Sharjah American International School

2026 - 2027

TRANSPORTATION **POLICY**

Abu Dhabi Branch



PURPOSE :

- Outline the responsibility of schools to ensure the safety of students related to transportation.
- Establish roles and responsibilities of various stakeholders.

This policy includes:

- The Responsibilities of the Management
- Traffic Management
- The Responsibilities of the Bus Management / Service Provider
- Grievances and Complaint
- Non-School Bus Transportation
- Responsibilities of the Parents

RESPONSIBILITIES OF THE SCHOOL MANAGEMENT

- Schools shall provide school bus service to their students.
- Schools shall provide required support or aids for students with additional learning needs. If not feasible, the school shall request an exemption from ITC.
- Schools are ultimately responsible for the safety of all students during transportation, including when using third-party operators.
- Ensure operators provide bus safety and pedestrian training for students.
- Student discipline policies must include behaviour rules for school journeys.
- Educate parents about the school bus service.
- Students under 11 must be returned to school if no adult is present at the drop-off point.
- School buses shall not transport non-student passengers.
- Elder siblings (15+) may pick up younger siblings (Grade 1+) with a signed parental consent form. The school shall not be liable for incidents.

RESPONSIBILITIES OF THE BUS MANAGEMENT/SERVICE PROVIDER

a) Duration of Journey, Pick-up and Drop-off Points

- Services will operate punctually, efficiently, and safely for approx. 600 students and staff.
- Journey duration shall not exceed 60 minutes.
- Pick-up/drop-off shall occur at designated points.
- Students under 11 without an adult at drop-off shall be returned to school.
- Parents must inform the transport office of the designated adult.
- After three warnings, transport may be suspended for non-compliance.

b) Bus Services for Field Trips

- Buses must comply with ADEK, DOT, and ITC guidelines.
- Each bus must:
  - Be roadworthy, air-conditioned, clean, and not older than 2014.
  - Have cameras, seat belts, booster seats, Salma system, school name, route number, and first aid box.
- Vehicles other than school buses require ITC approval.
- Comply with road speed limits.
- Quarterly risk assessment and vehicle inspection reports must be submitted.
- Buses must be upgraded per ADEK/DOT requirements.

c) School Bus Service Staff

- **Drivers:**
  - Must be uniformed, licensed, under provider sponsorship, QCC and ITC certified, familiar with ADEK protection policy, and registered on PASS.
- **Bus Supervisors:**
  - Female only, QCC & ITC certified, and familiar with ADEK protection policy.
- **Transport Coordinator:**
  - One staff member, PASS registered, fluent in instruction language, and familiar with ADEK protection policy.

d) Communication

- Bus Supervisors must:
  - Communicate delays, absences, and misconduct.
- Drivers must:
  - Report incidents and misconduct.
- Transport Coordinator must:
  - Act as main contact for emergencies, delays, and major issues.

GRIEVANCES AND COMPLAINTS

- Send complaints to:
  - **Mohamed.yousuffdeen@Saisabudhabi.com** or **principal@Saisabudhai.com**
- Final authority: School Principal or Governing Board
- Safety is the primary concern

NON-SCHOOL BUS TRANSPORTATION

- School is responsible for students only within school premises.
- Consent forms are mandatory for alternate transportation.
- Consent must include:
  - Acknowledgement of distance and risk
  - Commitment to ITC regulations
- School may regulate pathways, parking, and access for such transport.

RESPONSIBILITIES OF PARENTS

- Report unsafe conditions to school management.
- Follow rules in School Transport Regulation.
- Sign Behavior Undertaking Form.
- Pay transport fees on time.
- Ensure timely student pick-up/drop-off.
- Educate students on traffic safety.
- Notify school of misconduct or negligence.
- Ensure presence at home drop-off or risk student being returned to school.
- Keep the bus clean and report issues.
- The bus will wait a maximum of 2–3 minutes per stop.
- Belongings will not be accepted without the student.
- Notify service provider in advance if the student will not use the bus.
- Unregistered students are not allowed on the bus.

REASONS FOR DENIAL OF TRANSPORT SERVICE

- Delay caused by student on 3+ occasions.
- Repeated safety violations.
- Refusal to use designated pickup point.
- Leaving the bus before assigned stop.
- More than 3 recorded misconduct incidents.

PARENTAL CONSENT FORM FOR SIBLING PICK-UP

Student Pick-Up Authorization by Elder Sibling
I, the undersigned parent/legal guardian, hereby give permission for my elder child, as named below, to pick up his/her younger sibling from SAIS-Abu Dhabi.

Details of Elder Sibling (Authorized Student):

Full Name: _____
Grade: _____
Age: _____
Emirates ID #: _____

Details of Younger Sibling (Student to Be Picked Up):

Full Name: _____
Grade: _____
Class Teacher: _____

Consent & Declaration:

I understand and accept the following conditions:
- The elder sibling must be 15 years of age or older.
- This consent applies only to the pick-up of siblings in Grade 1 and above.
- The school will not be held liable for any incident that occurs once the children have been signed out and are off school premises.
- It is the parent's responsibility to ensure that the elder sibling is capable of safely escorting the younger sibling.
- The school reserves the right to revoke this permission at any time for safety reasons.

Parent/Guardian Details:

Full Name: _____
Relationship to Student(s): _____
Mobile Number: _____
Email Address: _____
Signature: _____
Date: _____

Office Use Only

Received by: _____
Date: _____
Approved by: _____
Notes: _____

نموذج موافقة ولي الأمر لاستلام الأخ/الأخت من المدرسة

تفويض استلام الطالب/الطالبة من قبل الأخ/الأخت الأكبر

أنا الموقع أدناه، ولي أمر الطالب/الطالبة، أوافق على أن يقوم ابني/ابنتي الأكبر، المذكور أدناه، باستلام أخيه/أخته الأصغر من المدرسة

معلومات الأخ/الأخت الأكبر)الطالب المفوض(:

الاسم الكامل: _____

الصف: _____

العمر: _____

رقم الهوية الإماراتية: _____

معلومات الأخ/الأخت الأصغر)الطالب الذي سيتم استلامه(:

الاسم الكامل: _____

الصف: _____

اسم معلم الصف: _____

الموافقة والتصريح:

أقر وأفهم الشروط التالية:

- يجب أن يكون عمر الأخ/الأخت الأكبر 15 سنة أو أكثر.
- تنطبق هذه الموافقة فقط على استلام الأخوة من الصف الأول فما فوق.
- المدرسة غير مسؤولة عن أي حادث يقع بعد توقيع الخروج من المدرسة.
- تقع مسؤولية التأكد من قدرة الأخ/الأخت الأكبر على مرافقة الأخ/الأخت الأصغر بأمان على عاتق ولي الأمر.
- تحتفظ المدرسة بحقها في إلغاء هذه الموافقة في أي وقت لأسباب تتعلق بالسلامة.

معلومات ولي الأمر :

الاسم الكامل: _____

صلة القرابة بالطالب/الطالبة: _____

رقم الهاتف: _____

البريد الإلكتروني: _____

التوقيع: _____

التاريخ: _____

للاستخدام الإداري فقط :

تم الاستلام من قبل: _____

التاريخ: _____

تمت الموافقة من قبل: _____

ملاحظات: _____