times

3. Mechanical Issues

- The school and bus company will be informed immediately
- A replacement bus will be dispatched as soon as possible
- Students will be safely transferred to the replacement bus
- Parents will be notified in case of delays by the Transportation Office
- School Staff will go to the site to supervise students in case of prolonged delay.
- Parents may collect students from the bus if necessary and only if it is safe to do so.

If the issue cannot be resolved:

- Students may be returned to the school
- Parents will be informed for pick-up if necessary

4. Accidents and Emergency Situations

In the event of an accident involving the school transport service, the School's first priority will be the safety, care, and well-being of all students. The School and transport provider will coordinate promptly with emergency medical responders and comply fully with the instructions and requirements of police, traffic authorities, and other relevant emergency services. Parents will be informed as soon as reasonably practicable once immediate safety and emergency response measures have been addressed. Some of the measures adapted by the school include, but will not be limited to the following:

- The bus nanny will contact the school and bus company.
- The School Transportation Office will contact parents to inform them of the situation and next steps.
- School Staff will go to the site to supervise students.
- Students will remain on the bus unless instructed otherwise
- Bus staff will coordinate with the school and emergency services

B. Students Using Aramco (Bahrain–Saudi) Bus Service

These procedures apply to students crossing the Bahrain–Saudi causeway.

1. Border Crossing Restrictions During School Day

Our priority is to ensure that all students remain safe, supported, and well cared for at all times.

If students are not permitted to cross the border:

- Parents will be informed immediately with clear updates.
- Students will remain safely at school until it is appropriate to travel.
- Students may stay on campus or move to another supervised location with school staff.
- Food and any necessary supplies will be provided.

If an overnight stay is required:

- We will maintain regular and clear communication with families throughout.
- Students will be paired with another student for support and reassurance.
- Accommodation will be arranged with trusted, pre-assigned school staff or approved host families.
- Full contact details for the host will be shared with families.
- Families may make alternative arrangements in consultation with the school.

We are committed to ensuring that students feel safe, comfortable, and well supported in all circumstances.

2. Causeway Closure After Departure from Aramco (Saudi Arabia)

- The bus will return to designated drop-off points within the Aramco Compound
- Parents will be notified to collect students

3. Causeway Closure After Departure from ASB (Bahrain)

- The bus will return to the school campus
- Procedures under **Section B1** will be followed

4. Mechanical Issues

A. In Bahrain:

- The school will be informed immediately and the school will contact all families
- A replacement bus will be dispatched
- Students will be safely transferred
- Parents will be informed of delays and estimated arrival times in Aramco

If unresolved:

- Students may return to school
- Procedures under **Section B1** will apply

B. In Saudi Arabia:

Parents will be contacted promptly and kept fully informed of the situation.

- If the issue can be resolved quickly, we will share updated estimated drop-off times.
- If a short delay is expected and a relief bus is available, students will be safely transported to the Aramco drop-off points, and parents will be updated with arrival times.
- If the situation cannot be resolved in a timely manner and no relief bus is available, we will contact parents to arrange a collection for their child.

At all times:

- Students will be **fully supervised by staff**
- Students will remain in **safe, supported groups** and will never be left alone

Our priority is to ensure clear communication, student safety, and a calm, well-managed process throughout.

7. Incident Reporting

In case of any serious incident the School will communicate incidents in a timely manner; however, all investigations and reporting shall be conducted at the School's discretion. The School's determination of events shall be considered final.

- Parents will be informed immediately

Contact Details:

- **Transport Coordinator: Ripon Ruben Camacho**
+973 34187710 | rcamacho@asb.bh
- **ECA Director: Michael Balo**
+973 32149020 | mbalo@asb.bh
- **George (Almoayyed) : +973 33530345**

8. Bus Fees & Payment Policy

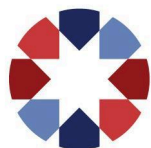
- Annual Fee: BHD 750 per student
- Payment Option: BHD 375 per term
- Payment terms will be coordinated based on Aramco arrangements.

Terms:

- Term 1: September – January (Bahrain)
- Term 2: February – June (Bahrain)

Important Notes:

- Fees must be paid before each term
- Unpaid students cannot use the service
- Fees are non-refundable once the term starts
- Fees apply regardless of usage (absences, holidays, government enforced closures, remote learning and exams)
- One-way and two-way services are charged the same
- Written notice is required to discontinue service



- **Refund Policy:** Transportation services are contracted and staffed on an annual basis; therefore bus fees are non-refundable once the term has commenced. The School may, at its sole discretion, consider refunds under exceptional circumstances. Refunds require approval from the **Head of Accounts or ECA Director (Michael Balo)**
- **Joining Mid-Term:** May be approved if space is available on the assigned route. Fees will typically be prorated based on the remaining duration of the term.

Parent and Student Consent

We agree to abide by the rules and regulations governing the school bus transportation service **(please sign and return to transport@asb.bh)**

Students Name: _____ Grade: _____

Parent Name: _____ Signature: _____

Date: _____