

1. Policy Statement

Star International School is committed to providing a safe, efficient and reliable transport service for students travelling home and school.

The school recognised that transportation is an extension of the school environment and that student safety, safeguarding and wellbeing remain the highest priorities throughout the journey.

This policy applies to all students using school transport services at:

- Star International School Primary Campus – Al Twar 2
- Star International School Secondary Campus – Al Twar 4

The policy is aligned with UAE school transport requirements and relevant RTA regulations.

2. Transport Management

School transport operations are managed by Star International School through the Transport Team under the supervision of the school leadership.

The school is responsible for:

- Transport planning and route management.
- Student transport allocations.
- Appointment and coordination of transport staff.
- Monitoring transport safety standards.
- Maintaining transport records.
- Responding to parent queries and concerns.
- Reviewing incidents and implementing improvements.

The school works closely with transport staff to ensure all journeys are safe, supervised and compliant with regulatory expectations.

3. Transport Staff Responsibilities

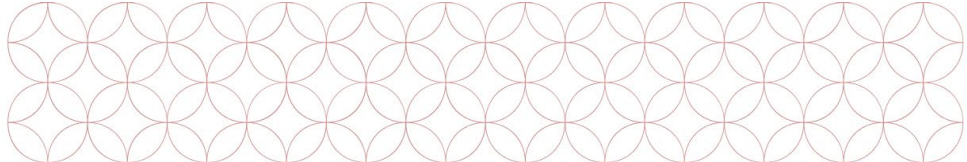
3.1 Transport Driver

Drivers are responsible for:

- Operating the bus safely and responsibly.
- Following approved routes and schedules.
- Completing required vehicle safety checks.
- Ensuring safe boarding and departure procedures.
- Following all UAE traffic regulations.
- Reporting any safety concerns, incidents or vehicle issues immediately.

Drivers must not:

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- Leave students unattended on the bus.
- Use mobile phones while driving.
- Deviate from approved routes without authorisation.

3.2 Bus Nanny

Each bus will have a trained bus nanny responsible for student supervision.

The bus nanny will:

- Maintain student attendance records during boarding and drop-off.
- Ensure students enter and leave the bus safely.
- Monitor student behaviour.
- Support younger students where required.
- Assist students with additional needs as agreed by the school.
- Ensure no student remains on the bus after the final stop.
- Report incidents, injuries or safeguarding concerns immediately.

4. Student Registration and Allocation

Students must be registered for transport before using the service.

Parents must provide:

- Student name and year group.
- Home address.
- Emergency contact details.
- Medical information where relevant.
- Any additional support requirements.

Transport routes are created based on:

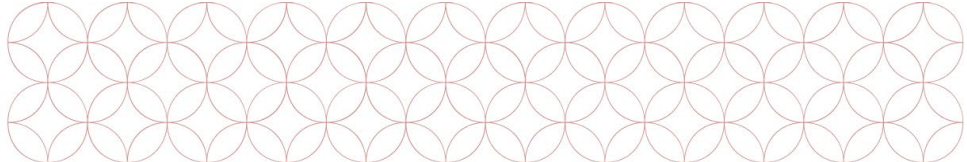
- Student locations.
- Available bus capacity.
- Safety considerations.
- Efficient journey planning.

The school reserves the right to adjust routes and bus allocations when required for operational or safety reasons.

5. Bus Routes and Timings

Parents will receive:

- Bus number.
- Driver and bus nanny details where applicable.
- Pick-up and drop-off location.



- Expected timings.

Parents should understand that timings may vary due to:

- Traffic conditions.
- Weather conditions.
- Road closures.
- Changes in student numbers.

Students must be ready at the agreed pick-up point at least five minutes before the scheduled time.

The bus will not normally wait for late students as this impacts other families.

6. Boarding and Drop-Off

Procedures Morning Collection

Students must:

- Wait safely at the designated collection point.
- Follow instructions from transport staff.
- Board the bus calmly.

Afternoon Drop-Off

Students will only be released according to approved arrangements.

Parents must:

- Ensure younger children are collected by an authorised adult where required.
- Inform the school if alternative arrangements are needed.

Students will not be allowed to leave the bus at an unauthorised location.

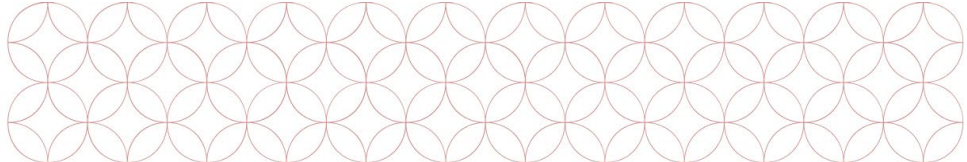
7. Bus Attendance and Student Tracking

The bus nanny maintains daily attendance records.

The following procedures apply:

- Students are checked when boarding.
- Students are checked when leaving the bus.
- Any missing student or attendance concern is immediately reported.
- The school follows up with parents where required.

Parents must notify the school before 10am if their child will not use transport on a particular day.



8. Student Behaviour Expectations

Students are expected to demonstrate the same respectful behaviour on the bus as they do at school.

Students must:

- Follow instructions from the driver and bus nanny.
- Remain seated throughout the journey.
- Wear seat belts where provided.
- Keep the bus clean.
- Respect other students and staff.
- Use appropriate language.

Students must not:

- Stand while the bus is moving.
- Distract the driver.
- Fight, bully or threaten others.
- Damage bus equipment.
- Throw objects.
- Bring prohibited items onto the bus.
- Engage in unsafe behaviour.

9. Behaviour Management on Transport

Transport behaviour incidents are treated seriously because unsafe behaviour can put all passengers at risk.

The school may take the following actions:

Stage 1 – Reminder and Guidance

Students receive a reminder of expectations.

Stage 2 – Parent Communication

Parents are informed and support is requested.

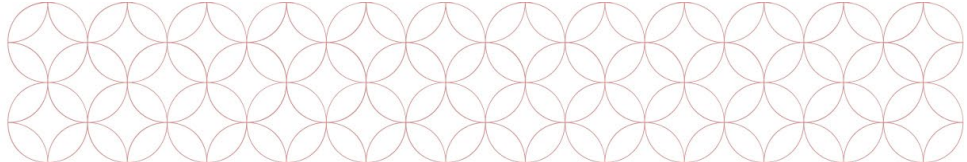
Stage 3 – Behaviour Monitoring

A behaviour plan may be implemented.

Stage 4 – Suspension or Withdrawal of Transport

For serious or repeated incidents, transport privileges may be suspended or withdrawn.

Examples of serious incidents include:



- Physical aggression.
- Deliberate damage to the bus.
- Threatening behaviour.
- Behaviour that compromises safety.

10. Students with Additional Needs / SEN Support

Star International School welcomes students with additional needs and will assess transport arrangements to ensure safe provision.

Parents must inform the school of:

- Medical requirements.
- Mobility needs.
- Behavioural needs.
- Communication needs.
- Any required support arrangements.

Where required:

- A risk assessment will be completed.
- Additional supervision arrangements may be implemented.
- An LSA or dedicated support may be required.
- Transport arrangements may be reviewed if safety cannot be maintained.

A student requiring additional support will not be permitted to travel without the agreed supervision arrangement in place.

The school reserves the right to review transport provision where a student's behaviour creates a significant safety risk to themselves or others.

11. Health, Medical and Emergency Information

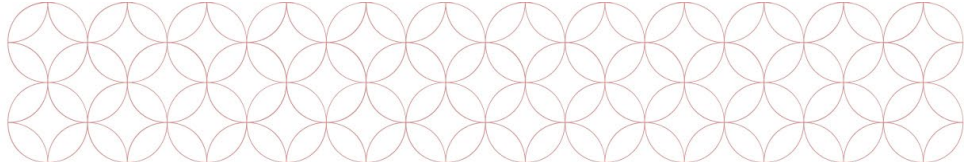
Parents must provide accurate medical information. This includes:

- Allergies.
- Medical conditions.
- Emergency medication requirements.
- Emergency contact details.

Emergency medication requirements must be discussed with the school before transport begins.

If a student becomes unwell or injured during transport:

- The bus nanny will provide appropriate support.
- The school will be informed.
- Emergency services will be contacted where required.
- Parents will be notified.



12. Transport Incidents and Accidents

All transport incidents are recorded and reviewed.

Examples include:

- Student injuries.
- Behaviour incidents.
- Vehicle issues.
- Delays affecting students.
- Safeguarding concerns.

The school will:

- Investigate incidents.
- Communicate with parents where appropriate.
- Implement corrective actions.

13. Vehicle Safety Standards

School transport vehicles must:

- Be maintained according to UAE requirements.
- Complete required inspections.
- Have appropriate safety equipment.
- Remain clean and suitable for student use.

The school expects all transport staff to report any safety concerns immediately.

14. Transport Changes

Parents must notify the school of changes to:

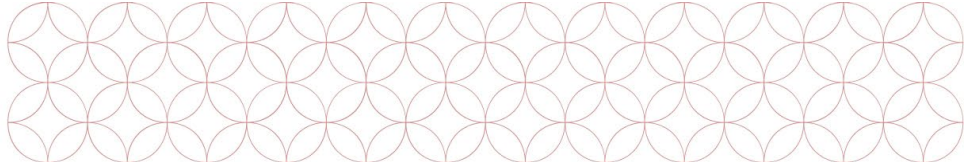
- Address.
- Contact details.
- Transport requirements.

Requests for route changes must be submitted in advance.

Changes cannot be guaranteed immediately as routes require planning and safety checks.

15. Cancellation of Transport

Parents must provide notice if they wish to stop using school transport.



Transport fees and cancellation arrangements will be managed according to the school's transport fee terms.

16. Complaints and Concerns

Parents should raise transport concerns through the school's communication channels.

Concerns will be:

- Recorded.
- Investigated.
- Addressed within a reasonable timeframe.

The school expects respectful communication with all transport staff.

17. Parent Responsibilities

Parents agree to:

- Provide accurate information.
- Ensure students are ready on time.
- Support school transport rules.
- Inform the school of changes.
- Encourage safe and respectful behaviour.
- Follow school decisions regarding transport safety.

Acknowledgement

I understand the buses are monitored by a Video Surveillance System. I agree with the Terms and Conditions of the **SIST Transport Policy**.

Student Name: _____

Year Group: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

For School Use Only:

Received by: _____

Date: _____

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