



# MAMOURA

## BRITISH ACADEMY

### Transportation Policy

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<b>Policy Updated</b>	October 2024
<b>Next Review</b>	September 2025
<b>Lead Professional</b>	OSM
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#### **Rationale**

The objective of this policy is to provide staff with essential information regarding transport services at Mamoura British Academy. Given the substantial risks associated with student transportation, even with the most effective systems and processes in place, incidents, accidents, or near misses can occur. Therefore, establishing a robust process for managing contracted transportation services, personnel, and vehicles is a critical component of the organisation's transport management system.

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### 1. Purpose of the Policy

The purpose of this policy is to complement the Aldar Education Policy by outlining specific procedures tailored to Mamoura British Academy.

### 2. Transport Provider

Student transportation is provided by Emirates Transport, an authorised provider experienced in operating school buses in compliance with Department of Transport (DOT) regulations. This policy aims to ensure that proper arrangements are in place to facilitate the safe transportation of students to and from school each day.

### 3. Transport Coordinator

Mamoura British Academy has a dedicated transport coordinator, Mr. Abdul Samad, who manages all transportation arrangements for the school. He is typically located at the main reception beside the security desk and can be contacted at [almamoura@et.ae](mailto:almamoura@et.ae) or 056 504 0827.

### 4. School Bus Arrival & Exit for Students

Lower School	MS /SS School
<p><b>Morning:</b></p> <p>The Bus Supervisor will escort all students to their classrooms.</p> <p><b>Afternoon:</b></p> <p>All students will be picked up from their classrooms and escorted to the bus by their respective Teaching Assistants.</p>	<p>All students will walk to their classrooms and return to the bus independently.</p>

### 5. Incident Communication

- MBA must obtain an undertaking from the parents on the Code of Conduct (COC) document shared by the contracted service provider (Emirates Transport).
- In the event of an incident, the bus supervisor will document it in accordance with the code of conduct procedure and report it to the Operations team. The Operations team will then forward the matter to the Education Team and Assistant Principals for Pastoral for further investigation and appropriate action.

### 6. Operations Responsibility

The FSO is responsible for managing all aspects of bus operations, including daily oversight, compliance inspections, and addressing parent complaints.

## 7. MBA Points of Contact

- Assistant Principals for Pastoral
- PLT/SLT member on bus duty
- Student arrivals and departures, both in the morning and afternoon, will be supervised by:
  - A member of the Primary or Secondary Leadership Team
  - Operations/Emirates Transport
- School buses will arrive and depart through the parking area located behind the sports hall.

## 8. Traffic Management Plan

Mamoura British Academy has a comprehensive Traffic Management Plan in place that outlines strategies and measures to ensure the safe and efficient management of traffic under various conditions. This plan is essential for safeguarding the MBA community and public safety, minimising disruptions, and promoting the effective use of transportation infrastructure. The measures are reviewed annually.

To enhance safety and ensure smooth operations in the Drop-off & Pick-up zones, the school follows staggered pick-up and drop-off times. Buses arrive between 7:30 AM and 7:50 AM, with staff on duty to manage the process in the parking area behind the school. Dismissal is supervised from 2:15 PM to 2:50 PM.

Students under the age of 11 (Grade 6/Year 7) will only be permitted to disembark at the designated drop-off point if a parent or guardian is present. If no parent or guardian is available at the designated point, Emirates Transport will inform the school, and the student will be brought back to the school after all other students have been dropped off.

## 9. Conformity Check

The FSO is responsible for completing the Conformity Checklist at the beginning of each term, with these documents kept on file in the Operations office.

Additionally, the Operations Team conducts regular vehicle inspections using Aldar Education's internal audit management system, Evotix. They also report any incidents or accidents in accordance with the Critical Incident Response Plan (CIRP) protocol.

## 10. Student Code of Conduct & Awareness

- **Arrive on time:** Students should be at the bus stop at least 5 minutes before the scheduled pick-up time. Punctuality helps the bus stay on schedule and minimises the risk of students missing their ride.
- **Use of seatbelts:** Students must remain seated and have their seatbelts fastened at all times during the bus ride. This is essential for their safety in the event of sudden stops or accidents.
- **No standing or walking:** Students should not stand or walk around the bus while it's in motion. This rule is essential for maintaining balance and preventing accidents.
- **Show respect:** Students should demonstrate respect for their fellow passengers and the bus staff. This includes being polite and considerate to everyone on the bus.

- **No eating or drinking:** Consuming food and beverages on the bus can create messes, distractions, and potential allergy or health issues. It's best to refrain from these activities while on the bus.
- **Maintain cleanliness:** Students should avoid causing any damage to the bus and help keep it clean. This includes not vandalising the bus and disposing of rubbish in the designated containers.
- **Keep windows closed:** For safety reasons, students should keep the bus windows closed. This helps prevent objects from being thrown in or out and contributes to a safe environment.
- **Follow instructions:** Students must adhere to any instructions provided by the bus attendant or driver. This is essential for maintaining safety and order on the bus.
- **Personal belongings:** Students should ensure they take all their personal belongings with them when exiting the bus. It is their responsibility to avoid leaving anything behind, as the bus company is not liable for lost items
- **Report inappropriate behavior:** If students observe or encounter inappropriate behavior on the bus, they should notify the bus attendant. This helps ensure a safe and respectful environment for all passengers

Mamoura British Academy will implement student safety awareness programs to educate students on safe practices during transportation, emergency procedures, incident response, and the importance of following bus safety rules.

#### **11. Bus Bookings**

- School trips: Please refer to the educational visits policy.
- Sports fixtures: All requests for sports fixtures should be submitted to the FSO at least three weeks before the scheduled event.

#### **12. Aldar Transport Policy Annex**

This policy is supported by the Aldar Education Policy, please refer to the policy for more details [SG-OP-GS-202 - Management of Transport Services.pdf](#)