



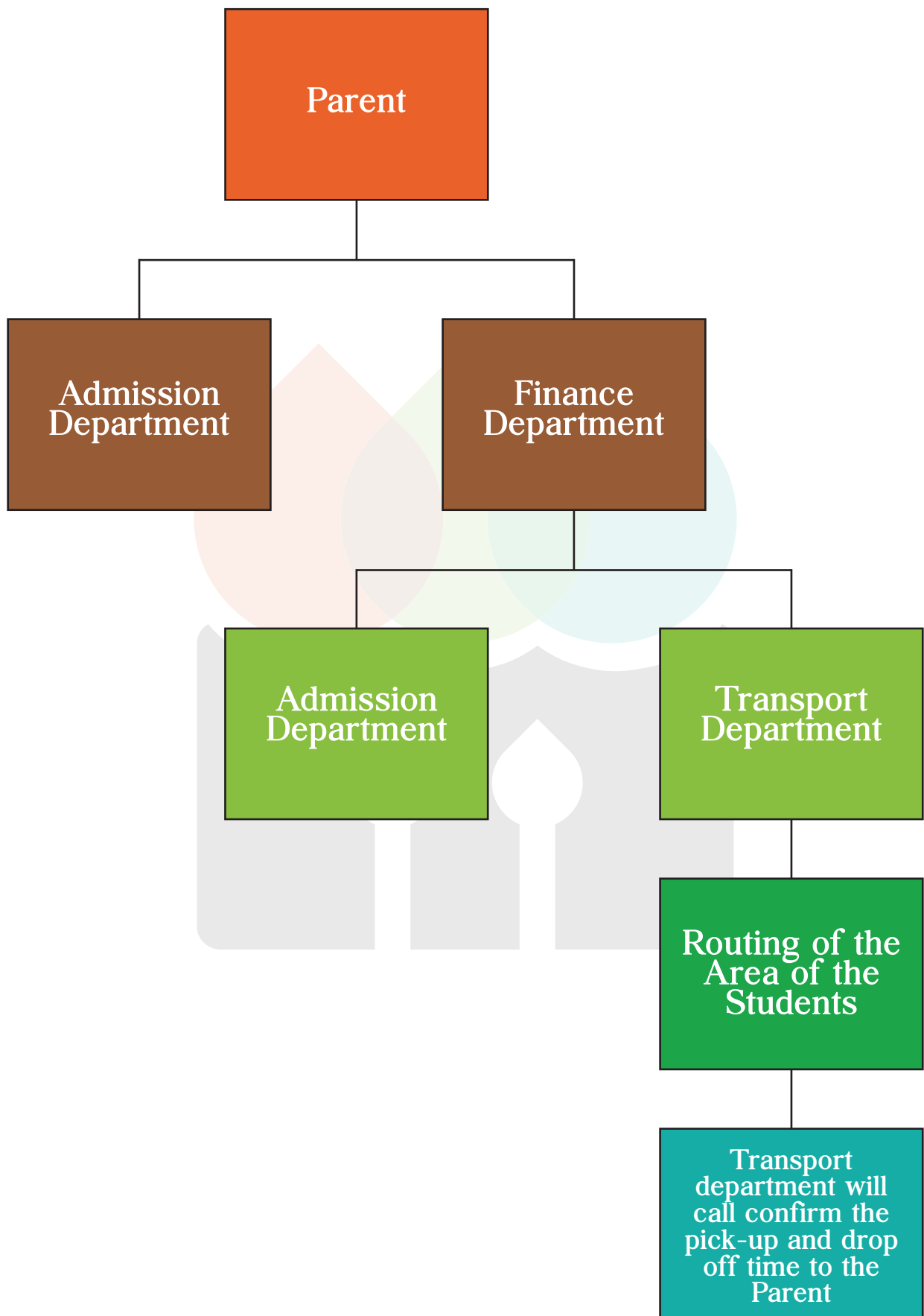
مدرسة وودلم بارك الخاصة
**Woodlem Park
School Private**



TRANSPORT POLICY

2025-2026

Approved By	Principal
Signature	<i>Bhannisharma</i>
Date of Review	March 2025
Next Review Date	March 2026



SAFETY GUIDE

Students transport safety is our prime concern and we strive hard to make school transport a learning experience. We seek the support of the parents, the school authorities, staff and the public to ensure the safety of our students while on the bus and at the parking zones. We can ensure the safety of our students if all concerned fulfill their responsibilities.

1. RESPONSIBILITIES OF ROAD AND TRANSPORT AUTHORITY (RTA)

RTA Services sets the tone for the safe transportation of children. Clear and concise policy statements are made and adopted by the School Management adheres to all the bus specifications and safety measures prescribed by the Road and Transport Authority. They are responsible for:

- ◆ Comprehensive evaluation of the transport system of each school.
- ◆ Implementation of policies and procedures effectively.
- ◆ School bus routing efficiency audit.
- ◆ Routing and logistics solutions.
- ◆ Stringent recruitment procedure.
 - ◆ Continuous Professional Development (CPD). Every driver goes through pre-service Training of 30 hours, bi-annual in-service training and regular CPD programmes.
 - ◆ Monitoring of the Drivers - the Training Team monitors the performance of the drivers on their skills and attitudes.
- ◆ Deployment of buses with specification prescribed by RTA / local authorities.
 - ◆ Expert and high-quality in-house maintenance of buses. Regular inspection of buses by Road and Transportation Authorities' maintenance team.
- ◆ Ensure the highest standards in all aspects of school transportation.

2. SCHOOL RESPONSIBILITY

a) The School Management:

- ◆ Create awareness of road and bus safety amongst the students through various activities.
- ◆ Should be aware of the seating plan of students in the buses, details of the routes and the time taken for picking-up and dropping-off children.
- ◆ Must enforce rules and regulations concerning transportation of pupils to enable the bus drivers to effectively perform their duties.
- ◆ When cases of indiscipline, damage of buses or any misbehavior are brought to attention, to take necessary disciplinary action including suspension of the student from the bus service.
- ◆ Provide a safe environment in the bus parking zone.
- ◆ Provide necessary training to the bus monitors / bus supervisors to take care of the students, to take their attendance in every trip and also etiquette and manners in dealing with parents and students.
- ◆ Teachers and administration staff of schools must be present at the parking zone to ensure safety of children when they arrive and depart.



b) The Teachers:

- ❖ It should be mandatory that students are provided instructions in school on bus safety and receives one evacuation procedure through Civil Defense at least once a year. Teachers have a golden opportunity to reinforce safety instruction and material in the classroom. Lessons can be geared around transportation according to grade level.
- ❖ Students can be asked to write compositions expressing feelings, reactions and concerns about transportation. Class discussions are beneficial. It just needs a little imagination and effort. Teachers can do some seemingly small things that will help to prevent accidents.
- ❖ Send students on time to their respective buses. And instruct them not to run to board the school buses.
- ❖ Teachers should discourage students to carry bulky projects or instruments that might block aisles.
- ❖ Speak positively to students about transportation safety.
- ❖ Teachers should have a good knowledge of local rules and regulations regarding transportation.

3. STUDENTS RESPONSIBILITIES

Students must bear their share of responsibility for safety while travelling in school buses. The privilege of any student to ride a school bus is conditioned upon their good behavior and observance of the rules and regulations set forth by the school and transport operator. Certain levels of conduct are expected of any and all students riding the bus. All students shall conduct themselves in a manner conducive to the safe transportation of all. No conduct will be tolerated that will in any way cause distraction of a driver's attention that might result in unsafe operation of the bus. Students are expected to respect the authority of the bus driver and the bus monitor and obey his/her instructions. If the rules are followed, all concerned can expect to have a safe bus trip.

While Waiting To Board the Bus

- ❖ Arrive at your assigned bus stop five (5) minutes ahead of the bus. The Driver will wait only 1 minute
- ❖ Do not play in the path of traffic and stand well away from the road when the bus approaches.
- ❖ Remember the danger zone around the bus. The danger zone is anywhere close enough to the bus to touch it. The bus driver cannot see you when you are in the danger zone.
- ❖ Do not damage other people's property while waiting for the bus.
- ❖ Avoid making excessive noise.
- ❖ Fighting at bus stops and on the way to and from school should be avoided.
- ❖ Never run alongside the bus when the bus is moving. Wait until the bus stops and the driver signals and then walk to the door and board the bus in an orderly manner. DO NOT PUSH OR SHOVE.

While Riding On the Bus

- ❖ Obey instructions from the bus monitor/the driver. Bus monitor of the school bus is in complete charge of students while they are on the bus. Complaints regarding discipline on the bus will be taken to the Transport Officer/Principal.
- ❖ The driver/bus monitor has the authority to assign seats.
- ❖ Students shall remain properly seated while the bus is in motion.
- ❖ The windows of the bus must be closed at all time. On no account does any student have the right to open a window of a bus. This is in keeping with the preventive measures against any injury to the student.
- ❖ Refrain from talking to the driver except in an emergency.
- ❖ No one shall tamper with any equipment or operate any part of the bus.
- ❖ Do not mar or deface the bus. Students caught damaging bus equipment will be subject to disciplinary action and/or restitution.



- ◆ There should not be any fighting or profanity on the bus or any loud disturbances.
- ◆ Students must not wave or shout at pedestrians or occupants of other vehicles.
- ◆ Eating in the bus is not permitted. Save snacks for snack time at school or till you get home. They may spill or you may choke if the bus goes over a bump.
- ◆ Use of tobacco products or drugs is prohibited.
- ◆ Bullying, fighting and use of abusive language are not permitted.
- ◆ Students are required to ride on their assigned buses, unless they have written approval from the School Transporter.

While leaving the bus

- ◆ When you leave the bus, hold the handrail and take two large steps away from the bus.
- ◆ In case you need to cross a street, ensure that you cross it in front of the bus. Walk ahead at least ten giant steps (three meters). Cross only when the driver gives a signal.
- ◆ If you drop something near the bus, don't pick it up. Tell the driver, bus monitor or another adult. If everyone is getting off the bus, the people in the front leave first. Do not push.
- ◆ Be familiar with the rules of emergencies.

4. PARENT'S RESPONSIBILITIES

- ◆ Progress has been made in the improvement of safety and safety awareness in the transportation of students. However, one critical area that has not been explored to the fullest extent is that of parents and guardians of the students. Safety awareness must begin and be consistently reinforced at home. The following points are suggested for parents:
- ◆ Familiarize themselves with school and transport provider policies and procedures pertaining to riding a bus. Know their child's bus number, telephone numbers of the driver, bus monitor and transport supervisor/Officer and other contact numbers are available on the website.
- ◆ Parents should try to establish the exact time their child should be at the bus stop in the morning. They should also recognize the dangers of students playing at the edge of a busy roadway.
- ◆ Warn their children of the dangers of strangers who appear friendly and hang around bus stops.
- ◆ Provide their child with a school bag to carry all their school supplies. Loose papers/materials are a serious hazard.
- ◆ Stress the importance of remaining properly seated and reasonably quiet while on- board the bus.
- ◆ Familiarize them with emergency procedures and danger zones around the bus and suggest they discuss these zones with their children.
- ◆ Make sure children have their school ID cards.
- ◆ Parents should explain to their child that situations aboard the bus may not always be familiar. The bus might have to take an alternative route, a substitute may be driving the bus, or occasionally another bus might be used. If the child is confused, they need to be encouraged, it is O.K. to ask the bus monitors questions.
- ◆ Parents should also support policies of the school and transport provider.



5. RESPONSIBILITIES OF STUDENTS AND THEIR GUARDIANS AS PER BOOKLET ISSUED BY RTA.

- ◆ Guardians to drop their children to the school bus or assembly point on time. In the event of any delay from their part, they bear the responsibility of dropping their children to the school without any responsibility on the part of the driver.
- ◆ Assist in training and educating their children on the importance of safety and how to wait for the school bus and board it.
- ◆ Report to the Management of the School regarding any offence or failure on the part of the driver.
- ◆ The driver is responsible to return the student to the school if there is no person to collect him or her at the time of returning home and guardians are responsible for any associated outcome.
- ◆ The student must maintain cleanliness of the bus and advise the school management or his/her guardian in case the driver or any other student breaches the rules in transit.

The Transport Company/School is solely entitled to deny any student from transport service in case any of the following condition apply:

- ◆ If the student is to blame for delaying the trip more than three times in a single academic year.
- ◆ If the student breaches any safety rule and makes others liable to danger during the trip.
- ◆ If the student alights from the bus before arriving to the specified drop-off point, without a prior consent.
- ◆ If the student, against whom more than three written complaints were made during a single academic year, continues to cause trouble.

6. SCHOOL BUS DRIVER'S RESPONSIBILITIES

- ◆ The conduct of students on a bus has a direct relationship to their safety.
- ◆ Disposition should be taken that no act or conduct that distracts the driver from safe maneuvering of the school bus through traffic and operating the bus safely will be condoned or tolerated. Swift and firm action must be taken by the School Bus Driver by informing the School Management to solve and correct these problems.
- ◆ One of the first steps a school bus Driver must take toward controlling student behavior is to set a proper example. The bus Driver should always practice good habits, take personal interest in the job, keep abreast of all advancements that take place in pupil transportation.
- ◆ Secondly, the attitude toward the job and toward the students is critical. The Bus Driver must realize that it is more important to be "respected" by the students than to be "liked" by them. Students can accept and will conform to rules and regulations, which are fairly, firmly and consistently enforced. Letting some students get away with breaking the rules in order to be nice so that they will like you is a sure way for the school bus Driver to have trouble! This tactic will result in students losing respect for the Bus Driver.
- ◆ Most of the public people feel that a school bus driver needs only to be trained to drive the bus safely. But there is much more to the job as a school bus driver than that of a normal car or bus driver.

The School bus driver should:

- ◆ Be the best defensive driver on the road.
- ◆ Understand and obey all traffic laws.
- ◆ Attend all training sessions.
- ◆ Maintain the buses in excellent condition.
- ◆ Never over-speed.
- ◆ Clean the bus after every trip.
- ◆ Physically check the bus after every trip to be sure that no child is left behind.



- ◆ Ensure the FIRST AID BOX is checked and refilled on a monthly basis.
- ◆ Ensure that the curtains are drawn properly; no loose papers, cloths inside the buses.

7. SCHOOL BUS MONITOR'S RESPONSIBILITIES

- ◆ The conduct of students on a bus has a direct relationship to their safety.
- ◆ Disposition should be taken that no act or conduct that distracts the driver from safe maneuvering the school bus through traffic and operating the bus safely will be condoned or tolerated. Swift and firm action must be taken by the School
- ◆ Bus Driver by informing the School Management to solve and correct these problems. One of the first steps a school bus Monitor must take toward controlling student behavior is to set a proper example. The bus monitor should always practice good habits, take personal interest in the job, keep abreast of all advancements that take place in pupil transportation and take excellent care of the students.
- ◆ Secondly, the attitude toward the job and toward the students is critical. The Bus Monitor must realize that it is more important to be “respected” by the students than to be “liked” by them. Students can accept and will conform to rules and regulations, which are fairly, firmly and consistently enforced. Letting some students get away with breaking the rules in order to be nice so that they will like you is a sure way for the school bus Monitor to have trouble! This tactic will result in students losing respect for the Bus Monitor.
- ◆ Most of the Parents feel that a school bus monitor needs only to be trained. There is much more to the job as a school bus monitor.

The school bus monitor should:

- ◆ Ensure that students are picked up and dropped off at the designated points agreed upon from home and in school.
- ◆ Handle children carefully and maintain safety and discipline on the bus.
- ◆ Help children to cross roads, if it's required.
- ◆ Communicate with parents politely.
- ◆ Report any misbehavior of the student to Transportation Supervisor.
- ◆ Take daily attendance of students and give report to the Transportation Supervisor or team leader.
- ◆ Physically check the bus after every trip to ensure that no child is left behind.
- ◆ Ensure the bus is kept neat and tidy internally and externally, washed/cleaned every day by the bus driver.
- ◆ Call the School Transport Supervisor if any on towards incident happened while picking up or dropping off Students.

8. INCLUSION OF GPS TRACKING SYSTEM

To further enhance student safety and transparency in school transport services, all school buses will be equipped with a real-time GPS tracking system. This will allow parents and school authorities to:

- ◆ Monitor bus movement and route status in real time.
- ◆ Receive alerts regarding pick-up/drop-off timings and delays.

9. SCHOOL TRANSPORT CANCELLATION PROCEDURE

To ensure operational planning and seat allocation on school buses, transport cancellation will now be permitted only on a term-wise basis. Cancellation must be submitted 10 days prior to the start of each term as per the schedule below -



- ◆ Term 1 :April To June (Cancellation form must be submitted before the academic year starts)
- ◆ Term 2 : September 2025 to December 2025 (Cancellation form must be submitted on or before 20th August 2025)
- ◆ Term 3 : January 2026 to March 2026 (Cancellation form must be submitted on or before 20th December 2025)

If you wish to cancel school transport for any term term, please ensure your request is submitted directly to the Transport department either by submitting official cancellation or via email. Request made through other departments will not be accepted.

Note: Once transport is cancelled, re-joining within the same term will be subject to the seat availability and will require payment of the full term's transport fee.

10. OWN TRANSPORT

- ◆ Parents should take full responsibility for students travelling by self-walking and will not hold the school responsible for any incident that may occur before and after school hours, i.e. before 07:30 A.M., after 02:20 P.M. Parents must ensure that the children reach to school on time and the children's should be picked on time of the dispersal also.
- ◆ Parents of students using their own transport have to park their vehicles in the parking zone area for dropping the child/children.
- ◆ Parents make an effort to fetch your child/children from inside the school premises by displaying your ID card issued by the school.
- ◆ Only in case of emergency, if you permit your family member or friend to pick up your ward from School, the request must be accompanied in the school through an email to the transport department/ reception cc to the class Teacher. Only then we would allow the school child to leave the school premises.
- ◆ Parents of self -walking students need to provide the consent form to their respective class teachers and the school will provide separate color lanyard for those students for easy exit from school during dispersal.

11. IN CASE OF EMERGENCY

- ◆ Bus monitor and the Driver must contact the following number in case of Emergency, Ambulance 998, Police 999 and Fire Station 997.
- ◆ Driver and the bus monitor must follow the RTA instructions of the evacuation plan at the time of training.
- ◆ Driver and bus monitor must be confident in time of Emergency, don't panic.

