



School Transportation Policy

Academic Year 2026 – 2027

1. General Statement

At Belvedere British School, we are committed to ensuring the safety of all students during their transportation to and from school. This policy outlines the school's commitment to providing a safe, high-quality, and efficient school bus service, in compliance with the ADEK School Transportation Policy and Integrated Transport Centre (ITC) regulations.

2. The purpose of this policy is to:

- Outline the responsibilities of the school to ensure student safety during transportation.
- Define the roles and responsibilities of stakeholders, including students, parents, bus staff, and operators.
- Ensure compliance with ADEK and ITC regulations.

3. Definitions

School Bus: A vehicle authorised by the ITC for transporting students.

Operator: An entity authorised to provide school bus services - in our case, Belvedere British School.

Bus Supervisor: A designated person responsible for student safety on the bus.

School Transport Coordinator: A school-based role managing transportation services.

Drop-off & Pick-up Point: A designated location agreed upon by the school and parents for student transportation.

4. Policy Guidelines:

Provision of School Bus Service and Student Safety

- The Belvedere British School shall provide a mandatory school bus service to students in compliance with Article No. (2) Of the Executive Regulation Concerning School Transport Service Regulation in Abu Dhabi.
- The Belvedere British School is responsible for the safety of all students on school buses, even when using third-party operators.
- Bus safety training shall be provided to students at the beginning of each academic year.
- The Belvedere British School Student Behaviour Policy shall extend to student conduct on the school bus.
- Parents will receive guidance on school bus safety regulations and their responsibilities.
- Belvedere British School can provide the bus service, where the transportation service is available in the area or to the location.
- Once the school finalises the routes and parents change their home or location, the school will not be liable for providing the service. However, if another bus service with an available seat is possible, it may be arranged.

5. School Bus Routes, Journey Duration, and Pick-up/Drop-off Points

- Journey Duration: The total travel time shall not exceed the period specified by ITC regulations. (Not exceed 60 minutes)
- Designated Pick-Up and Drop-Off Points: Students shall be picked up and dropped off at designated locations to ensure safety.
- The bus supervisor shall ensure that students under 11 years old are received by an authorised adult. If no one is available, the student will be returned to school.

6. Use of School Buses

Belvedere British School buses shall only be used for student transport and shall not carry unauthorised passengers.

7. School Bus Fees

The EPS bus service fee shall be set in line with ITC's School Bus Fee Framework and approved by ADEK.

Any fee increases must be coordinated with ITC and approved by ADEK.

8. School-Owned Buses

Belvedere British School adheres to all ITC regulations concerning maintenance, specifications, and record-keeping for school-owned buses.

9. Transportation and Traffic Management

- A traffic management plan has been developed to ensure smooth traffic flow during drop-off and pick-up hours.
- Belvedere British School staff are assigned to monitor traffic and ensure student safety.
- A transport emergency and communication plan shall be in place and communicated to stakeholders.

10. Student Pick-Up by Elder Siblings

- Elder siblings (15 years and above) may pick up younger siblings (Grade 1 and above) if parents provide a signed consent form.
- The Belvedere British School is not liable for any incidents after the student has been picked up by an elder sibling.

11. Grievances and Complaints

- Parents may submit transportation-related complaints to the Belvedere British School Transport Coordinator.
- The final decision on complaints shall rest with the Principal or Governing Board, with safety being the primary consideration.

12. Parking and Speed Limits in School Zones

- Designated parking spaces shall be provided for school buses and staff vehicles.
- The speed limit in school zones must be strictly followed as per UAE traffic laws.

13. Bus Services for Field Trips

- Only ITC-approved school buses shall be used for field trips. In exceptional cases, tourist buses meeting ITC safety standards may be used.
- Parents shall be informed in advance of the type of bus used for field trips

14. Use of Non-School Bus Transportation

- Only students in Cycle 3 (Grades 9-12) are permitted to use non-school bus transportation without adult supervision.
- Parents must sign a consent form acknowledging their responsibility for their child's safety when using private vehicles, public transport, or micro mobility options like bicycles or scooters.

15. School Bus Service Staff Requirements

1- Driver Requirements

- Drivers must obtain an ITC permit and be registered on PASS.
- Drivers shall undergo mandatory training on student safety and behaviour management.

2- Bus Supervisor Requirements

- A female bus supervisor shall be appointed for buses transporting students under 11 years old.
- Supervisors shall obtain an ITC permit and undergo training on student safety and protection policies.

3- School Transport Coordinator

- The School Transport Coordinator shall manage school bus operations and ensure compliance with ADEK and ITC policies

16. Communication with Parents

- Parents will be informed about the Salama application, which allows them to track school buses.
- The Bus Supervisor shall communicate directly with parents regarding delays and student safety concerns.

17. Compliance & Penalties

This policy is effective from AY 2024/25; Non-compliance may result in legal penalties as per ADEK and Federal Decree Law No. (31) of 2021.

18. References

- *Abu Dhabi Quality and Conformity Council (QCC) Abu Dhabi Guideline for School Bus Route Regularization (2023)*
- *Department of Municipal Affairs and Transport (DMT). Executive Regulation Concerning the School Transport Service Regulation (2017)*
- *Federal Decree Law No. (21) of 1995 on Traffic and its Executive Regulations.*
- *Federal Decree Law No. (31) of 2021, Promulgating the Crimes and Penalties Law.*

Review and Approval

Review Date: June 2026

Next Review Date: June 2027

Approved by:

Principal

School Stamp

BBS Board of Governors