



APS SCHOOL BUS POLICY and GUIDELINES

Introduction

APS abides with the ADEK rules - Chapter XX - TRANSPORTATION - of the Organizing Regulations of Private Schools in the Emirate of Abu Dhabi. All bus monitors are provided with Salama Program to be able to track the location of the school buses while transporting students from school to their residences and vice versa.

The school works closely with our bus drivers and bus monitors to provide parents and students with the best possible service. We take seriously the safety and comfort of our students travelling through our school buses.

The School Bus Policy has been established so that students and parents will receive information leading to an understanding of the expectation of students while they are being transported to and from school.

The policy calls for cooperation on the part of students, parents, bus drivers, and bus monitors to promote safety.

Parents are encouraged to study the policy and procedures with their child/children. Both parents and students should become familiar with what is expected for safe and orderly transportation to and from school.

In order to ensure the best possible experience for all involved, the following are required:

1. School Bus Form.

Parents who choose to avail of the School Bus service must fill up the School Bus Request Form available at the Accounting Office. Notification by telephone without accomplishing the Bus Request Form will not be entertained.

2. Be punctual.

Bring your child on time to the designated pickup point.

The delay in picking up one student will affect the time schedule in picking up other students and cause everyone to be late for school. **Please be on time to meet your child at the end of the day at the dropped off point.**

If no one is present to pick your child up, the bus driver will bring your child back to the school and you will be contacted to pick him/her up. **This applies to students who are 11 years old and below.**

3. When your child will be absent.

If you know that your child will be absent and will not ride on the bus for the day, please contact the bus monitor of your child/children before your child's scheduled pick up time.

4. Change of Address

Any change of address, parents must notify the school two (2) working days in advance and has to come to school to fill up new School Bus Request Form.

5. Request for change of bus

Your child has a designated bus to ride. Request for change of bus without valid reason will not be allowed as this creates confusion.

6. Alternative Transport

If a student who commutes regularly by the school bus has plans for alternative transport arrangement on a particular day, please notify the school in advance (2 days before) through the following:

KG, Primary & Middle School Student (KG to Grade 8)

Write the change in the student's diary;
or Call Telephone Number: 03-782-88-70 - +971-3-782-88-36

High School Student (Grade 9 to 12)

If the student does not board the bus on time, he/she will have to make his/her own way home.

GUIDELINES FOR STUDENTS

A. BUS DEPARTURE

The bus will depart from school ten minutes after dismissal time. Students travelling on the buses should queue up at their designated bus waiting area to have their attendance marked by the bus monitors before they board the bus.

B. EXPECTED BEHAVIOUR OF STUDENTS IN THE BUS

Student's behavior in our school buses is a parental responsibility. Parents and guardians must make sure that their children understand the rules for riding the school bus and that they follow these rules. When children disobey the rules, they make the bus unsafe for every other student in that bus.

- 1.** Students should be courteous towards the driver, bus monitor and other fellow students on board the bus.

2. A bus monitor will be present in any bus carrying the school's students. She keeps the daily attendance of their passengers in every trip. The students should obey the instructions of the bus monitor as they are there to ensure safety and to assist them in getting on and off the bus.
3. Students who misbehave or disregard the rules on the bus will be subject to disciplinary action. The school has the right to revoke the use of school bus facility to any students misbehaving in the school bus.

We consider the school bus ride, both to and from school, to be no less than an extension of the school day. No matter where they are during the school day, your child's safety and security is the school's paramount concern.

4. School busses are not allowed to enter private residency.

For further inquiries call the Supervisors or the School Receptionist at **03-782-8870** or **+971-3-782-88-36** from **8:00am** to **2:00pm**.

FOR IMPLEMENTATION

MS. AMIRA GAFER GORAISH
APS Principal

/Ms. Luz
June 07/23