



## TRANSPORTATION POLICY AND AGREEMENT

**Dear Parents/Guardians,**

The Department of Transportation - Abu Dhabi requires all private schools to offer transportation to and from school to their students according to the official guidelines.

We have selected the Emirate General Transport, LLC Company as our authorized transportation service provider, and we have established a contract with them to ensure that they deliver high standards of quality and safety services within all the buses.

### **1. Responsibilities of Students and Parents / Guardians as per DOT School Transport Manual**

- 1.1 Parents must ensure that children are aware of the procedures in using these facilities and the strict discipline policy that is put in place. Parents must ensure that all students are instructed accordingly.
- 1.2 Students seeking transport need to fill in the transport form available on the website / School Security counter and submit the same to transport services [transportation@inpsaa.com](mailto:transportation@inpsaa.com)
- 1.3 Admission to INPSAA does not guarantee a seat and the use of this service is available on a first come, first serve basis, availability of seats and transport fee is payable in advance
- 1.4 Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
- 1.5 Students should not be engaged in playing or other activities that will endanger themselves or their companions while waiting for the bus.

### **2. Fees**

- 3.1 Transport fee is applicable and charged for 10 months of the academic year; Full payment should be done irrespective of the number of working days
- 3.2 Parents can pay the fees either through cash, cheque, credit card or online
- 3.3 Fees for 2 ways 3500/ one-way 2600

### **3. Discontinuation of Transport Service**

- 4.1 Discontinuation of transport facility in the ensuing term is to be intimated in a form (1) at least two weeks before the end of the term.
- 4.2 In case of discontinuation due to transfer from school or any other reason during the term at least two weeks' notice to be given to the Head of Transportation in a form (1).



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### **5. Area Change**

5.1 If you've moved house or need to change your child's drop-off and pick-up points, contact the school transportation department, so that we can find the most appropriate bus route for your new location.

### **6. Student Behaviors Code on the School Bus**

6.1 Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus

6.2 Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus

6.3 Students will refrain from using loud voices, profanity, and /or obscene gestures, and respect the rights and safety of others

6.4 Students will not extend their head, arms, or objects out of the bus windows (This is important to student safety in every circumstance, this is a non-negotiable safety issue and a major offense when broken.)

6.5 Students will stay seated until the time to get off the bus. The driver/Supervisor will signal when to get up from the bus seat if you are at your stop

6.6 Any or all of the above steps may be bypassed when student actions are illegal or judged by the drivers/supervisors to be or so unsafe or disrespectful that immediate corrective action is required:

- Drugs (includes alcohol, cigarettes, lighters)
- Throwing objects out of the bus
- Weapons, dangerous instruments, and explosive / implosive devices
- Threats/bullying (verbal and physical threats)
- Sexual harassment
- Fighting (trying to intentionally hurt someone, not pushing or shoving)



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### 7. Consequences of inappropriate student behaviors

|                                | Elementary school                           | Middle school                               | High School                                 |
|--------------------------------|---|---|---|
| <b>1<sup>st</sup> Referral</b> | 1 Day Bus Suspension                        | 3 Day Bus Suspension                        | 5 Day Bus Suspension                        |
| <b>2<sup>nd</sup> Referral</b> | 3 Day Bus Suspension                        | 5 Day Bus Suspension                        | 15 Day Bus Suspension                       |
| <b>3<sup>rd</sup> Referral</b> | 5 Day Bus Suspension                        | 10 Day Bus Suspension                       | Bus Suspension for Remainder of School Year |
| <b>4<sup>th</sup> referral</b> | Bus Suspension for Remainder of School Year | Bus Suspension for Remainder of School Year |   |

**\* I agree to the terms of the policy and accept responsibility for complying with the relevant conditions above.**

Name of the Student (As in Passport): \_\_\_\_\_

Grade Level: \_\_\_\_\_

Academic Year: 2021-2022

Parent Name: \_\_\_\_\_

Relation to the student: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_