



BELVEDERE
INTERNATIONAL SCHOOL

SCHOOL TRANSPORT SAFETY POLICY

2025-2026

Policy No.	POL-HS-004
Revision No.	002
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Approvals:			
Principal	Mr. Ismat Daou		
Signature		Date:	29/6/2025
BIS Board of Governors	Dr. Salem Aldarmaki		
Signature		Date:	01.07.2025

Definitions:

For the purpose of this policy:

'The School' refers to Belvedere International School.

'Designated guardian' refers to an adult designated by the parents or legal guardian to take responsibility for students under the age of 11 before boarding or when leaving the school bus. It cannot be a sibling who attends Belvedere International School or a person under 18 years of age.

'Parent' refers to an adult with legal parental responsibility for a student whether it be a biological parent or adult who has been granted permanent or temporary legal parental responsibility by the state or the biological parent.

'School Transport Coordinator' refers to the school employee who oversees the transport service provided by the transport companies engaged at any time.

'Bus Supervisor' refers to the transport company employee who oversees the transport service provided to the school by their transport company.

'Transport Company' refers to one or more school transport companies contracted by the school to provide a transport service for the schools' students at any given time.

'ITC' refers to the Integrated Transport Company.

Purpose:

This policy is framed to ensure that Belvedere International School is fully compliant with statutory requirements and the guidance issued by regulatory bodies including but not limited to ADEK and ITC.

Belvedere International School is committed to safeguarding our students through a high-quality, secure, and efficient bus service as they travel to and from school.

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The aims of this policy are to:

- Ensure that all buses are compliant with the ADEK & ITC School transport rules and regulations.
- Define monitoring procedures for the complete journey whilst our students are on the school bus.
- Ensure that all buses are equipped with booster seats (below age 4), three-point seat belts or lap belts where it is not possible to fit a three-point belt, a CCTV system with recording facilities, Salama system, and GPS technology.
- Ensure that the transport companies provide buses that are well maintained, meet safety standards, and adhere to technical specifications.
- Ensure that drivers and bus escorts are fully aware of their roles and responsibilities.
- Ensure that training is provided for drivers and bus escorts as and when required as refresher courses or to induct them with new statutory or regulatory body requirements.
- Ensure that all drivers and bus escorts that are new to Belvedere International School receive Belvedere International School safeguarding, H&S and behaviour policy induction and are made aware of Belvedere International School transport practices.
- Ensure Belvedere International School transport companies devise efficient routes and offer a close-to-door service which meets all statutory and regulatory body requirements where students are picked up from and dropped off as close as possible to their home.
- Ensure that transport companies make every effort to minimize journey times as much as possible within the time restriction provided by ITC.
- Ensure that transport companies design routes with drop off and pick up points that do not require the student to cross the road to access the bus or their property as far as practically possible.

Responsibilities of the Bus Escort:

- Check the bus daily to ensure the safety of the students; seat belts and booster

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seats are free from damage and are in good working order and the interior of the bus does not present any risk to students' H&S.

- Check that the required safety equipment is present and in good condition; fire extinguisher, first aid kits, 'break the glass' hammers, booster seats.
- Keep an up-to-date copy of the parent's or designated guardian's contact numbers in case of an emergency.
- Have an up-to-date attendance register to record attendance as soon as the student enters the bus.
- Ensure students do not stand in the bus when moving.
- Ensure that all students are in their designated seats with seat belts fastened throughout the trip.
- Ensure children under the age of 4 use the booster seat provided at all times on all journeys.
- Support students if they need any assistance to fasten their seat belts or booster seats.
- Arrange the bags safely in a way that does not block the aisles.
- Ensure students do not touch the safety equipment such as first aid kit, fire extinguisher, 'break the glass' hammers, and emergency doors.
- Do not allow students under the age of 11 Years to get off the bus at the designated drop off point until she ensures that the parent or designated guardian is present to collect them.
- Notify the school (bus coordinator) if the parent or designated guardian is not present to collect a student under the age of 11 years and bring the student back to the school after dropping off all other students.
- Hand students under the age of 11 to the parent or designated guardian no less than 10 meters away from the bus door step. If the property entrance is less than 10 meters from the school bus door step, hand students under the age of 11 to the parent or designated guardian at the property entrance.
- Always leave the bus with all students and assist in taking their bags out of the bus if necessary.

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- Escort all students (including those age 11 and over who have written consent to leave the bus without the presence of a parent or designated guardian and students who are already handed over to a parent or designated guardian) to cross the road if this is necessary to reach their property entrance.
- Do not allow parents or designated guardians to take students directly from the bus.
- Do not allow students under the age of 11 to leave the bus with older siblings who have written consent to leave without an adult present if there is no parent or designated guardian present to collect them.
- Do not allow any student to join or leave the bus at a point which is not a designated pick up or drop off point on that route.
- Monitor student behaviour and report any concerns or incidents to the School Transport Coordinator.
- Ensure that the bus entrances, exits, aisles and emergency exits are free of any obstructions before starting the trip.
- Assist in evacuating the bus in case of an emergency.
- Abstain from drinking, eating or using the phone when the students are on the bus.
- Wear the designated uniform when on duty.
- Maintain a clean and professional appearance, ensure you are well presented at all times when on duty or wearing the designated uniform when off duty.
- Operate the Salama system clearly and efficiently.
- Report any damage or defective seats, seat belts, booster seats or equipment to the Bus Supervisor and School Transport Coordinator.
- Make parents or designated guardian aware of any incident or behaviour which endangers the H&S of their child or other students on the bus using the approved procedure.
- Carry a valid School Bus Escort Permit at all times and show it to authorized inspectors or officials when requested.
- Ensure, at the end of the trip, that the bus is empty and all students have disembarked the bus.

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- Return any lost property to the child by dropping at Reception.

Responsibilities of the Bus Driver:

- Carry out a daily bus inspection before driving the school bus, including but not limited to checking the lights, tires, bus exterior, seats, flooring, warning and H&S systems
- Maintain a log of trip wise bus inspections and report any issues to the Bus Supervisor and School Transport Coordinator.
- Ensure that the first aid kit and fire extinguishers are intact, are in place and are in date.
- Prepare the bus with sufficient time before students' board; ensure the bus is clean inside and out and adjust the AC to ensure the bus is at a comfortable temperature when the students enter.
- Do not drive the bus at a speed that exceeds the legal limit specified for each road on the route.
- Always maintain a speed below the maximum speed limit for school buses; 80 km/h.
- Use the stop arm and warning lights when any students are boarding or leaving the bus until they are safely on board at pick up or the bus escort is back on the bus and has given the all clear to move during drop off.
- Wear the designated uniform when on duty.
- Maintain a clean and professional appearance, ensure you are well presented at all times when on duty or if wearing the designated uniform when off duty.
- Always abstain from drinking, eating, smoking or using the phone while driving the bus.
- Monitor student behaviour and report any concerns or incidents to the bus escort and School Transport Coordinator.
- Ensure and prioritize the safety of the students onboard the bus whether this is during a journey from their home to school and back or during school educational visits or to and from outdoor activities, events, matches or competitions.

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- Always carry a valid UAE school bus Driving License issued by the Emirate of Abu Dhabi and present it to authorized inspectors or officials when requested.
- Never drive until you make sure that all of the students are sat down and have fastened their seat belts or are fastened into the booster seat provided (under age 4 only).
- Ensure, at the end of the trip, that the bus is empty and that all students have disembarked the bus.

Responsibilities of the Parents:

- Ensure a parent or designated guardian is available at the pick-up point on time to collect their children under age 11 or 11 and over who do not have a written consent to leave the bus without an adult present.
- At drop off time, stay 10 meters away from the school bus doorstep or at the property entrance if this is less than 10 meters from the school bus doorstep.
- Provide the School with the contact details of both parents and any designated guardians and confirm or update the same as and when required.
- Inform the school, no less than two weeks in advance, of any temporary or permanent change of address so that the School Transport Coordinator can liaise with the transport companies and confirm they can accommodate the change.
- Pick up the students from school if he/she is returned to the School because no parent or designated guardian was available at the designated drop off point at the designated time.
- Pay the repair cost for any vandalism or malicious damage caused to the bus by their child.
- Notify the school of any issues or concerns related to; H&S on the bus, the cleanliness of the bus, any misbehaviour of the driver, bus escort or students.
- Fill and sign the transport application form with terms and conditions at the time of registration and annually thereafter. Appendix 1
- Fill and sign the Designated Guardian Form Appendix 3 designating an adult other than the parent to receive the child from the bus escort if the child is under the age of 11.

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- Read and sign the Belvedere International School Terms and Conditions for School Transport annually see Appendix 4.
- Ensure all students under the age of 11 are accompanied by a parent or designated guardian at the pick-up point until they board the bus.
- Ensure that the children are on time for pick up as the buses will not wait for a child if they are late.
- Ensure that your child is wearing their school ID badge when they board the bus.
- Treat bus drivers and escorts politely and with respect at all times.
- Never board the school bus or speak to a child on the school bus that they are not the parent or designated guardian of.
- Notify reception before 1.30pm and collect the child from the pick-up point designated for their year group if the child is not returning home on the bus at the end of the day.
- Do not bypass school systems and put the bus escort in a difficult position by contacting her or your child directly to make a private arrangement as this can delay bus departure and lead to mistakes being made and result in safeguarding issues.
- Do not bypass school systems by trying to collect your child from the bus hall as they leave to board the bus as this can lead to mistakes being made and result in safeguarding issues.
- Respect that rules are the same for everyone and whilst they may seem excessive, they are there to protect the 1000 students who use school transport daily at Belvedere International School.
- Respect that any delay caused by you or your child to the start or continuation of the bus journey has a knock-on effect on everyone else using the same bus so please avoid being late for pick up or drop off.
- Respect that from time to time due to adverse weather conditions ITC will delay or cancel school transport and that this is beyond the school's control. In such circumstances, please monitor Class-list for notifications regarding arrangements for all school transport (heavy rain, high wind or sandstorms affecting many areas of Abu Dhabi) and accept calls or return missed calls from the bus escort regarding temporary changes affecting individual bus routes (usually fog or heavy rain affecting isolated areas of Abu Dhabi).

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- Comply with any temporary or permanent suspension of a child from school transport due to repeated incidents in violation of the student or school transport code of conduct especially where these endanger their H&S or that of others, or one incident constituting gross misconduct which seriously endangers their H&S or that of others on the bus.
- Comply with any transport suspension resulting from a 3-day school suspension for non-payment of fees.
- Re Enforce the school's efforts to educate their children about the importance of adhering to school transport codes of conduct, traffic and transport safety during the trip and when waiting for, boarding or leaving the bus including but not limited to the following:
 - Be present at the pick-up point on or before the designated time.
 - Comply with all school transport safety regulations to avoid exposing him/herself or others to danger during the school bus trip.
 - Remain on the bus until reaching the school or the designated drop off point.
 - Remain seated with seat belt fastened at all times.
 - Use any booster seat provided (under age 4 only).
 - To follow the school behaviour expectations at all times as school transport is an extension of the school and any breaches will be sanctioned in line with the school behaviour policy.
 - To follow the instructions of the bus driver and escort at all times.
 - To treat the bus driver and escort respectfully and politely at all times.

Responsibilities of the Students:

- Behave courteously and respectfully towards bus drivers, bus escort, and other students in all circumstances.
- Follow the bus safety rules at all times during the journey, when boarding or leaving the bus.

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- Walk quietly to their seats and fasten their seat belts or allow the bus escort or a teacher to fasten them into their booster seat before the bus departs.
- Wear their School ID badge when boarding the bus.
- Store all bags and equipment under seats and do not obstruct the aisles.
- Avoid causing a disturbance or unnecessary noise or movement during the journey as this can distract the driver while the bus is moving or pulling off and prevent the bus driver or escort being alerted to an urgent situation inside the bus
- Not to eat or drink anything other than water on the school bus for H&S reasons – if the bus has to stop quickly or has an accident you could choke. For safety reasons, eating and drinking on the bus other than water is not permitted
- Keep all windows on the bus closed; the bus has AC, opening the windows prevents the AC from working properly
- Only touch or use emergency equipment in an emergency in the absence of an adult to operate or if directed to do so by an adult
- Follow all school behaviour rules when using the school bus. School transport is an extension of the school and any breach of school behaviour expectations will be reported to and sanctioned by the school

Disciplinary Process for Breach of School Behaviour Expectations or Bus Safety Rules:

- The bus escort will complete and handover a behaviour slip to the School Transport Coordinator no later than the next school day to report any behaviour incident or any breach of bus safety rules which endangers the H&S, mental or physical well-being of themselves or others on the bus.
- The School Transport Coordinator will hand over the behaviour slip, on the same day he receives it, to the Pastoral Vice Principal and Social Worker who will investigate the matter.
- If necessary, the School Transport Coordinator will retrieve the CCTV from the bus or bus company. Please note, depending on the day the incident is reported to the school and the CCTV system on the bus, it can take up to 48 hours to get a recording of the incident on the bus CCTV from the company.

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- If the initial investigation into the alleged behaviour incident suggests that the student's behaviour seriously endangers the H&S, physical or emotional well-being of themselves or others on the bus, the parents will be informed that the student will be suspended from the bus whilst the investigation is carried out.
- Once the investigation is complete, if the student is found to be at fault:
 - Sanctions will be imposed in line with the behaviour policy which may include a temporary suspension from the school and/or the bus. The parents will be informed by the social worker or the pastoral viceprincipal.
 - If a student is found to have acted in a way that causes a threat to the H&S of themselves or others on the bus the school will issue a warning to the student and parents that a repeat of the same or similar behaviour will lead to a 5-day suspension from the bus and/or the school and that a further repeat will lead to permanent suspension from the bus and potentially a temporary suspension from the school.
 - If a student is found to have acted in a way that causes a serious threat to the H&S, physical or mental well-being of themselves or others on the bus the school reserves the right to withdraw the student's access to school transport permanently and with immediate effect.
 - If a student is found to have acted in breach of UAE Law, culture or morals e.g. using tobacco or any other illegal substances, carrying or using a vape, e-cigarette, lighters, matches, pen knives or a weapon, sharing indecent material, theft, vandalism, maliciously damaging the bus or safety equipment they will be permanently suspended from the bus service with immediate effect.
 - In the case of vandalism, malicious damage to the bus or the safety equipment on the bus the parents will be responsible for the cost of replacing the damaged item or repairing the damage.
- If the same behaviour or a similar breach of the bus safety rules which causes any risk to the H&S, physical or mental well-being of themselves or others on the bus is repeated, investigated and the student found to be at fault for a second time, the parents will be informed that the student will be suspended from the bus service and/or the school for 5 working days.
- If the same behaviour or a similar breach of the bus safety rules which causes any risk to the H&S, physical or mental well-being of themselves or others on the bus is repeated a third time, investigated and the student found to be at fault, the parents will be informed that the student will be suspended from the bus permanently and the school temporarily.

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Appendix 1

Transport Application Form 2025 – 2026

Please ask the Transport Coordinator to share the link for the google form if you would prefer to complete this form online.

Full Name of Student as recorded in Engage:

.....

Student code :..... Current Year..... Home room:.....

Current Bus No.:.....

Gender: Male ☐ Female ☐

Name of Parent:	Father:		
	Mother:		
Contact Number	Father:	Mob:	Res:
	Mother:	Mob:	Res:
Contact Email	Father:		
	Mother:		

Pick Up Point:

Building Name:	
Name Of Shop On Building:	
Villa/Flat/Floor No:	
Nearest Land Mark:	

Drop off Point: (Only fill this part if drop off location differs from Pick up Point)

Building Name:	
Name of Shop in Building:	
Villa/Flat/Floor No:	
Nearest Land Mark:	

I have attached a recent passport size colour photograph of my child.

Parent's Signature: Date:.....

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Appendix 2

Parent Consent Form 2025 – 2026

I, parent/guardian of,
Year..... Class....., studying in Belvedere International School, using school bus number
..... with the drop-off point at
hereby confirm that my child is currently aged 11 or over.

As per ITC requirements, a parent or a designated guardian must be available at the pick-up point to collect their child as they leave the bus.

By signing this consent form I am confirming that there will not be a parent or legal guardian available at the pick-up point.

I acknowledge that by completing and signing this form I take full legal responsibility for my child after they leave the bus escort until they reach my home and I relieve the bus escort and bus driver of their in loco parentis status once the bus escort has discharged her duty to escort my child.

1. 10 meters from the bus step or to the property entrance if this is less than 10 meters from the bus
2. and when crossing any roads required to reach my property

I acknowledge that I have to complete a new copy of this form every academic year if I wish this arrangement to continue.

I acknowledge that this consent is only valid for students aged 11 and above

I have attached a recent passport size colour photograph of my child

Parent's Full name:.....

Parent's signature:.....

Date:.....

School Transport Supervisor's Full name:.....

School Transport Supervisor's signature:.....

Date:.....

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