AFIA School Transport Policy

Al Faisal International Academy

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Vision: Leading in education, with an Islamic identity, according to locally and internationally approved standards

Bus Registration Procedure

Registration for school transportation occurs on an annual basis. Parents should submit the Bus Registration Application Form to the school admin between March and May. Students may be enrolled any time during the school year, but allocation of seats will depend on seat availability and the availability of the route for your location.

Please note: submitting an application does not guarantee seat availability/allocation or service to your area. Once an application is received, it will be processed by the school's transportation department and parents will then be notified as to whether or not the school can provide bus transportation for their child(ren).

Upon receiving a completed and signed Bus Registration Application Form, the following steps are taken: All applications, and applicant information, are forwarded to the facilities department in order to determine the possibility of providing the service and to assign a bus/route number for the residential area of the applicant.

Once finalised, the bus supervisor will inform the parents with the following:

(1) Bus number

(2) Time of pick-up & drop-off

(3) Location/Bus Stop

Please note: parents must contact the school administration should they need to make any changes to their child's transport arrangement. This will be subject to availability and the school cannot guarantee the arrangement of such changes. Drivers are not authorized to accept any direct requests from the parents. Parents are not allowed to enter the bus and speak to any students or the bus driver/ bus monitor. In case of any concerns, parents should only communicate with the school administration or the school social worker.

Transport Fees

Please see the fees policy for details about transport fees.

Bus Cancellation:

If parents wish to cancel their use of the bus transportation service, they must inform the school administration in writing no later than seven working days prior to cancellation. Verbal requests are not permitted.

Change in address:

If there is any change in home address, a new application form must be submitted. The school reserves the right to accept or reject the application as the new area might not be covered by the transportation service or the bus that serves in the new area may have no availability.

Transportation regulations and general guidelines:

1. Morning Pick-Up from home:

The students must be ready on time and at the designated area for pick-up. Students must be accompanied by an adult who waits until the bus arrives and picks up the child from the agreed pick up location. Failure to do so, the school will not be held liable in any way. Bus drivers have been instructed to wait no longer than three (3) minutes during the morning pick-up time. If a student misses the bus, the parents must provide transportation to school.

2. **After School Drop-Off:**

Drivers and bus monitors have been instructed NOT to drop off any student unless there is a designated adult present to meet and collect the student. Should the bus arrive at the stop and no adult is present to meet the bus on arrival, the student will be kept on the bus and brought back to school where parents will be contacted to provide transportation home.

Behaviour guidelines for the school bus Riders:

The students must follow the bus monitors' instructions regarding seat allocation. Students will be subject to disciplinary action should they:

1. Remove/loosen or refuse to wear seatbelts whilst inside the bus.

2. Change seats, stand or move around the bus.

3. Shout, yell, speak in loud voices or use bad language.

4. Open the window at any time.

5. Fight, tease, bully or harass other students.

6. Behave in any way that is distracting to the driver and/or other students.

7. Shout at pedestrians or passengers.

8. Mark or vandalize the bus on the inside and/or outside.

9. Eat or drink on the bus. Only drinking water is permitted.

10. Carrying any sharp objects is strictly prohibited.

11. Leave trash/rubbish on the bus seats and floors.

The Bus Assistant has the authority to report violations of the above-mentioned rules to the school management. Students found to be in breach of the bus rules will be subject to referral and/or disciplinary action. Serious incidents and/or repeated misbehavior will result in suspension or termination of their use of bus transportation service.

Students who would have received two (2) warnings will be suspended from riding the bus for 1 to 3 days depending on the severity of the case.

Any further misconduct by any student after receiving two warnings will lead to the cancellation of their use of the school bus service and the parents will be fully responsible for the transportation of their children to and from school.

The school management reserves the right to cancel the use of the school bus for any student without prior warning in case of a serious misconduct that can jeopardize the safety of other bus riders.

Safety and security instructions for the bus drivers:

1- Every school bus driver must hold a valid driving license issued by Qatar's Traffic Department – Ministry of Interior and should be fully aware of the traffic rules and regulations in the State of Qatar regarding the operation of the school bus.

2- The bus driver is not authorized to allow any passenger or unauthorized person to operate the school bus at any time, nor is anyone allowed to sit in the driver's seat.

3- The driver must not leave the driving seat without installing the brakes, turning off the engine, putting the bus in a parking position by means of the gearshift device, removing the ignition key from its place and then keeping the keys with him.

4- The bus monitor has the primary responsibility for the safety of children whilst on and off the bus.

5- The driver should not leave his driving seat at any time whilst ever there are passengers on the bus. In the event of any malfunction in the bus, assistance is requested according to the local policy in the country.

6- The driver should not make/answer any phone call whilst driving.

7- The bus driver is only permitted to pick up and transport children and persons designated by the school.

8- The students should not be dropped off at any drop off station other than the place of residence stated on their Bus Registration Application Form.

9- The driver must make sure that the front and rear windshields are completely clean before starting any trip.

10- Tools and other miscellaneous materials must be carried in appropriate places.

11- The bus driver must ensure that all brakes, lights, stop signs, warning signal lights and other safety devices are operational and working properly before starting any journey.

12- The bus driver must also ensure that the first aid kit and fire extinguisher are available on the bus and fully prepared.

13- The driver must check the door latch and safety lock and ensure that they are operational and working properly before operating the bus.

14- It is forbidden to move or operate any bus if any of the exit doors are fully or partially open.
15- Drivers must immediately report any malfunction or necessary repair they suspect may be required for the bus in their custody to the bus supervisor.

16- Drivers must not exceed the legal speed or the specified and enforced speed. Failure to do so will lead to the penalties permitted by the Qatar Labour Law, the penal and grievances list, and the work regulations list. For offences that affect students' safety, a termination of contract may be applied.

17- When it is necessary to overtake any slow-moving vehicle, the driver must take reasonable measures to ensure that it is safe to do so. They must also ensure that there is no other vehicle approaching and they must maintain a distance and clearance of not less than 800 feet between the school bus and the vehicle ahead that is slow moving.

18- Reversing the bus is prohibited unless requested by a police officer, or an emergency vehicle.
19- Bus drivers must give right of way to emergency vehicles.

20- When there is a need for any change in the direction of the bus, electrical signals must be used as necessary. For example, the left direction signal is used to indicate that the bus will move to the left.

21- Before the bus stops, the hazard light must be used as necessary.

22- The driver shall ensure that no children are left alone in the bus, and he must always check that the bus is empty before locking and leaving.

23- Report any behaviour concerns to school administration immediately.

24- Bus attendance procedures as instructed by the school management must be followed by the drivers at all times.

Procedures to be followed by the Bus Driver at morning pick up time:

1. The driver will mark the attendance of every child on his own register as soon as the student enters the bus at morning pick up.

2. The driver will park the bus upon reaching the school, stand at the bus door and take the attendance again on his register as the students disembark the school bus. The driver must submit his attendance register to the social worker along with the bus monitors' register and cross check the attendance with actual head count.

3. The driver will enter the bus and check all seats and under the seats after all students have disembarked the bus to ensure that there are no students left unnoticed.

4. The driver will proceed to the admin area and fill the daily pledge form to confirm that he has completed all his responsibilities for the morning pick up and safety check of the bus and he has reported the absentees to the social worker.

5. The driver will park the bus at the designated parking area and carry out a final check of the bus and inform the bus supervisor.

Procedures to be followed by the Bus Driver at drop off time:

1. The driver will mark the attendance of all bus riders on his register as soon as the students enter the bus at dismissal time.

2. The driver will wait until the bus inspector has checked the attendance and signed the register.
3. The driver will park the bus at the agreed drop-off location for each student and mark his attendance register as soon as the student is dropped off at his home.

4. The driver will ensure that the student has been picked up by the designated adult from the drop off location before moving.

5. The driver will report back to the admin staff on duty upon returning to the school to sign the daily pledge to confirm that all students have been safely dropped off at their locations.

The school Bus monitor will:

- Assist the driver in maintaining the good conduct and behavior of students on the bus.
- Check the attendance record to ensure the presence of all students and report any absence.
- Assist all students when getting on or off the bus.
- Help students and ensure safety when pupils are boarding, transferring and disembarking from buses, whether in emergency or normal situations.
- Submit observations and incident reports immediately to the social worker in case of concerns such as discipline, accidents, inappropriate social behavior, etc. for the purpose of communicating information to responsible personnel appropriately.

- Assist the driver in maintaining the cleanliness of the bus interior, in order to maintain the appearance, health and safety of the bus.

- Allocate seats to the students in order to ensure the safety and welfare of students.

- Ensures that aisles are kept clear of luggage, bags, lunch boxes, etc., so that other students are not harmed in any way.

- Monitor dangerous areas around the bus, as well as check for dangerous situations. (Example: Students should not go too close to the rear wheels.)

- Inform students about bus safety and requirements to enforce laws and regulations and provide positive discipline and student guidance.

- Collect personal items that some students leave on the bus and deliver them to the school secretary.

Procedures to be followed by the bus inspector at morning bus arrival:

1. He/she will receive all school buses at the designated location in the school building.

2. He/she will take actual head count as the students disembark the bus.

3. He/she will receive the attendance registers from the bus drivers.

4. He/she will wait until the bus is checked by the bus monitor and bus driver and ensure that all students have safely disembarked the bus.

5. He/she will submit the attendance registers to the admin staff and report the absentees.

Procedures to be followed by the bus inspectors at dismissal time:

1. Bus inspectors will record the attendance of the pupils and cross-check this with the registers provided by the bus monitors and the bus driver.

2. Bus inspectors will check that all students are properly seated in their allocated seats with their seat belts fastened.

3. The bus inspector will sign the register and allow the bus to leave the school premises.

Procedures to be followed by the admin supervisors:

1. admin supervisors will ensure all bus riders are collected at dismissal time.

3. Bus rider collector will ensure that the students will be escorted to the bus area with Bus Incahrge in a disciplined manner and safely board the bus/es.

4. Bus incharge will stay in the bus area until all buses are checked for attendance and the buses are allowed to leave by bus inspectors once all necessary checks are made.

Procedures to be followed by school secretary:

1. School secretary will receive the bus registers and will immediately contact the parents of any absent bus riders.

2. School secretaries will ensure that the parents are contacted no later than 7:45 a.m. in case of absentee bus riders, the phone calls record must be maintained date-wise and should be checked by student affairs officer.

3. In case there is no response to the admin phone calls, the secretary will send a formal text message as a notification to the parent of the absent bus riders.

4. School secretary will alert the bus rider collectors and bus incharge if a bus rider takes an early exit and will not use the bus at drop off time.

5. School secretary will ensure that daily undertaking forms are duly signed by all bus drivers and bus monitors and filed appropriately.