



Transportation Policy

Policy Issued	October 2022
Next Review	September 2023
Lead Professional	OSM
SGG Ratification	March 2023

Rationale:

The objective of this policy is to provide staff with the necessary information specifically related to transport services within Al Mamoura Academy. Due to the significant risks present in student transportation which even with the most effective systems and processes in place, can result in an incident, accident, or a near miss. Therefore, having an effective process in place for managing contracted transportation services, contracted transportation staff and management of contracted vehicles and buses, is an important part of an organisations transport management system.



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1. Purpose of the Policy

The purpose of the policy is to supplement the Aldar Education Policy with AMA specific procedures.

2. Transport Provider

Transportation for students is provided by **Emirates Transport** who is an authorized provider, are well acquainted with running school buses and follow the norms laid down by the DOT. This policy is intended to ensure provisions are in place to support the transportation of students to and from school each day.

3. Transport Coordinator

Al Mamoura Academy has a designated transport coordinator who handles all transportation arrangements on behalf of the school. Mr. Abdul Samad is the ET Transport Coordinator, he is based in the main reception next to the security desk. The ET Coordinator can be reached at almamoura@et.ae and can also be contacted at 056 504 0827.

4. School Bus Arrival & Exit for Students

Lower School	MS /SS School
<p>Morning: All Students will be taken to the classroom by the Bus supervisor</p> <p>Afternoon: All Students will be collected from their classroom and taken to the bus by the respective Teaching Assistants</p>	<p>All students will walk to their classes and return to the bus on their own.</p>

5. Incident Communication

- All Students to sign a code of conduct to ensure appropriate behaviors on the buses.
- If any incidents occur, all incidents will be recorded by the bus supervisor as per the student code of conduct procedure and this will be reported to



Operations. Operations will forward any items to the education teams and AP's for Pastoral for further investigation and action.

6. Operations Responsibility

The FSO is responsible for managing all bus related issues including day to day operations, compliance check, parent complaints etc.

7. AMA Point of Contact

- Assistant Principal's for Pastoral
- PLT /SLT bus duty team member
- In the morning and afternoon student arrival and exit will be supervised by:
 - Member of Primary or Secondary Leadership Team
 - Operations / ET
- School buses arrive and leave the school via the parking area behind the sports hall.

8. Traffic Management Plan

Traffic Management Plan will be reviewed annually. In the interest of safety and the efficient operation of Drop off & Pick up zones, the school typically follows staggered pick-up and drop-off times. The arrival of buses is manned between 7.30 AM and 7.50 AM for all buses at the parking behind the school and the dispersal is manned between 2.15 PM and 2.50 PM.

9. Conformity Check

FSO is responsible for Conformity checklist which will be conducted at the beginning of each term. The conformity check documents are kept in Operations office.

10. Student Code of Conduct

Contains the following expectations:

- Students should be present at the bus stop 5 minutes before their pick-up time.
- Students must always remain seated and have the seatbelt fastened.
- Students are not allowed to stand or walk while the bus is moving.



- Students should remain respectful to each other and the bus staff.

- Eating and drinking are not allowed on the bus.
- Students should keep the bus clean and refrain from damaging the bus.
- For students' safety windows should remain closed.
- Students should follow instructions given by the bus attendant.
- Students should take all personal belongings before leaving the bus and is not the responsibility of the bus company in case any belongings are missing/lost.
- Students should inform the bus attendant of any inappropriate behaviour on the bus.

11. Booking the Buses

- School trips – Please refer to the educational visit policy.
- Sports Fixtures – All the sports fixtures requests should be forwarded to FSO three weeks prior to the fixture.

12. Aldar Transport Policy Annex

This policy is supported by the Aldar Education Policy, please refer to the policy for more details [Aldar Transportation Policy](#)