



Transportation Policy

1. Purpose

The purpose of this policy is to ensure that all school transportation services are conducted in a **safe, efficient, and legally compliant manner** that prioritizes the **health, safety, and wellbeing of students, staff, and drivers**.

This policy establishes a framework for managing and monitoring school transport in line with the **Abu Dhabi Department of Transport (DoT), ADEK, and ADOSH requirements**.

2. Scope

This policy applies to:

- All **school buses, drivers, bus supervisors, and students** using school transportation.
- **School transport coordinators, security staff, and contracted transportation providers**.
- All transportation activities, including **daily routes, school trips, events, and emergency evacuations**.

3. Policy Statement

The school is committed to:

- Providing **safe, reliable, and well-maintained vehicles** for student transport.
- Ensuring that all **drivers and bus supervisors** are trained, licensed, and medically fit.
- Complying with all **UAE and ADEK transportation regulations**.
- Promoting positive behavior, safety awareness, and respect on buses.
- Maintaining effective **communication and emergency procedures** related to student transport.

4. Legal and Regulatory Framework

This policy is established in accordance with:

- **ADEK Health, Safety & Environment Framework (2024)**
- **ADEK School Transport Policy and Guidance (2019)**
- **Abu Dhabi Department of Transport (DoT) – School Transport Regulations (2018)**
- **Federal Traffic Law No. 21 of 1995 (as amended by Law No. 9 of 2011)**
- **ADOSH 4.0 – Occupational Road Safety Requirements**
- **NCEMA 6000 – Emergency Preparedness and Response Standard**
- **ISO 39001:2012 – Road Traffic Safety Management Systems**

5. Definitions

- **School Bus:** A licensed vehicle used to transport students to and from school or events.
- **Bus Supervisor:** A trained adult responsible for monitoring student safety and behavior on the bus.
- **Driver:** A DoT-certified school transport operator holding a valid UAE driving license (Category 6).



- **Transport Coordinator:** A designated staff member responsible for overseeing school transport operations and ensuring compliance.
- **Bus Roster:** A list of students assigned to each bus route, maintained daily for attendance and safety checks.

6. Roles and Responsibilities

6.1 Principal / School Director

- Ensure full compliance with **ADEK and DoT transport safety standards**.
- Approve transportation contracts and verify provider compliance.
- Oversee accident reporting, incident investigations, and corrective actions.

6.2 OSH Department / Transport Coordinator

- Conduct **risk assessments** for school transport operations.
- Maintain records of bus inspections, licenses, and driver certifications.
- Organize **training and safety briefings** for drivers and bus supervisors.
- Ensure communication between school administration, bus staff, and parents.
- Investigate and report all **transport-related incidents** using the **Transport Incident**

6.3 Bus Drivers

- Hold valid DoT-issued licenses and medical clearance.
- Conduct **daily pre-trip and post-trip inspections**.
- Follow all traffic laws and speed limits (not exceeding **80 km/h** for school buses).
- Ensure seatbelts are used (where available) and the **stop arm** is deployed when students board or exit.
- Report any mechanical issues or incidents immediately to the Transport Coordinator.

6.4 Bus Supervisors

- Maintain accurate attendance records for all students.
- Ensure students board and disembark safely.
- Maintain discipline and report behavioral concerns.
- Check that the bus is **empty after each trip** before locking.
- Respond promptly to emergencies and follow school procedures.

6.5 Students

- Follow bus safety rules and listen to supervisor instructions.
- Remain seated and wear seatbelts (if provided).
- Avoid shouting, distracting the driver, or misbehaving.
- Keep the bus clean and respect school property.



6.6 Parents / Guardians

- Ensure children are ready and on time for pick-up and drop-off.
- Notify the school of any changes in transportation arrangements.
- Reinforce safe and respectful bus behavior at home.

7. Vehicle Safety and Maintenance

- All buses must meet **DoT and ADEK technical and safety specifications**, including:
 - CCTV cameras
 - GPS tracking
 - Fire extinguishers
 - First aid kit
 - Stop arm and signage
 - Seatbelts where applicable
- Preventive maintenance schedules must be followed, and inspection records retained.
- Defective buses must not be used until fully repaired and cleared by the authorized workshop.

8. Pick-Up and Drop-Off Procedures

- Buses must stop only at **designated pick-up and drop-off points**.
- Supervisors must ensure students crossroads safely and under supervision.
- No child shall be left unattended at drop-off points.
- Arrival and departure times must be recorded and monitored for punctuality and safety.

9. Bus Conduct and Discipline

- A **Bus Behavior Code** must be displayed in each vehicle.
- Repeated misbehavior must be reported to the school administration and parents.
- Bullying, vandalism, or safety violations may result in suspension from bus services.

10. CCTV and Security

- All school buses must have **functional CCTV systems** as per MCC standards.
- Recordings must be stored for a minimum of **30 days** and accessed only by authorized personnel.
- Any incidents captured must be reviewed by the OSH Officer and Transport Coordinator.

11. Emergency Preparedness

- All drivers and supervisors must be trained in **First Aid and Emergency Evacuation**.
- Emergency drills shall be conducted **twice per academic year**.
- Each bus must carry an **Emergency Contact Sheet** listing key school contact.
- In case of accident or breakdown:
 - Drivers and supervisors must ensure all students are safe.



- Notify the school and emergency services immediately.
- Follow the **School Transportation Emergency Plan**

12. Incident Reporting

- Any road traffic accident, near miss, or behavior incident must be reported within **24 hours**.
- The **Transport Incident Report** must be completed and submitted to the OSH Department.
- Incidents will be investigated, and corrective actions documented.

13. Monitoring and Review

- The OSH Department shall conduct **quarterly transport audits**.
- Random checks will verify compliance with **DoT and ADEK regulations**.
- The policy shall be reviewed annually or following any major transport incident.

14. References

- ADEK Health, Safety & Environment Framework (2024)
- Abu Dhabi Department of Transport (DoT) School Transport Regulations (2018)
- Federal Traffic Law No. 21 of 1995 (as amended)
- ADOSH 4.0 – Road Safety and Vehicle Management Standards
- NCEMA 6000 – Emergency and Crisis Preparedness Standard
- ISO 39001:2012 – Road Traffic Safety Management Systems

Principal
Sister Claudette Dababneh



الاستاذة كلوديت دبابنة

OSH officer
Marwah Aljammali