



UPDATED Aug 26

MAMOURA BRITISH ACADEMY

Policy	Traffic Management Plan
Service Pillar	Operations Operational Risk
Policy Number	SG-OP-OR-039
Effective Date	28 August 2020
Assessment Cycle	Annual or as required
Author Modified	01 July 2026 V4.0

SG-OP-OR-39

1. Overview

Understanding our school's current environment was the first step in identifying issues and developing the traffic management plan to address them.

Table 1 describes our school's environment and explains how this may influence the traffic management conditions and activities around the school.

2. HSE Committee

Our school's Health and Safety committee is responsible for;

- 2.1 Documenting existing traffic management arrangements,
- 2.2 Identifying emerging traffic management issues and maintaining an action plan to address these issues.
- 2.3 Communicating the plan to key stake holders including parent committees for their feedback.
- 2.4 Reviewing the plan yearly or if any changes to the existing traffic arrangements.

3. Communication plan

Communicating the school's traffic management arrangements and issues to the school community is critical to ensure everyone, including parents, carers and students, understand the transport options that are available and the rules that need to be followed to ensure they can travel to and from school in a safe and efficient manner.

We endeavour to regularly communicate through the school voice, website and social media, and via the school's assemblies.

The information sharing is based around;

- 3.1 What needs to be communicated?
- 3.2 Who is the target audience?
- 3.3 When should it be communicated?
- 3.4 How will it be communicated?

Table 1: School Overview

School Name: Mamoura British Academy	
Address: Mangrove Road (Al Salam Road), Abu Dhabi	
Grades at the school: Nursery - Year 13	Administration contact number: Tel: +971 (2) 8857165
School population:	1160
Total number of students using bus transport and percentage:	Total number: 235 Percentage: 20%
Is a copy of the RTA approved traffic plan available?	NA
Confirm the traffic management risk assessments has been reviewed?	Confirmed
Confirm an Emirates Transport Operational Risk Assessment is implemented?	Confirmed

Table 2: School Drop off/Pick up Times
Drop off/School Morning Start Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Staff Arrival Times	7:15	7:15	7:15	7:15	7:15
Student Arrivals – All Students					
FS1 – Year 13	7:30	7:30	7:30	7:30	7:30

Pick Up/School Afternoon Departure Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Staff Departure Times	16:30	15:30 (ECA Depending)	15:30 (ECA Depending)	15:30 (ECA Depending)	12:00
Student Departures					
Nursery & FS2	14:15	14:15	14:15	14:15	11:30
Y1 – Y6	14:40	14:40	14:40	14:40	11:40
– Y13	14:50	14:50	14:50	14:50	11:50

4. Drop off & Pick up zones

Drop off & Pick up zones are designed to act like a flowing taxi rank with a suggested maximum stopping time of two minutes.

4.1 Locations

Figure 1 shows the front of the school and the reception entrance. This shows the drop of and collection points. No students access the school through this entrance during morning drop off, unless they are a POD student in a specialised provided vehicle or a student is late arriving and arrives at the school after 7.30 and the entrance gates are closed. There is a drop off zone at the front of the school for quick visits or drops offs there and staff parking at the front and to the side of the school

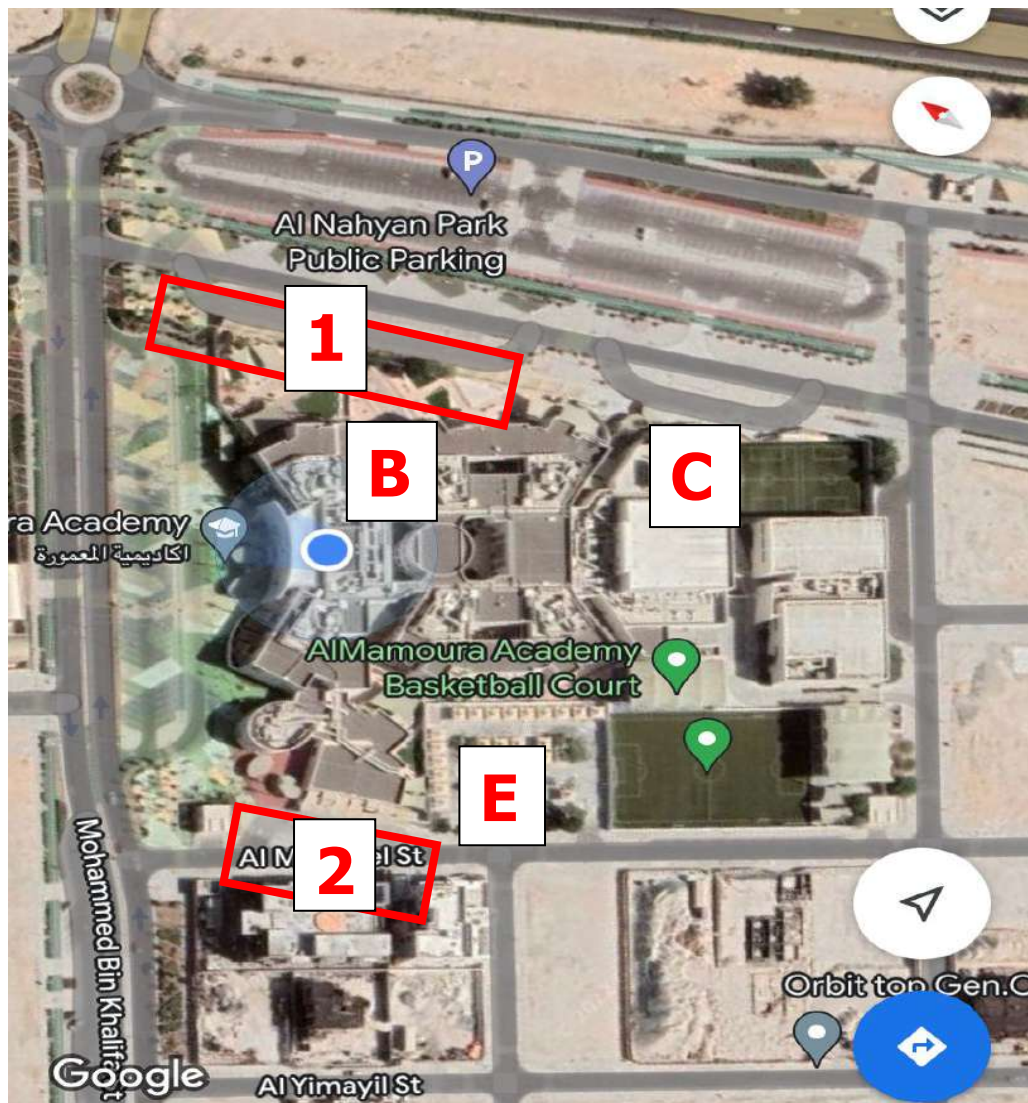
Figure 2 shows the bus designated parking areas for drop off and collection – buses are in a totally separate area from car collection and pick up.

FS students up to Yr 6 students will depart at 14.40 – FS-3 will be collected from the auditorium and Yr 4-6 will be collected from the sportshall.

Yr 7 to 13 depart from the secondary side – Yr 7-9 depart from the Food for Thought area and Yr 10-13 will depart from the science area.

Figure 1: Map of Drop off & Pick up zones

- Number 1 - Indicates the pick-up and drop-off zone for Gate B (Years 7 to 13)
- Number 2 - Indicates the pick-up and drop-off zone for Gates E and the FS Reception (FS1 to Year 6)



5. School Bus Transport – Drop off /pick up

Figure 2: Map of parking for buses for drop off and pick up

- Number 1 – Represents the designated drop-off and pick-up area for student buses
- Number 2 - Marks the designated parking area for buses

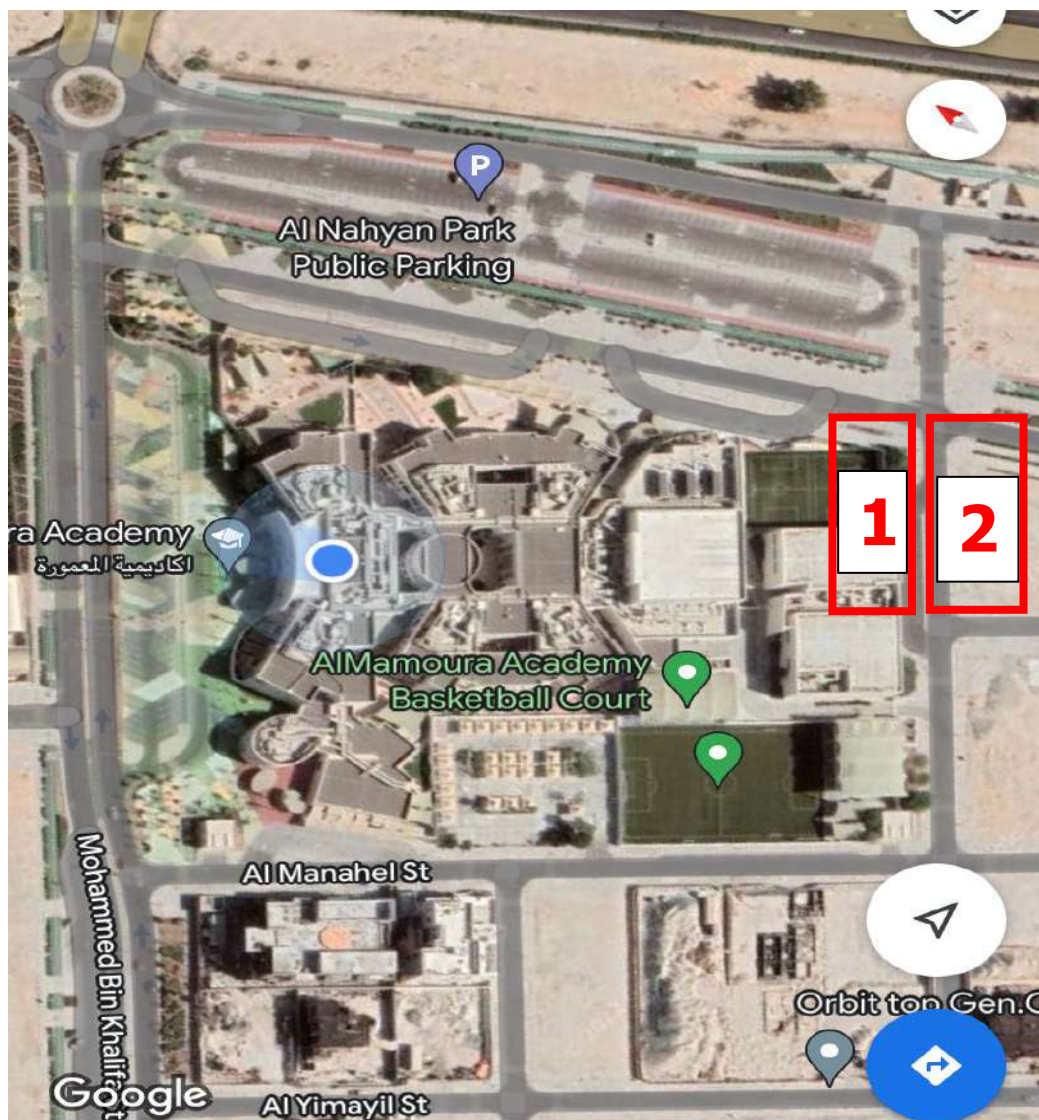


Table 4: Notes and rules for school bus drop off/pick up

- | |
|---|
| 1. Each bus will depart only after the bus nanny has confirmed that all students are present and secured with seat belts. |
| 2. Supervision within the area: Transport Coordinator, School Leadership Team Member, Security, and Operations |
| 3. Buses are in totally separate area from car drop offs and pick ups |

Figure 3. Pick up and drop off locations buses and cars

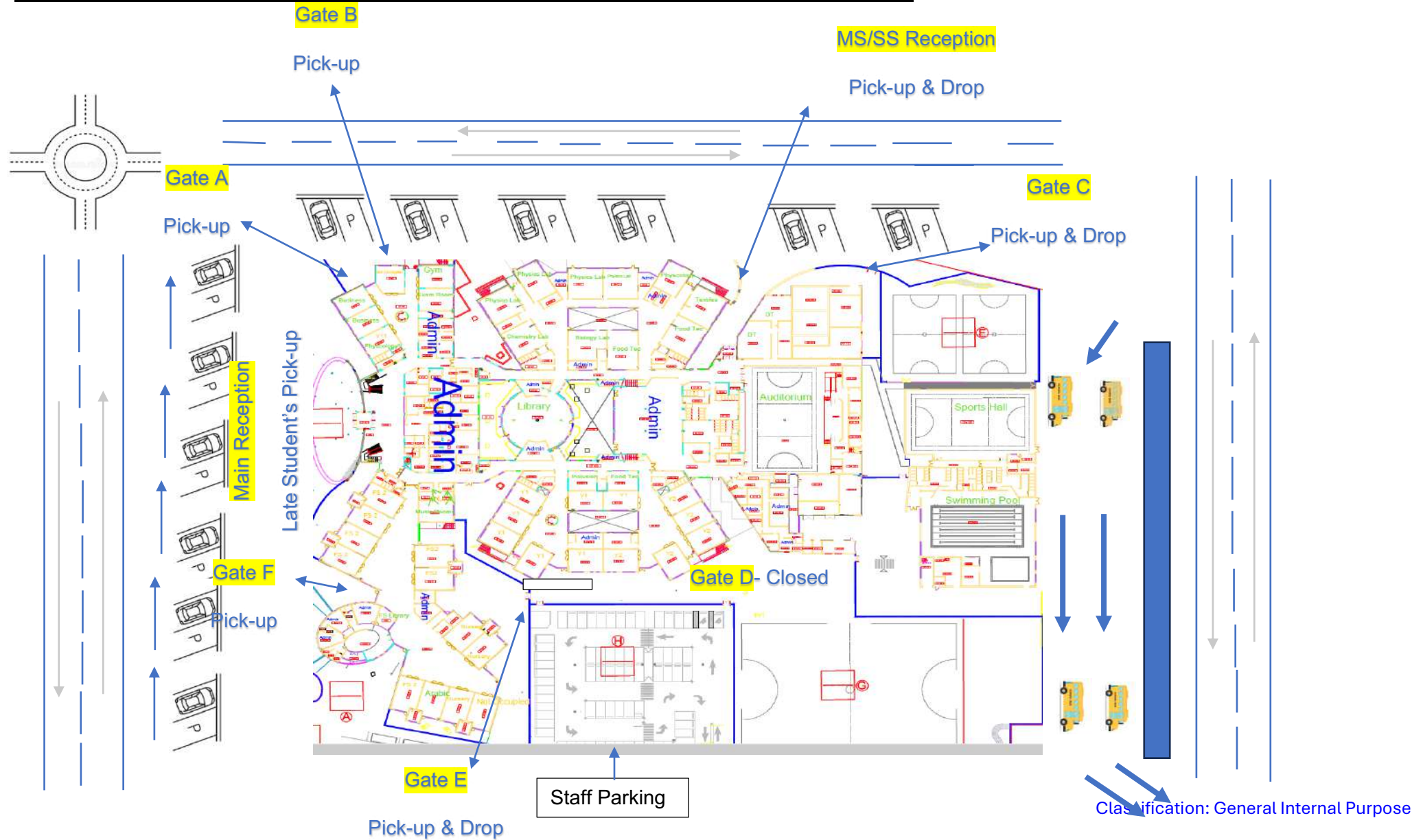
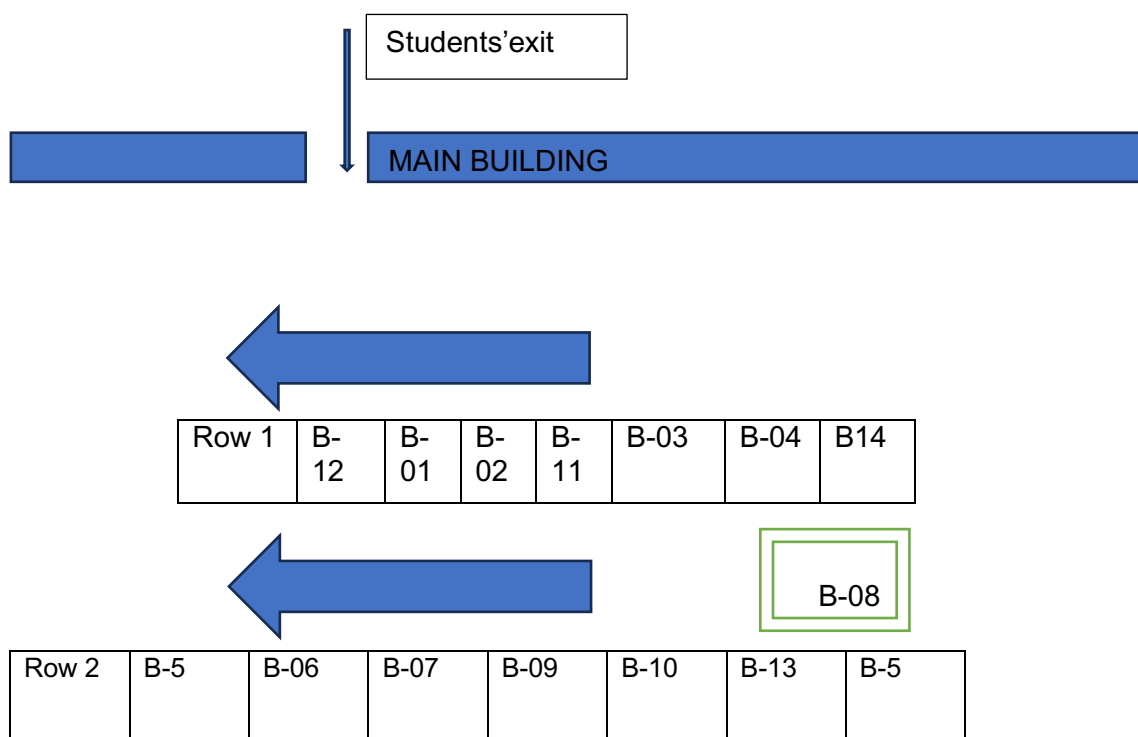


Figure 4: Bus line up positions



Parking Areas

Mamoura British Academy offers several parking areas, particularly on the streets surrounding the school. These spaces are intended to provide parents and caregivers with long-term parking options tailored to their needs.

We strongly encourage the use of these parking areas, as doing so can help alleviate traffic congestion at the school gates and decrease instances of unlawful parking in other designated areas.

Location of Parking Areas

Figures 4 and 5 features a map detailing the locations of your school's:

- long-term parking options in streets surrounding the school
- shorter-term parking areas (e.g. 10 minutes)
- staff parking areas
- disability parking spaces
- parking areas for special events (e.g. fetes)

The map, presented in an easy-to-understand format, outlines and promotes these opportunities to parents and caregivers, aiming to encourage positive behaviour's that benefit the wider school community.

Rules

By establishing and clearly communicating our school's parking rules to parents, students, and caregivers, we aim to address the following common issues:

- Illegal parking in designated disability parking spaces
- Illegal parking across local residents' driveways
- Illegal parking at intersections

- Illegal parking across school crossings
- Unauthorised parking in designated staff parking area
- Unauthorised parking in emergency vehicle spaces

Figure 5: Map of Parking Areas

- 1 – Parking area at Gates A & B (Years 5 to 13) for parents.
- 2 - Parking area at Gate C (Years 2 to 4) for parents.
- 3 - Parking area at FS (Nursery & Foundation Stage) for parents.
- 4 - Parking area at Gates D & E (Years 1 to 4) for parents.



Table 5: Notes and Rules for Parking Areas

- | |
|--|
| 1. Parents should park in designated areas, with the front of the car facing outward from the parking space. |
| 2. It is unlawful to park across the driveways of local residents. |
| 3. Disabled parking is reserved exclusively for registered disabled badge holders. |
| 4. A speed limit of 10 km per hour is enforced throughout our school site. |

Table 6: Notes and rules for drop and go zones

1- To ensure smooth traffic flow and minimise congestion, please be advised that drivers are not permitted to wait for more than 2 minutes in the designated drop-off and pick-up zones. We kindly request all parents and guardians to adhere to this policy for the safety and convenience of everyone

2- Measures in place -

- Staffing to Support Traffic Flow:

Staff members at critical areas, such as the drop-off and pick-up zones, to guide parents and ensure adherence to the 2-minute wait rule.

Staff actively monitor traffic during peak times (morning drop-off and afternoon pick-up) to ensure a smooth and safe flow of vehicles.

- Security and Operations Team:

The Security team can assist by managing the entry and exit points, ensuring only authorised vehicles enter the drop-off/pick-up zone, and directing any long-waiting vehicles to alternate parking spots.

The Operations team coordinate with security and staff to ensure enough personnel are available at all times, reviewing and adjusting traffic flow protocols based on daily experiences.

- Parent Notification by PRE:

The Parent Relations Executive (PRE) communicates with a clear notification to parents informing them of the 2-minute wait policy, emphasising the importance of compliance for safety and traffic efficiency. Notification shared through the school's communication portal, as well as posted on social media.

Table 7: Action plan

Date raised	Description	Agreed action	Status
T1	Assessment of Current Traffic Patterns	Action: Conduct a thorough analysis of current traffic patterns during peak drop-off and pick-up times. Outcome: Identify congestion points and traffic flow issues.	
T1	Staffing for Traffic Management for 26-27	Action: Assign staff members to monitor traffic during peak times, guide parents, and ensure compliance with parking rules. Outcome: Enhanced safety and smoother traffic flow	
T1	Student bus safety videos	Action: Present training videos for students in homeroom times Outcome: Increased students safety and awareness.	

T1	Regular Monitoring and Feedback Loop	Action: Establish a system for regularly monitoring traffic flow and collecting feedback from parents and staff. Outcome: Continuous improvement of traffic management strategies	On going
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Contacts

Contact Card		
Name	Phone number	Description
REDA –(EMIRATES TRANSPORT)	056 504 0827	Bus Co-ordinator
SHAHID MALOOK	Shahid.g@at.ae +971555156440	Station Manager
BASHARAT HIZB ULLAH	basharat.hu@et.ae +971-2019758 / +971-505023574	Station Manager – school account management
WISSAM MAYASSI	Wissam.mayassi@itc.gov.ae 0502381577	ITC Capacity sheet

Aldar Education RISK ASSESSMENT

SECTION 1: GUIDANCE

The following section provides brief guidance for completing the risk assessment. Risk assessments must be conducted for all activities that represent a significant risk. Such activities could include, swimming, school transport, cleaning, laboratory experiments etc. Risk assessments can be completed by any competent person, a competent person could be identified through training, previous experience etc. It is recommended that educational/classroom risk assessments are completed by teaching staff and other risk assessments are completed by the MSO and his/her team. To support this, each school should establish a risk assessment committee, the committee will be used to review and develop risk assessments.

A simple 5 x 5 matrix has been adopted for all Aldar Education risk assessments, guidance on the risk ratings are provided below:

		LIKELIHOOD				
		FREQUENT ALMOST CERTAIN (5)	OFTEN (4)	LIKELY (3)	POSSIBLE (2)	RARE (1)
SEVERITY	CATASTROPHIC (5)	25	20	15	10	5
	MAJOR (4)	20	16	12	8	4
	MODERATE (3)	15	12	9	6	3
	MINOR (2)	10	8	6	4	2
	INSIGNIFICANT (1)	5	4	3	2	1

PERSONS AT RISK KEY

E = EMPLOYEES

M = MEMBERS OF THE PUBLIC

S = STUDENTS

C = CONTRACTORS

O = OTHERS

GUIDANCE FOR DETERMINING THE SEVERITY OF AN INCIDENT

LEVEL	SEVERITY	DESCRIPTION
5	Catastrophic	Multiple Fatality
4	Major	Single Fatality
3	Moderate	Serious Injuries requiring medical treatment by a medical practitioner or immediate evacuation to hospital. Personnel unable to continue normal duties
2	Minor	Injuries requiring medical treatment by a medical practitioner. Personnel unable to continue normal duties
1	Insignificant	Minor injuries which may require self-administered first aid. Injured personnel can continue to perform normal duties

GUIDANCE FOR DETERMINING THE LIKELIHOOD OF AN INCIDENT

LEVEL	LIKELIHOOD	DESCRIPTION
5	Frequent	Occurs frequently
4	Often	Occurs several times per year
3	Likely	Has occurred more than once
2	Possible	Has occurred
1	Rare	Never occurred

RISK RATING

15 - 25	Extreme Risk	Activity should not proceed in current form
8 - 12	High Risk	Activity should be modified to include remedial planning and action and subject to detailed OSH assessment
4 - 6	Moderate Risk	Activity can operate subject to management and/or modification
1 - 3	Low Risk	No action required unless escalation of risk is possible

Hazard	Impact , consequence	Persons at risk					Current control measures	Initial risk rating			Further controls required	Residual risk			Persons responsible
		E	M	S	C	O		S	L	R		S	L	R	
The risk of Driver and supervisors required checks and paperwork not being in place.	Safeguarding issues Legal compliance ICT fines			X			Drivers and supervisors have all DOT requirements including up to date Police checks. DOT Approved bus company used. The bus driver must have a permit issued by Government and have received training provided by Transportation Department.	3	3	9	Bus company must provide copies of all documents to the Operations Team and keep up to date record available for inspection at any time.	2	2	4	Emirates transport
Buses are not in good repair	Breakdown increased frequency Safety issues – seat belts , doors air con etc			X	X		Buses are serviced as per DOT regulations. Buses checked daily by security a All buses have air conditioning CCTV, GPS and must comply with ADEK school bus policy and DOT regulations. Maintenance records are provided to the school by the bus company. Bus company subject to random DOT inspections	4	1	4	Any buses displaying faults or issues are withdrawn and replaced.	1	1	1	Emirates transport Ops team Security team

Bus getting lost on the route	Delays in arrivals or dismissals or getting to or leaving trip venue			X			Buses have GPS tracking system.	1	1	2	No further action needed				
							Buses company do a dry run of the routes before any term starts.								
Student safety compromised whilst on vehicle	First aid boxes not sufficiently stocked Safety belt faulty operation			X			Buses are checked daily by bus staff and recorded on the daily check sheet – <i>Checks include:</i> First aid box in place and full Fire extinguisher in place and in date. CCTV is working (driver demonstrates) Driver and bus attendant temperature recorded Safety belts fully operational Safety belts locking mechanism checked to ensure they lock and release correctly. Doors can only be opened by the driver. Doors and windows are sealed and cannot be opened by students.	3	1	3	No further action needed				

Student journeys must not take more than 60 minutes from start to finish of their journey as stipulated by the DOT.

Risk of student becoming ill whilst travelling home or to school	Possible emergency call needed Trip /journey may need to be aborted or delayed			X	X	If the student becomes seriously ill on the way to school and an ambulance needed the bus attendant to call and school would be informed immediately, and any further decisions made by the Principal – The Parent Liaison Officer would inform the parents/guardians. In other illness situations the school would be called first and the Principal would take responsibility for further decisions.	1	1	1	No further action required				
Risk of driver becoming seriously ill during the journey to/or from the school	Possible emergency call needed Trip /journey may need to be aborted or delayed Relief driver needed – delay to journey until replacement arrives	X		X	X	Bus would be stopped, if possible, dependant on the situation. Bus supervisor to call ambulance and inform the school immediately. Bus company to be informed to get another bus and driver out to the location. Parent Liaison officer would contact all parents of the students. No drivers or bus attendant are permitted to work on the bus if	3	1	3	School may need to engage additional staff to get to the bus location to support the Bus supervisor on the bus in ensuring waiting students are safe and looked after until alternative transport arrives. Any decision would be made by the School Principal.	1	1	1	Emirates transport SLT Ops team

						they are over 60 or if they suffer from any chronic disease or have weak immunity as stipulated by the DOT.				Taxis may need to be engaged to ensure remaining students can reach school/home. Bus supervisor would need to ensure students are kept calm and safe during the incident.				
The risk of a bus being involved in an accident.	Delays to journeys Injuries Vehicle replacement may be needed	X		X	X	Drivers comply with all DOT regulatory requirements. DOT Approved bus company used by school. No bus can travel faster than 80km per hour as stipulated by the DOT. School would be immediately informed by the TA, if able.	4	1	4	Any decisions to be made following an accident would be made by the Principal. CIRP would be followed Any parental contact necessary would be communicated by the Parent Liaison officer.	3	1	3	Emirates transport SLT OSM
Fire in bus – either while moving or stationary Risks of –	Delays to journeys Injuries Vehicle replacement may be needed	x		x	x	All buses have fire extinguishers on board which are serviced by approved contractor All buses are regularly serviced – electrical and components subject to possible overheating checked	5	2	10	ET to ensure their staff have been trained what to do should a fire occur when bus is moving.	4	1	4	Emirates transport SLT OSM

	panic, chaos, toxic fumes, smoke, burns , damage to surrounding properties or vehicles . delays, inadequate evacuation or hampered evacuations CIRP activated					All buses have fire exit door at back of bus as well as the main door for alighting or exiting the bus. Fire extinguishers on buses checked monthly by OPS team as part of monthly bus inspections Fire resistant materials – seats etc Tracking systems for buses that can pinpoint the bus's location to aid in a quicker emergency response.				Refresher sessions with students to ensure students reminded not to block exits with bags, know where exits are , remaining calm and listen to any directions from bus staff. Emirates transport must conduct evacuation training with bus staff				
Student being hit by another vehicle when boarding or getting off the bus	Injuries Life changing injuries Emergency services call CIRP activated			X		Student must be accompanied by parent/guardian when leaving house and met by a parent when being dropped off at home after school. Vehicles are not allowed to overtake a parked bus and have to stay at least 5 metres behind any parked vehicle by law	3	2	6	Bus driver must put his stop signal out when the bus stops and the warning lights whenever the bus is collecting or dropping off students. Bus drivers are fined if stops signs are not activated when collecting	2	1	2	Emirates transport SLT OSM

											students or letting them disembark.				
Risk of driving in the fog	Collisions with other vehicles Delays to journeys Police instructions not to move buses for extended period	X		X	X		High sided vehicles are stopped from travelling during foggy weather by the Abu Dhabi police. School made aware Parents informed	1	3	3	No further action needed				
Buses arriving at similar times when delivering student on site to school in the morning – traffic hazards.	Possible wait time for disembarking	x		X	X		Security and nominated staff control student arrivals, gates are manned and traffic controlled. Students who come by car enter through a separate gate from the bus students. There is a zebra crossing for people to cross and this is controlled by security to ensure safety during arrivals Buses don't move until safe to do so	1	2	2	No further action needed				
Buses departing whilst staff are still accompanying other students to		x		x	x		No buses move until safe to do so Buses are not allowed to leave until security give clearance.	3	1	3	No further action needed				

alight their allotted bus.						Students being collected privately leave by separate gate. Different age groups access the buses at separate times to avoid younger students being overcrowded by older ones Dismissal times well manned by security								
Student being left or locked in an unattended bus	Suffocation Dehydration Death			X		The bus is checked by security and the Bus supervisor to ensure every student has disembarked from the bus. Supervisor have a list of the name and number of students on their bus and check to ensure all have disembarked.	5	1	5	When bus supervisor confirms all students have disembarked from the bus, a 'No Students on Board' should be displayed at the rear side of the bus.	3	1	3	Security team Emirates transport team
Students undoing their seat belts and moving around on the bus-	Driver distraction, possible crash Student falling in bus Other students at risk			X		All students must wear their seat belts and bus supervisor must ensure seat belts are all secured for all students before bus moves. All students must remain seated throughout the whole of their journey.	3	2	6	Bus supervisor to monitor students during the journey to ensure they remain seated and belts remain fastened.	3	1	3	Emirates transport team

											Emirates Transport 3-strike warning system in place				
Students who are collected by their parents/guardian leave the school at same time as those students on the buses.	Congestion Waiting times increased			X			Privately collected students leave the school by a separate gate to the bus students Security and staff ensure students leave safely Security and staff on each gate Buses cannot move until instructed	3	1	3	Buses and car riders use separate gates No further action required				
Risk of student (s) not being met by a parent/guardian/nanny when they leave the bus.	Safeguarding issues			X			All students must be met by their parents or nannies at their allocated drop off point. All bus parents sign to say they have someone at home as part of their bus agreement Bus staff have to return student to school if no adult at home	3	2	6	ICT have asked for rota of who is responsible when students returned to school in this instance (24.9.26)	3	1	3	Emirates transport Safeguarding team
Risk of car collection students being taken by an unapproved adult	Safeguarding issue			x			Parents and drivers collecting students by car have yellow lanyards to ensure correct adult is collecting correct student Students must have a signed consent form giving consent for	3	3	9	Continual reinforcement with parents and reminders to students and for teachers on the gates to check	3	1	3	Safeguarding team Security team

						them to leave the school unaccompanied (ie they can go direct to the car)- if no consent they are subject to same rules as younger students.				All parents must wear a lanyard when collecting students				
Insufficient staff presence when students are arriving or departing.	Chaos at dismissals Security cannot cope without additional support Lack of checks or supervision of car parking areas Increased risk of students leaving with wrong adult and car parking issues			X		Security are tasked with specific roles and allocated to specific gates during arrival and departure times.	3	3	9	Staff accompany younger students to the buses	2	2	4	Safeguarding team Security team SLT
Students getting on wrong bus particularly at the beginning of a school term	Delays in home journeys Bus return to school			x		Parents are informed of their bus number when registering with ET	3	3	9	Emirates Transport must send a list to Ops Dpt every day for the first 2 weeks, as changes will be plentiful in the first two or three weeks of term.	3	1	3	Emirates transport nannies Security team

SECTION 3 REVIEW

Whenever possible, the risk assessment should be reviewed by the risk assessment committee and approved by the lead committee member. For activities that require urgent approval it may not always be possible for the committee to review the assessment. In this instance it is recommended that the assessment is reviewed by a second teacher for educational risk assessment or for others the Ops team.

NAME:	Nicci Parsons (NEBOSH) Ops Manager 	DATE:	5.8.25
REVIEWER:	Nicci Parsons (NEBOSH) Ops Manager 	DATE:	5.8.26